



**Report of the Canadian Parliamentary Delegation to  
the Mid-Year EXCO Meeting**

**Canadian Branch of the Commonwealth  
Parliamentary Association (CPA)**

**Ezulwini, Lobamba, Swaziland**

**May 8 – 13, 2010**

# Report

## EXECUTIVE COMMITTEE MEETING

### MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING

The CPA Executive Committee met in the Royal Swazi Spa, Convention Centre, Ezulwini, Lobamba, Swaziland. Hon. Kathleen Casey, MLA, Speaker of the Prince Edward Island, Legislative Assembly, took the Chair as Acting Chairperson in the absence of the Chairperson of the Executive Committee.

#### PRESENT:

#### OFFICERS

<b>President</b>	Hon. Kenneth Marende, MP, Speaker of the National Assembly of Kenya
<b>Vice-President</b>	Rt Hon. Lord Foulkes of Cumnock MSP, for Rt Hon. John Bercow, MP, Speaker of the House of Commons, United Kingdom
<b>Vice-Chairperson</b>	Hon. Kathleen Casey, MLA, Speaker of the Legislative Assembly, Prince Edward Island (also Canadian Regional Representative)
<b>Treasurer</b>	Hon. Hashim Abdul Halim, MLA, Speaker of the Legislative Assembly, West Bengal

#### CWP CHAIRPERSON

<b>Pakistan</b>	Ms Kashmala Tariq, MNA
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#### REGIONAL REPRESENTATIVES

#### AFRICA

<b>Mozambique</b>	Hon. Antonio Amelia, MP, for Hon. Antonio Hama Thay, MP
<b>South Africa</b>	Hon. Mninwa Johannes Mahlangu, MP, Chairman of the National Council of Provinces ( <b>attended first day only</b> ) then Hon. Moeng Pheto, MP, alternate for the rest of the meeting)
<b>Uganda</b>	Hon. Elijah Okupa, MP, for Hon. Sada Soli Jibia, MP, Nigeria

**Botswana** Hon. Moeng Pheto, MP, for Hon. Job Y. Ndugai, MP, Tanzania **(first day only)**

**Swaziland** Hon. Marwick Khumalo, MP, Swaziland

**Cameroon** Hon. Muyali Boya Mary epse Meboka, MP

## **ASIA**

**Maldives** Hon. Abdulla Shahid, MP, Speaker of the People's Majlis, for Hon. Chamal Rajapakse, MP, Speaker of Parliament, Sri Lanka, (Acting Regional Representative)

**Northwest Frontier** Hon. Kiramatullah Khan, MPA, Speaker of the Provincial Assembly

## **AUSTRALIA**

**Victoria** Hon. John Pandazopoulos, MP

**Tasmania** Hon. Michael Polley, MP, Speaker of the House of Assembly

**Australia** Senator the Hon. Alan Ferguson, for Senator the Hon. John Hogg, President of the Senate

## **BRITISH ISLANDS AND MEDITERRANEAN**

**Wales** Mr Jeff Cuthbert, AM, for Mr Alun Cairns, AM

**Gibraltar** Hon. Ernest Britto, MP, Minister for the Environment and Tourism

**United Kingdom** Rt Hon. the Baroness D'Souza, for Hon. Lindsay Hoyle, MP

## **CANADA**

**Prince Edward Island** Hon. Kathleen Casey, MLA, Speaker of the Legislative Assembly

**Northwest Territories** Hon. Paul Delorey, MLA, Speaker of the Legislative Assembly, for Hon. George Hickes, MLA, Speaker of the Legislative Assembly, Manitoba

**Canada** Sen. Raynell Andreychuk for Mr Joe Preston, MP

## **CARIBBEAN, AMERICAS AND ATLANTIC**

<b>British Virgin Islands</b>	Hon. Keith L. Flax, MHA, Deputy Speaker
<b>Guyana</b>	Hon. Hari N. Ramkarran, SCC, MP, Speaker of the National Assembly
<b>Dominica</b>	Hon. Alix Boyd Knight, MHA, Speaker of the House of Assembly

## **INDIA**

<b>Bihar</b>	Hon. Uday Narain Choudhary, MLA, Speaker of the Legislative Assembly
<b>India</b>	Hon. Meira Kumar, MP, Speaker of the Lok Sabha

## **PACIFIC**

<b>New Zealand</b>	Ms Moana Mackey, MP, for Hon. Snyder Rini, MP, Solomon Islands
<b>Kiribati</b>	Hon. Dr Tetaua Taitai, MP

## **SOUTH-EAST ASIA**

<b>Sabah</b>	Hon. Datuk Frankie Chong Yu Chee, MLA, Deputy Speaker of the Legislative Assembly
<b>Singapore</b>	Dr Mohamad Maliki Osman, MP
<b>Malaysia</b>	Hon. Datuk Ronald Kiandee, MP

## **IN ATTENDANCE**

### **CPA SECRETARIAT**

Secretary-General	Dr William F. Shija
Director of Communications and Research	Mr Andrew Imlach
Director of Administration and Finance	Mr David Broom
Assistant Director (Events Organisation)	Ms Christine (Tina) Ngwira
Assistant Director, Finance	Mr Joe Omorodion

Assistant Director, International Coordination Ms Musonda Mwila

Executive Assistant to the Secretary-General Mrs Luseane Chesham

## **1. WELCOME**

**The Acting Chairperson** welcomed Members, especially new Members, Acting Members and Alternates, to the meeting.

## **2. APOLOGIES**

Apologies were received from those Members most of whom were represented by alternates:

Hon. Antonio Hama Thay, MP, Mozambique

Hon. Sada Soli Jibia, MP, Nigeria

Rt Hon. John Bercow, MP, UK

Hon. Lindsay Hoyle, MP, UK

Senator the Hon. John Hogg, Australia

Mr Alun Cairns, AM, Wales

Hon Abdul Hamid, MP, Bangladesh

Hon. Chamal Rajapakse, MP, Sri Lanka

Hon. George Hickes, MLA, Manitoba

Hon. Tanka Bahadur Rai, MLA, Assam

Hon. Bill Vakaafi Motufoou, MP, Niue

Hon. Snyder Rini, MP, Solomon Islands

## **3. ADOPTION OF THE AGENDA**

The Draft Agenda was adopted.

#### **4. MINUTES OF THE LAST MEETING HELD IN TANZANIA**

The minutes of the meeting held in Arusha, Tanzania, in September 2009 were adopted.

#### **5. MATTERS ARISING FROM THE MINUTES**

Sen. Ferguson asked whether an invitation had been sent to Hon. Helen Clerk, UNDP Administrator, to attend the 56<sup>th</sup> Commonwealth Parliamentary Conference in Kenya. The Secretary-General replied in the negative because the invitation awaited Executive Committee's selection of subjects at the Swaziland meeting for inclusion in the invitation.

Hon. Kumar asked when she should raise India's recommendations for rules for the disqualification of candidates in elections. The discussion on the India paper was deferred to later in the meeting.

#### **The Working Party**

The Committee considered a paper on the establishment of a Working Party as agreed at the last meeting. The composition of the Working Party would be one participant each from the eight Regions of Asia, Australia, BIM, Canada, Caribbean, India, Pacific and South-East Asia and two participants from African Region plus the Chairperson, Treasurer and CWP Chairperson.

Lord Foulkes expressed reservations about the suggested budget of £111,000 and said it would be more worthwhile if the money was spent on CPA programmes.

Although it was agreed in principle to have a Working Party, it was argued by some Members that it was up to the Executive Committee to decide what to spend. The Members also said that legal status was worth looking into as there was need for clarity on charity status.

Some suggestions were made that Regional Representatives should consult electronically by ITC or teleconferencing which is cheaper and faster. However, after some considerable discussion, it was agreed that in order to get fresh ideas Working Party Members should not necessarily be Executive Committee Members but could be current or former Executive Committee Members or any other Members who know the CPA. Meetings of the Working Party should be held in conjunction with Conferences as was previously done with the 2007 Working Party. There was therefore no need for extra meetings and this would cut costs. The Coordinating Committee would further determine the necessary cost to be met.

In reply to the query from Sen. Andreychuk, the Secretary-General said that a questionnaire from Canada would be circulated together with questionnaires from other regions when the Working Party starts its work in order to draw up the Terms of Reference.

The Committee agreed to the following Working Party methods of operation and programme:

1. The Working Party will consist of Members of the Coordinating Committee, the CWP Chair and a representative of each Region, but two from the African Region and that Regions be allowed to nominate a proxy.
2. The draft Terms of Reference be taken into consideration when finally determined by the Working Party;
3. The Coordinating Committee to determine a Budget for the Working Party;
4. The Working Party to have its first meeting at the Kenya Conference with the CPA Headquarters Secretariat immediately seeking representatives from each Region, and preparing documentation for the Working Party. Regions should identify participants by June 30, 2010;
5. The Working Party's deliberations, once approved by Executive Committee, proceed to the General Assembly meeting in London in 2011.

It was also agreed that Members would continue on the Working Party even if they left the CPA office they occupied during the period.

The Acting Chairperson added that all other matters arising from the Minutes of the Executive Committee Meetings in Arusha, Tanzania, were covered by the agenda or Subcommittee agendas. The Committee noted the progress on matters discussed in the previous meeting.

## **6. MEMBERSHIP OF THE EXECUTIVE COMMITTEE AND ITS SUBCOMMITTEES:**

### **(i) Membership of the Executive Committee**

Members noted the list of Committee Members.

### **(ii) Composition of the Subcommittees**

The meeting noted the rotation of Members on the two Subcommittees so each Region has two Members on one Subcommittee and one Member on the other in alternate

years. This does not apply to the Africa Region which has three Regional Representatives on both Subcommittees each year.

The following substitutions were made:

**Planning and Review Subcommittee:**

Rt Hon. Lord Foulkes of Cumnock

Hon. Abdulla Shahid, MP

Sen. the Hon. Alan Ferguson

**Finance Subcommittee:**

Hon. Elijah Okupa, MP

Hon. Paul Delorey, MLA

Sen. Raynell Andreychuk

There were no substitutes for Bangladesh and Assam.

The Committee noted the composition of Subcommittees as amended.

## **7. MID-TERM REVIEW OF THE STRATEGIC PLAN**

The Strategic Plan carried a commitment for a Mid-term review to monitor progress in the achievement of its objectives, so the meeting was provided with a Review Statement with an analysis of progress.

The Executive Committee expressed satisfaction with progress made by the Association in furtherance of the Strategic Plan which had the endorsement of Branches.

## **8. MEMBERSHIP REPORT**

### **i. Membership**

The Executive Committee noted the list of Branches containing: the membership fees, those in abeyance or suspension, the number of delegates and secretaries that each was entitled to send to a Plenary Conference, the geographical regions into which they were grouped and the location of Officers and Regional Representatives.



**ii. Branches in Abeyance**

Fiji Islands and Turks and Caicos Islands remained in abeyance

**iii. Branches Coming Out of Abeyance**

There had been no applications since the last meeting from Branches seeking to come out of abeyance.

**iv. Branches in Suspension**

The Secretary-General advised that ten Branches had been suspended for non-payment of their membership fees under Articles 9 and 4(a) of the CPA Constitution. These included two Branches in the Pacific Region (Bougainville and Vanuatu), seven state Branches from Nigeria (Kogi, Ondo, Zamfara, Anambra, Ekiti, Enugu and Gombe) and Sierra Leone in the African Region. They owed fees totalling £74,656.

The Committee urged Regional Representatives to pursue the defaulting Branches in their own regions to pay their outstanding membership fees.

**v. Applications to Form Branches**

**Rwanda Parliament**

The Secretary-General reported that an application to form a Branch of the Association had been received from Rwanda Parliament. The Assembly had passed the required resolution and he had received the application in the correct form.

A motion to accept the application was moved and seconded. The Committee therefore agreed to recommend to the General Assembly in Nairobi, Kenya, that the application to form a Branch of the Association from the Rwanda Parliament be accepted.

**vi. Applications to Change Delegate Entitlement**

There had been no applications to changes delegate entitlement since the last meeting of the Executive Committee.

**9. DRAFT ANNUAL REPORT OF THE EXECUTIVE COMMITTEE**

**1 JANUARY – 31 DECEMBER 2009**

Lord Foulkes asked that, because of the adverse media publicity in the UK, all tour references be deleted.

On page 35 the words “carbon friendly” should be deleted and the CWP Chairperson should be listed after Officers of the Association. On page 7, Dr Taitai’s first name was corrected to read “Tetaua”.

The Secretary-General advised that the format of the Annual Report followed the same basic guiding principles introduced some years ago. Further stylistic refinements and minor editorial changes would take place before it was printed. The Finance and Consolidated Accounts Statements would be included in the final report along with further details about the Membership report.

The Committee approved the content of the Draft Annual Report with amendments for submission to the 2010 General Assembly.

## **THE COMMITTEE BROKE INTO SUBCOMMITTEES**

### **10. REPORTS FROM SUBCOMMITTEES:**

#### **(i) Planning and Review Subcommittee**

Ms Boyd Knights, presented the report of the Planning and Review Subcommittee on behalf of the Vice-Chairperson. The report is attached as an appendix to these minutes.

The Committee approved the recommendations from the Planning and Review Subcommittee.

#### **(ii) Finance Subcommittee**

The Treasurer, presented the Report of the Finance Subcommittee, which is attached as an appendix to these minutes. The Committee approved the recommendations of the Finance Subcommittee subject to the following changes:

Recommendation 1 on “Matters Arising from the Meeting held on 30 September 2009” was amended to include “and Regional Representatives” and subsume recommendation 5 into recommendation 1 and recommendation 14 should include “plus five-year previously for a ten-year total” as follows:

#### **Recommendation 1:**

**That the Executive Committee approve the involvement of Regional Secretaries in the collection of outstanding membership fees in their own Region.**

**Recommendation 5 as amended:**

**That the Executive committee request the Regional Representatives and Regional Secretaries to continue to pursue all the defaulting Branches in their own Region to pay the outstanding membership fees.**

**Recommendation 14 on “CPA Secretariat Budget” as amended:**

**That the Secretariat provide a five-year analysis (plus five-year previously for a ten-year total) of staffing costs as a percentage of turnover and make comparisons against other organisations.**

The Committee will advise the General Assembly on the proposal to link the fees review to the work of the Working Party.

**11. CPA HEADQUARTERS SECRETARIAT ACCOUNTS**

- i) Audited Income and Expenditure Accounts and Balance Sheet  
for the year ended 31 December 2009
- ii) Budgeted and Estimated Income and Expenditure Accounts for  
2010, 2011 and Projected for 2012  
  
Summary Annual Cash Flow Forecasts for 2010-2012
- iii) Review of the Mechanism for Setting Association’s Branch Fees -  
  
Results of Branch Survey

The Committee approved the accounts when it considered the report of the Finance Subcommittee under item 10(ii). The Committee also extended the deadline to 15 July 2010 for Branches to respond to the recent Membership Fees review.

**12. CPA WORKING CAPITAL FUND ACCOUNTS – TO NOTE**

- i) Audited Income and Expenditure Accounts and Balance Sheet for  
the year ended 31 December 2009
- ii) Budgeted and Estimated Income and Expenditure Accounts for  
2010, 2011 and Projected for 2012

The Committee noted the above accounts as approved by the Trustees when it considered the Report of the Subcommittee under item 10(ii).

### **13. CPA CONFERENCE ASSISTANT FUND ACCOUNTS – TO NOTE**

- i) Audited Income and Expenditure Accounts and Balance Sheet for the year ended 31 December 2009
- ii) Budgeted and Estimated Income and Expenditure Accounts for 2010, 2011 and Projected for 2012

The Committee noted the above accounts as approved by the Trustees when it considered the Report of the Subcommittee under item 10(ii).

### **14. ARRANGEMENTS FOR THE 56<sup>TH</sup> COMMONWEALTH PARLIAMENTARY CONFERENCE AND ASSOCIATED MEETINGS**

The dates of the Conference were confirmed as 10 to 19 September 2010.

Hon. David Musila, MGH, MP, Kenya's Assistant Minister of State for Defence and Chair of the Conference Organizing Committee, said that Members would be given a warm welcome to Kenya in September. He gave a detailed account of the Conference arrangements on behalf of Hon. Kenneth Marende, EGH, MP, CPA President. He said that the Conference will accord Kenya an opportunity to demonstrate its achievements and developmental challenges and reaffirm its place in the Commonwealth. The President assured Members of a pleasant and enjoyable time in Kenya.

**The Executive Committee** noted the accompanying briefing paper.

#### **(i) 57<sup>TH</sup> Commonwealth Parliamentary Conference, 2011**

Lord George Foulkes, as an alternate for the Vice-President, said the hosting of the Centennial Conference will be an event to remember. The Committee then agreed to allow Mr Andrew Tuggey, the Secretary to the CPA UK Branch, to brief Members about the conference arrangements.

Mr Tuggey presented the draft programme for the 2011 Conference and said that because of a fixed budget he had been told by Parliament to curtail the agenda to the key discussion points of the draft outline to seven days. He said that due to the reduced budget, the financial climate and for reasons of transparency and accountability, the CPC2011 would see a reduction in social events as these would attract adverse media coverage of Parliamentarians in the wake of criticisms of UK Members expense claims. He also feared that the new Parliament's budget could be cut by 9 per cent because of the UK's financial situation.

He added that in order to further reduce costs, the UK Branch would not arrange the meeting and greeting at airports. Therefore all delegates including the Executive Committee would be responsible for finding their own way to the hotel, with the assistance of their respective High Commissions as necessary. Under the circumstances, he appealed to the Executive Committee to consider a request by the UK Branch to cut the nine-day programme to seven days.

The Secretary-General advised that in view of strict security often exercised by the UK Border Agency and the existing anti-terrorism laws in Britain, the host Branch must take extra care for the arrival and departure of delegates.

A Member raised the difficulties experienced in getting personal British visas to travel to the UK and whether the UK government would help delegates to obtain visas for the conference in 2011. In reply, Lord Foulkes said that special arrangements could be made for the conference, as would be done for the Olympics and for Commonwealth Games in Glasgow.

However, the Committee then recessed for the day and resumed its meeting on 12 May. UK Branch representatives were unable to be present. However, criticism was voiced by many Members of what appeared to be an inappropriate decision by the United Kingdom Branch. Members were unhappy with the way the Branch will handle the various conference and associated programmes and the receiving arrangements. Members sought clarification as to why the CPA “mother” Branch was seeking to diminish the Centennial Year instead of preparing to make it even more prominent. Also, Members did not accept the idea of media criticism of Parliamentarians in the United Kingdom, stating that if all other Branches were to fear the media, no useful event could be staged by the Association.

The Committee agreed that since the nine-day Commonwealth Parliamentary Conference format was passed by the General Assembly in India in 2007, the proposal to change the format to seven days must be put to the General Assembly in Nairobi.

## **15. COMMONWEALTH WOMEN PARLIAMENTARIANS**

Following the re-submission of the request from the CWP for the Chairperson of the CWP to be made an Officer of the Association, the Committee agreed to recommend to the General Assembly in Nairobi that the Chairperson of the Commonwealth Women Parliamentarians (CWP) should become an Officer of the Association so that the six positions will always have at least one woman. A recommendation to amend the CPA Constitution to make the CWP Chairperson an Officer of the Association should be presented to the General Assembly in Kenya. The Committee further agreed in

Bermuda to accord the CWP Chairperson the treatment and recognition to that of an Officer:

1. At the Opening Ceremony will sit at the Top Table together with the CWP President and other dignitaries;
2. Accompanying Officers of the Association during courtesy calls;
3. To be recognised in the salutations

## **16. RECOMMENDATIONS FROM THE COORDINATING COMMITTEE**

### **Status of the Association**

The issue of Status of the Association was referred to the Working Party as part of the overall review on the future of the Association.

#### **(ii) Staff and Related Matters**

Staff related matters, particularly with regard to the contracts of Directors and other Secretariat staff were also referred to the Working Party

#### **(iii) Secretary-General's letter to the Chairperson**

With regard to the Secretary-General's request to have his term of employment extended for a second term of 5 years, the Executive Committee agreed to recommend to the General Assembly that the current Secretary-General's employment be extended for a second term of 5 years from 2012 to December 2016.

## **17. MARKING THE CPA CENTENNIAL**

Initially, it was agreed that two books would be produced: a general book on all Commonwealth Parliaments and a book on the Commonwealth Women Parliamentarians (CWP) and the advancement of women in Parliament. Later it became apparent that women Members and parliamentary officials would be asked to contribute to the general book, and the general book should also have material on the CWP and women in Parliament. Therefore it was agreed that the two books be merged into one project, thus mainstreaming the CWP and women in the CPA and the Centennial. Further consideration of the books indicated the budget for each could be inadequate and the Secretariat would have difficulty producing both books along with other Centennial and routine work. The expansion of the general publication and the combination of the budgets for it and the CWP book into one budget would produce a more effective programme.

The Committee agreed to merge into one publication the Commonwealth Parliaments Book and the Commonwealth Women Parliamentarians Book.

## **18. REGIONAL SECRETARIES' ATTENDANCE AT EXECUTIVE COMMITTEE MEETINGS**

### **Background**

At their last meeting in London on 5 March 2010, Regional Secretaries expressed a wish to accompany their Regional Representatives to the Executive Committee meetings in order to give advice and support during the meeting. They also felt that their attendance would provide an institutional memory service and continuity in view of the turnover of Regional Representatives.

The reasons that had been advanced against the Regional Secretaries attendance at the Executive Committee meetings were that adding this group to already too large an Executive Committee would among other things be both unmanageable logistically and financially prohibitive for the Host Branch when the cost of hosting the Mid-year meeting is mostly borne by the host Branch.

Admitting the Regional Secretaries could also raise an issue of the inclusion of Nine CWP Steering Committee Members and one Small Branches' Representative, further raising the total number of attendants at the Executive Committee Meeting to 62, especially when the Association is currently finding it increasingly difficult to find host Branches for the Executive Committee meetings. An expanded attendance at the Executive Committee meetings could also deter Smaller Branches from offering to host the Executive Committee due to cost and other implications.

**For the reasons given above, it was recommended that the Executive Committee reject the request by Regional Secretaries to attend the meetings of the Executive Committee.**

However, the debate ensued and Members from Australia, Kiribati and Canada supported Ms Mackey who said that the attendance of Regional Secretaries would provide continuity to Members and would help Regions such as the Pacific which has the most sparsely placed Branches in the CPA and hence difficult to reach by any other form of travel including air travel. She said contact and communication between Branches was very rare and difficult and that not all Branches had access to the internet. For these reasons she said that the Region would benefit tremendously from the attendance of its Regional Secretary at the Executive Committee meetings and appealed to Members to allow Regional Secretaries attend its meeting in order to provide such needed support to Members and Branches in the Region.

Datuk Kiandee said that the problem described by Ms Mackey would not be resolved by the attendance of Region Secretaries at the Executive Committee meetings if transport and communications posed problems in the Region. In these circumstances the Regional Secretaries would face the same transport and communication problems. Other Members echoed these sentiments and wondered whether Members appointed to the Executive Committee needed the support from Regional Secretaries by sitting in its meetings.

However, the Committee had no objection to Regional Secretaries and other officials accompanying the Regional Representatives and paying their own costs but not attending the Executive Committee meetings.

After discussion, the recommendation was put to a vote. There were 23 Members present and the results were as follows:

<b>Those for the recommendation:</b>	<b>14</b>
<b>Those against:</b>	<b>8</b>
<b>Abstention:</b>	<b>1</b>
<b>Spoilt ballot</b>	<b>none</b>
<b>Total</b>	<b>23</b>

Therefore the recommendation was carried that Regional Secretaries would not attend Executive Committee meetings.

## **19. REPORT ON FUTURE VENUES**

### **Mid-year meeting 2010**

The Secretary-General informed Members that Swaziland had offered to host this meeting after the last meeting had concluded. The invitation had therefore been accepted by written resolution under Article 27(7) of the Constitution. He said that Swaziland offered to host the Mid-year meeting when there had been no offers for venues. He thanked the Government, the Branch and the people of Swaziland for their generosity in having the meeting held in Swaziland.

### **Commonwealth Parliamentary Seminar 2010**

#### **Northwest Frontier Province – renamed as Khyber Pakhtunkhwa**

The Secretary-General advised Members that because of the prevailing security problems in Pakistan Parliamentarians may not wish to travel there and members of



staff who are generally insured for injury as a result of war or terrorism would not be covered if the Foreign and Commonwealth Office advised against travelling to the country. In this case, it had advised against travel to specific regions in Pakistan including NWFP, Peshawar and districts south of the city. The Secretary-General requested that the Executive Committee consider finding an alternative venue. As a consequence, Ms Tariq proposed that the 2010 Annual Seminar be moved to Islamabad, to which the Executive Committee agreed.

## **20. REPORT ON VISITS SINCE APRIL 2009**

As the meeting was running out of time, Members did not have the opportunity to report on CPA visits undertaken since the last meeting.

## **21. ANY OTHER BUSINESS**

### **Re-imbusement of the Treasurer's Travel**

The Secretary-General said that the Coordinating Committee had discussed the matter and he asked the Executive Committee to pay the cost of the Treasurer son's trip to Singapore when the Treasurer fell ill and was hospitalised there en route to London for a CPA Trustees' meeting. The Treasurer added that a precedent had already been set when the CPA Secretariat had paid a business class ticket for the spouse of a former Treasurer to a meeting because of his ill-health. The Secretary-General also cited an example of the Regional Secretary from Trinidad & Tobago who fell sick in Antigua while performing CPA duties and was hospitalized and had to be flown back home by air ambulance. He added that in the absence of a CPA policy, he was not in a position to help. He however asked the Executive Committee to set a CPA policy for handling eventualities such as these.

After much discussion the Executive Committee asked to await two months if India was going to pay an insurance claim before CPA reimburse the Treasurer's expenses as requested.

### **Election Rules Changes - Violation and Disqualification**

Smt Kumar tabled proposed changes to the rules governing elections. The Executive Committee asked the Secretariat to study the proposals and report back to the next meeting.

The Chairperson thanked Members for their contribution and cooperation and wished them safe trips back to their homes.

There being no other business, the Chairperson adjourned the meeting.

**EXECUTIVE COMMITTEE MEETING**

**Royal Swazi Spa**

**Ezulwini, Lobamba, Swaziland**

**8 – 13 May 2010**

**Report of the Planning and Review Subcommittee**

**Present**

**Officers of the Association:**

**CPA President:** Hon. Kenneth Marende, MP, (Kenya)

**CPA Vice-President** Rt Hon. Lord Foulkes of Cumnock (United Kingdom)  
(Alternate)

**Members of the Subcommittee:**

**Chairperson:** Hon. Kathleen Casey, MLA, (Prince Edward Island)  
(Vice-Chairperson of the Executive Committee and  
Canadian Regional Representative)

**CWP Chairperson:** Ms Kashmala Tariq, MNA, (Pakistan)

**Africa:** Hon. Johannes Mahlangu, MP, (South Africa)

Hon. Antonio Jose Amelia, MP, (Mozambique)

Hon. Muyali Boya Mary epse Meboka, MP, (Cameroon)

**Asia:** Hon. Abdulla Shahid, MP, (Maldives) (Alternate)

**Australia:** Hon. Michael Polley, MHA, (Tasmania)

Sen. the Hon. Alan Ferguson (Australia) (Alternate)

**British Islands and Mediterranean:** Hon. Ernest Britto, MP, (Gibraltar)

**Caribbean, Americas and Atlantic:** Hon. Alix Boyd Knights, MHA, (Dominica)

<b>India</b>	Hon. Meira Kumar, MP, (India)
<b>Pacific</b>	Hon. Dr Tetaua Taitai, MP, (Kiribati) (for part of the meeting) Ms Moana Mackey, MP, (New Zealand) (for part of the meeting)
<b>South-East Asia:</b>	Hon. Datuk Frankie Chong Yu Chee, MLA, (Sabah) Dr Mohd Maliki Osman, MP, (Singapore)
<b>In attendance:</b>	Dr William F. Shija, Secretary-General  Mr Andrew Imlach, Director of Communications and Research  Ms Musonda Mwila, Assistant Director International Co-ordination

### **1. Welcome and Opening Remarks**

The Chairperson of the Subcommittee welcomed Members, especially new Members and Alternates, to the Planning and Review Subcommittee meeting held on 9 May in the Indzaba Room of the Royal Swazi Spa Convention Centre. She welcomed Members and noted apologies for absence from Members unable to attend.

### **2. Adoption of Agenda**

The agenda was adopted as distributed.

### **3. Report of the Last Meeting**

Members noted the report of the September 2009 meeting held in Arusha, Tanzania.

### **4. Plenary Conference Format and Topics**

The Subcommittee considered subjects proposed by Branches and the Secretariat to draft a recommended agenda for the 56<sup>th</sup> Commonwealth Parliamentary Conference to be held in September in Nairobi, Kenya. It applied the plenary conference format approved by the 2007 General Assembly, but concern was expressed that more time should be allotted to workshop sessions than had been the case in 2009 so more Members would be able to participate.

The proposed agenda includes the final plenary topic agreed by the Executive Committee at its last meeting in response to a proposal from the Maltese Branch and the topic selected by the Kenyan Branch for the host Branch workshop as Workshop A. The topic selected by the Commonwealth Women Parliamentarians Steering Committee

for the gender workshop, Workshop F, is also one of the topics for the CWP Conference. The topic for Workshop C is also proposed for the Small Branches Conference. The duplication of both these subjects enables delegates from those meetings to report to the main conference the views of their Members on that subject.

It therefore agreed to recommend the following theme and topics:

**Recommendation 1:**

**That the Executive Committee agree the following theme, plenary and workshop topics:**

**Theme**

Parliament and Development in the 21<sup>st</sup> Century: Thus Far and Beyond

**Opening Plenary**

Addresses by CPA Secretary-General and the Commonwealth Secretary-General

**Workshops**

- A. The Role of Parliament in Peace Building: The Case of Kenya in Addressing Post-Election Violence in 2008. (Host Branch topic):
- B. The Global Water and Food Crisis
- C. Energy and Environment: Achieving Sustainable Development: (Small Branches Topic)
- D. Parliament, Accountability and the Role of Internet Governance in Strengthening Oversight
- E. The Role of Parliamentarians in Facilitating Grassroots Projects
- F. The Role of Parliamentarians in the Protection of Migrant Workers (Gender Related Topic from CWP Steering Committee)
- G. The Role of Parliamentarians in Natural Disaster Management
- H. How prepared is the Commonwealth for the Emerging New World Economic Order?

## **Final Plenary**

### Commonwealth Initiatives in Handling Migration Issues

The Subcommittee was advised that a Conference Summary Statement will be issued after the Conference. It was also advised that a complete list of international organizations invited to attend the conference will be presented to the Subcommittee at its meeting in Kenya.

## **5. Small Branches Conference**

The Subcommittee considered the agenda for the 30<sup>th</sup> Small Branches Conference to be held in Kenya in September. The two-day conference for Members from Branches in jurisdictions with populations of up to 500,000 people is composed of four plenary sessions, including one or more sessions addressed by experts from relevant international agencies.

The proposed First Plenary Session is to be repeated at the plenary conference. The Subcommittee therefore reviewed topics for discussion proposed by delegates to last year's conference, Branches and the CPA Secretariat and recommends the following agenda (the proposer of the subject is indicated in italic):

### **Recommendation 2:**

**That the Executive Committee approve the following format and agenda for discussion at the 30<sup>th</sup> Small Branches Conference:**

#### **1<sup>st</sup> Plenary Session**

Energy and Environment: Achieving Sustainable Development

*(Jersey and NSW, Australia)*

#### **2nd Plenary Session**

The Effect of "Political" Corruption in Small States

*(29<sup>th</sup> Small Branches Conference)*

#### **3rd Plenary Session**

The Challenges of Sovereignty in Small States

*(Norfolk Island and St Helena)*

#### **4th Plenary Session**

Parliament and Accountability – Strengthening Oversight in Small Parliaments

*(CPA Secretariat)*

## 6. Review of Ongoing Programmes and Services

The Subcommittee reviewed the following CPA events and services which were due for their triennial review this year based on a schedule previously agreed by the Executive Committee.

### (i) Annual Report

The triennial review of the CPA “Aims” booklet was conducted by the Subcommittee. Information about the aims, organization and activities of the Association is published annually in a 12-page booklet to familiarize Members and others with the Association and its governance. The content of the booklet also appears in relevant places on the CPA website, and some basic CPA information is also published in a leaflet as an inexpensive substitute to give to those who require only a brief description of the Association. The Subcommittee agreed that the publication of the booklet assists the Association to promote parliamentary democracy and improve Members’ understanding of CPA programmes and services.

It therefore agreed to recommend:

#### **Recommendation 3:**

**That the Secretariat continue to publish information on the work and structures of the Association in booklet, leaflet and electronic forms as communications tools to inform Members and others about the activities and structure of the CPA.**

### (ii) Parliamentary Information and Reference Centre

A performance report was considered on the Parliamentary Information and Reference Centre which is part of the CPA Secretariat. The Subcommittee was advised that the work of the Centre in disseminating information on parliamentary matters is one of the CPA’s core functions, is recognized in the CPA Constitution and contributes to the achievement of three objectives in the current Strategic Plan.

The Subcommittee noted that the Centre provides comparative parliamentary and constitutional information to Parliaments, Members, parliamentary officials and others in response to queries and through the provision of information online. The Centre also plays a leading role in the operation of the CPA website, and it runs a Publications Transfer Scheme to send reference material from parliamentary libraries which no longer need them to those which lack such material. Updated editions of the CPA Parliamentary Directory are provided to Branches and published online, and background *Data Papers* are provided for conferences.

The Subcommittee therefore agreed to recommend:

**Recommendation 4:**

**That the work of the Parliamentary Information and Reference Centre be endorsed by the Executive Committee.**

**(iii) The Parliamentarian**

The Subcommittee received a performance report on the CPA's quarterly journal, *The Parliamentarian*, which is circulated to all Members in accordance with the CPA Constitution and in pursuit of four objectives of the current CPA Strategic Plan. It also provides a medium through which the results of other CPA programmes are communicated to the total membership.

The Subcommittee noted with approval that the format of the journal had been transformed since the Executive Committee reviewed the Association's flagship journal three years ago, and that new features had been added to enable the Chairperson of the Commonwealth Women Parliamentarians and the Secretary-General to communicate regularly with Members. The Subcommittee agreed that the journal is the CPA's most important publication. As a journal written largely by and for Members and parliamentary officials, it provides a valuable authoritative forum for Members to air parliamentary and Commonwealth issues for all Members.

It was suggested that further improvements could be made to the Officers List published in the journal by adding the photographs of Executive Committee Members and possibly their email addresses.

It therefore agreed to recommend:

**Recommendation 5:**

**That the publication of *The Parliamentarian* and its circulation to all Members be continued as a major core CPA programme.**

**(iv) Technical Assistance Programme – Malawi Update**

This performance report provided an update on the final stage of CPA Technical Assistance Programme for the Parliament of Malawi, which had been delayed until after the conclusion of the country's 2009 general election.

The Subcommittee recalled that unspent funds for this programme were carried forward by the Executive Committee from 2008 to enable the CPA to work with its partner in this project, the Scottish Parliament, in 2009 to run an attachment programme for Malawian

Members and National Assembly staff to study the broadcasting of Parliament. The Subcommittee noted that the Scotland Branch will continue to work with the Malawi Branch as part of the CPA twinning programme. This type of assistance was described as a good model for similar programmes which could be run with other Branches.

The Subcommittee agreed to recommend:

**Recommendation 6:**

That the Executive Committee note the successful conclusion to the CPA Technical Assistance Programme for the National Assembly of Malawi and the continuing collaboration between the National Assembly of Malawi and the CPA Scotland Branch.

**(v) Recommended Benchmarks for Democratic Legislatures**

The Secretariat reported on the work so far to apply the 2006 Study Group's Recommended Benchmarks for Democratic Legislatures in collaborative programmes with the World Bank Institute, the United Nations Development Programme, regional organizations and CPA Parliaments and Legislatures. This programme has put the CPA in a global leadership position in this work at the intergovernmental level.

The Subcommittee noted that Regional Benchmarks based on the Study Group's Benchmarks were produced in late 2009 by the Pacific small islands states and in early 2010 by the CPA's Asian, Indian and South-East Asian Regions. The Study Group's Benchmarks were used as a model by the Assemblée Parlementaire de la Francophonie and the Southern African Development Community-Parliamentary Forum for their own sets of standards. The CPA Secretary-General was a leading speaker at an intergovernmental conference on standards held in Paris in March.

It was also noted that several individual Parliaments or Chambers either had assessed themselves against the CPA Benchmarks or were in the process of doing so.

The Subcommittee applauded the Benchmarks and their regional variations as a valuable initiative which supports parliamentary reform programmes, provides a mechanism to guide parliamentary strengthening programmes and ranks the CPA among the global leaders in this area. The Benchmarks contribute to the realization of four Strategic Plan objectives. Concern was expressed that insufficient funds were being spent on programmes. This programme in particular should be allocated more financial support to continue the CPA's leadership position and spread its benefits to more Branches.



The Subcommittee agreed that the development of regional variations would contribute to the continuing evolution of the Benchmarks so they keep pace with advances in standards of parliamentary governance and so recommended:

**Recommendation 7:**

**That the Secretariat continue to develop Regional Benchmarks for other CPA Regions in preparation for a second Study Group to update, enhance and expand the Benchmarks at a future date to be determined.**

**(vi) Commonwealth Parliamentary Conference**

The Subcommittee was advised that the triennial review of the plenary conference and the Small Branches Conference was due this year but that only two plenary conferences had been held under the current format. The Secretariat had also not been able to survey the views of 2009 conference delegates on the conference; but a questionnaire would be circulated to delegates at the 2010 conference in Kenya so the Executive Committee would have the benefit of the views of delegates in its assessment of the conference and its related events.

The Subcommittee therefore agreed to recommend:

**Recommendation 8:**

**That the Executive Committee defer a review of the Commonwealth Parliamentary Conference and the related Small Branches Conference until its February 2011 meeting.**

**7. CPA Publications**

**1. The Parliamentarian**

The Subcommittee reviewed articles being sought for publication in the journal and discussed issues for possible future coverage. In particular, Members pressed for the publication of articles which had already been sought on the state of democracy in Pakistan following that country's 2008 elections.

Members were advised that parts of the journal are on the CPA website but that its format was more suited to a paper publication. Many Members read the publication as it provides a useful link with other Commonwealth Parliamentarians.

**Recommendation 9:**

**That the Executive Committee note progress in obtaining material for publication for Members in *The Parliamentarian* and suggest new subjects of current interest to Members for coverage in future issues.**

## **2. Other Publications**

The Subcommittee was advised that the Secretariat had produced an issue of the electronic newsletter CPA Update, a new edition of the CPA "Aims" booklet Promoting Parliamentary Democracy was being printed and two regional Benchmarks booklets had been printed and circulated, as had a new CPA booklet with a calendar of programmes being produced this year. The text for the 2009 Annual Report had been written for approval by the Executive Committee at this meeting.

The Subcommittee was also advised that the new website had been launched featuring: an interactive map of CPA Branches, a new CPA management section containing Minutes of Executive Committee Meetings going back five years, a new more contemporary design and improved communications functions and a Climate Change Task Force section with Climate e-Briefs and a Climate Change Library. A new Secretary-General's Page is soon to be added.

It was suggested that the CPA website could be linked to a CPA Facebook page to provide another medium of communication for Members.

The Secretariat reported that further improvements will be made to the CPA website as technical issues in the migration of data from the old site are resolved.

The CPA video documentary on the 2009 Commonwealth Parliamentary Conference in Tanzania was awaited from the Tanzanian Branch.

The Subcommittee therefore agreed to recommend:

### **Recommendation 10:**

**That the Executive Committee note new material recently published by the CPA Secretariat.**

## **8. Commonwealth Women Parliamentarians Work Programme**

The Subcommittee received an update on the arrangements for the CWP Steering Committee Meeting, the CWP Conference, the Commonwealth Women Parliamentarians Business Meeting and the election of a new CWP Chairperson which are all to take place during the plenary conference in Kenya. The Subcommittee agreed that Branches should be reminded that the election of a new CWP Chairperson would take place in Kenya so they should be urged to send women Members as delegates if possible.

It was noted that again this year a gender-related topic will be discussed by both male and female delegates in a conference workshop.

A report was received on other CWP projects for the remainder of this year. An amendment to two of the projects is the subject of a separate recommendation later in this report.

The Subcommittee therefore agreed to recommend:

**Recommendation 11:**

**That Branches be encouraged to include the attendance of women Members at the Annual Conference in Kenya so that a maximum number of women can participate in the second CWP Conference.**

**Recommendation 12:**

**That Branches and Regions be reminded of their responsibilities to include women as Delegates to the Annual Conference.**

**Recommendation 13:**

**That Branches be encouraged to ensure the attendance of Steering Committee representatives in Kenya as Delegates.**

**Recommendation 14:**

**That the Executive Committee note the progress of the CWP Work Programme.**

## **9. Programme Planning**

### **(i) Report on Programmes since the last Meeting**

The Subcommittee noted reports on the following projects undertaken by the Secretariat since the September 2009 Executive Committee Meeting in Tanzania:

- Regional Seminar on Financial Oversight/Role of Public Accounts Committees (Dhaka, Bangladesh)
- Departmental Committees Workshop for Trinidad & Tobago (Port-of-Spain, Trinidad and Tobago)
- Regional Workshop on Benchmarks for Democratic Parliaments for the Pacific Region (Rarotonga, Cook Islands)
- Task Force on Climate Change (Copenhagen, Denmark)

- Workshop on Climate Change (Kolkata, West Bengal, India)
- Regional Workshop on Benchmarks for Democratic Parliaments for the Asia, India and South-East Asia Regions (Dhaka, Bangladesh)
- Strengthening Parliament - Parliamentary Financial Scrutiny (Melbourne, Australia) and Committee Inquiries Course (Sydney, Australia)
- West Africa Public Accounts Committee Workshop (Accra, Ghana)
- Parliamentary Staff Development Workshop for Asia and South-East Asia Regions (Kuala Lumpur, Malaysia)
- International Conference: Parliamentary Benchmarks and Self-Assessment (Paris, France)
- Meeting of Regional Secretaries (London, United Kingdom)
- Commonwealth Day Activities (London and Branches)
- Post-Election Seminar for Dominica (Roseau, Dominica)
- Parliamentary Staff Development Workshop for Caribbean., Americas and the Atlantic Region (St. John's, Antigua and Barbuda)

It was also noted that the CPA participated in the following activities:

- 16<sup>th</sup> Commonwealth Ministerial Debt Sustainability Forum (CMDSF) (Limassol, Cyprus)
- Evaluating Parliament Session – Association of Secretaries-General of Parliament (Geneva, Switzerland)
- Commonwealth Heads of Government Meeting 2009 (Port-of-Spain, Trinidad and Tobago)
- World Trade Organization: Session of the Steering Committee (Geneva, Switzerland)
- State University of New York: Workshop on Constituency Development Funds (Albany, New York, U.S.A.)
- 20<sup>th</sup> Commonwealth Speakers and Presiding Officers Conference (New Delhi, India)
- 27<sup>th</sup> Canadian Presiding Officers Conference (Whitehorse, Yukon, Canada)
- Organization for Economic Co-operation and Development: High-level Parliamentary Seminar on “Sustaining a Global Recovery” (Paris, France)

- United Nations Development Programme: Launch of Parliamentary Development Portal (AGORA) (Paris, France)
- Visit to Rwanda (Kigali, Rwanda)

**(ii) Update on Approved Programmes (including Amendments)**

The Subcommittee considered two matters: an amendment to the Parliamentarians Workshop to be held as a satellite meeting to the 9<sup>th</sup> Commonwealth Women's Affairs Ministers Meeting, and a short report on programmes to be held in the coming months.

**(a) Parliamentarians Workshop at the 9<sup>th</sup> Commonwealth Women's Affairs Ministers Meeting (9WAMM) in 2010**

The Subcommittee was advised that the Secretariat had been unable to organize a CWP Workshop on HIV/AIDS in South Africa in 2009 with funding of £20,000 from the CPA Working Capital Fund. It was therefore proposed that the workshop be held as a satellite Parliamentarians Workshop at the Commonwealth Women's Affairs Minister Meeting in Barbados in June. Additional funding of £12,400 would be available from the Commonwealth Secretariat.

The Executive Committee had already agreed to spend £30,000 on the Parliamentarians Workshop at the June ministerial meeting when it was to have discussed the gender implications of the current global financial crisis. The Secretariat was now proposing that these funds be used for other CWP programming, as decided by the CWP Steering Committee. This other programming would include an allocation of £5,000 for an Australian Region CWP meeting with participation from the Pacific Region.

The Subcommittee agreed that this would be an effective use of the funds and therefore agreed to recommend:

**Recommendation 15:**

**That the Executive Committee agree that the CWP HIV/AIDS workshop, with £20,000 from the Working Capital Fund, be held as a satellite workshop at the 9<sup>th</sup> Commonwealth Women's Affairs Ministers Meeting (9WAMM) in 2010.**

**Recommendation 16:**

**That the Executive Committee agree that the budget of £30,000 from the Parliamentarians Workshop at the 9<sup>th</sup> Commonwealth Women's Affairs Ministers Meeting (9WAMM) be reallocated for other CWP Programmes.**

**This includes an allocation of £5,000 to the Australian Region to conduct a CWP Conference, and the remainder for activity to be determined by the CWP Steering Committee at their next meeting in Kenya in 2010.**

**(b) Programme Update**

The Subcommittee noted updates on the following programmes, further details of which can be found in Document PR9(ii):

- Climate Change Study Group for the Africa Region and National Workshop for the National Assembly of Nigeria
- Commonwealth Parliamentary Whips Network (CPWN) Workshop
- Women and Leadership: A Parliamentary Dialogue, Maldives
- Workshop on Gender and Democracy in the Pacific
- CPA/WBI Asia/India Financial Oversight Workshop
- CPA/WTO Regional Seminars on the International Trading System
- Government and Opposition –Roles, Rights and Responsibilities
- Canadian Parliamentary Seminar
- 22nd Commonwealth Parliamentary Seminar
- CPA/WBI Annual Conference
- Post-Election Seminar, Mozambique
- Post-Election Seminar, Maldives
- Parliamentary Staff Development Workshops

**Recommendation 17:**

**That the Executive Committee note this update on approved programmes.**

**(iii) Proposals for New Programmes**

The Subcommittee considered proposals for five new projects to be added to the CPA's 2011 programme at a total cost to the association of £125,000. Details of these projects are contained in Document PR9(iii). The Subcommittee understands that the programmes have tentatively been included in the 2011 budget which is also being considered by the Finance Subcommittee.

Listed below are the proposed new programmes:

<b>Branch</b>	<b>Project</b>	<b>Partners</b>	<b>Cost Region (£ estimated)</b>
Swaziland	Technical Assistance Programme	Scottish Parliament	25,000
CPA/Kenya	Constituency Development Funds	SUNY/CID	25,000
Pacific	Finance for the Non-Finance Parliamentarian		25,000
Ghana	Establishment of an Institute of Parliamentary Affairs	TBC	25,000
The Gambia	Technical Assistance Programme	Scottish Parliament	25,000
<b>TOTAL:</b>			<b>£125,000</b>

In discussing the proposal for a study into constituency development funds, they agreed that the programme should aim at establishing strict guidelines for the transparent and ethical use of such funds, including whether they can be implemented in a way which is free of corruption.

The Subcommittee applauded the allocation of additional funds for more CPA programmes, expressing the general view that current programme spending should be expanded. It was informed that a proposal before the Finance Subcommittee would empower the Secretariat to respond more quickly to requests for programmes from Branches or proposals for collaborative work with other organizations.

**Recommendation 18:**

**That the Executive Committee approve the five new programme proposals.**

## **10. Any Other Business**

There being no other business, the Subcommittee adjourned to its next meeting in September in Nairobi, Kenya.



**CPA Executive Committee**

**Royal Swazi Spa Convention Centre**

**Ezulwini, Lobamba**

**Swaziland**

**8 – 13 May 2010**

**Report of the Finance Subcommittee**

**PRESENT:**

- Treasurer:** Hon. Hashim Abdul Halim, MLA, Speaker of the Legislative Assembly, West Bengal (India).
- Africa:** Hon. Job Yustino Ndugai, MP (Tanzania).  
Hon. Marwick Khumalo, MP (Swaziland).  
Hon. Elijah Okupa, MP (Uganda), alternate for Hon. Sada Soli Jibia, MP (Nigeria).
- Asia:** Hon. Kiramatuallah Khan, MPA, Speaker of the Provincial Assembly, Northwest Frontier (Pakistan).
- Australia:** Mr John Pandazopolous, MP (Victoria).
- BIM:** Mr Jeffrey Cuthbert, AM (Wales), alternate for Mr Alun Cairns, AM (Wales).  
Rt Hon. Baroness D'Souza, United Kingdom, alternate for Mr Lindsay Hoyle, MP (United Kingdom).
- Canada:** Hon. Paul Delorey, MLA, Speaker of the Northwest Territories (Canada), alternate for the Hon. George Hickey, MLA, Speaker of the Legislative Assembly, Manitoba (Canada).

Senator Raynell Andreychuk (Canada) alternate for Mr Joe Preston, MP (Canada).

**CAA:** Hon. Hari N. Ramkarran, S.C., MP (Guyana).

Hon. Alix Boyd Knights, MHA (Dominica).

**India:** Hon. Uday Narain Choudhary, MLA, Speaker of the Legislative Assembly, Bihar (India).

**Pacific:** Hon. Dr Tetaua Taitai, MP (Kiribati).

**SE Asia:** Hon. Datuk Ronald Kiandee, MP, Deputy Speaker, House of Representatives (Malaysia).

**APOLOGIES FOR ABSENCE:**

**Africa:** Hon. Sada Soli Jibia, MP (Nigeria).

**BIM:** Mr Alun Cairns, AM (Wales).

Mr Lindsay Hoyle, MP (United Kingdom).

**Canada:** Hon. George Hickes, MLA, Speaker of the Legislative Assembly, Manitoba (Canada).

Mr Joe Preston, MP (Canada).

**India:** Hon. Tanka Bahadur Rai, MLA, Speaker of the Legislative Assembly, Assam (India).

**Pacific:** Hon. Snyder Rini, MP, Minister of Finance & Treasury (Solomon Islands).

**IN ATTENDANCE:** Dr William F. Shija, Secretary-General

Mr David Broom, Director of Finance & Administration

Mr Joe Omorodion, Assistant Director of Finance

The meeting started at 11.55 hours.

## AGENDA

### ITEM

#### 1 **Welcome and Opening Remarks & Adoption of Draft Agenda**

1. The Chairman opened and welcomed everyone to the meeting, especially those attending the meeting for the first time.

#### **Adoption of the Draft Agenda**

2. The Agenda was adopted without change.

#### 2 **Report of the Last Meeting held on 30<sup>th</sup> September 2009 in Tanzania**

3. Members approved the report of the meeting held on 30<sup>th</sup> September 2009 as an accurate record to be signed by the Treasurer.
4. Concerning Recommendation 6 of the Report, the Canadian region representatives advised that they did not give their support to methodology 2 at the meeting in Arusha, Tanzania.

#### 3 **Matters Arising from the Meeting held on 30<sup>th</sup> September 2009**

5. The Subcommittee reviewed and **agreed** Document F3 on the matters arising from the meeting held on the 30<sup>th</sup> September 2009.
6. Members' **noted** the amounts expended on ICT assistance programmes to St Lucia, Kwara and Zanzibar.
7. Members' **noted** that the solicitors responses on the issues as to where an employment contract should be executed and the legal definition of 'children' will be dealt with in the Secretary-General's staff report.
8. Members' **noted** that a Trustee Indemnity insurance policy was now in place.
9. Members discussed the current methodology of collecting outstanding membership fees and **noted** that Regional Secretaries should be asked to assist in contacting Branches overdue in their respective regions.

#### **RECOMMENDATION 1:**

**That the Executive Committee approve the involvement of Regional Secretaries in the collection of outstanding membership fees.**

#### **4(i) CPA Secretariat – Audited Financial Reports 2009**

10. Members' **noted** that the Association made a group surplus of £487,968 (2008: £566,138) before gains on investment assets. The group annual

financials are comprised of the annual financials of the Secretariat, Conference Assistance Fund and Working Capital Fund.

11. **Further noted** that, in broad terms, the surplus was generated by the following (when compared to the budget):

<b>Category</b>	<b>Comment</b>	<b>Amount (£000)</b>
Annual Conf.	Write back of funds not required	114
Consultants	Savings on consultancies not required	35
Mid Year Exco	Write back of funds not required	46
Miscellaneous	Savings on miscellaneous other expenses	65
Programmes	Savings and/or prog's that did not proceed	164
Salaries	One position vacant throughout the year	40
Travel	Savings on officials' travel (Chair etc)	24
	<b>Total:</b>	<b>£488</b>

12. **Further noted** that the final 'sign-off' of the accounts, by the auditors, will not take place until the auditors receive duly signed copies (by the Treasurer and Secretary-General) of the annual financial reports.
13. Members expressed their thanks and appreciation to the Secretariat finance staff for all their work in preparing and explaining the annual financial reports.

#### **RECOMMENDATION 2:**

**That the Executive Committee approves the 2009 Consolidated Accounts and that the Treasurer and Secretary-General affix their signatures to five copies of the Consolidated and Headquarters accounts.**

#### **4(ii) Auditors 2009 Representation and Management Letter**

14. Members **noted** the audit report and in particular that:

- a) An unqualified audit certificate will be issued.
- b) No material misstatements were identified.
- c) No material uncorrected misstatements or reclassifications.
- d) No material weaknesses in the accounting and control systems.
- e) The Trustees' Report and financials comply with UK Accounting Standards and the Charities Act 1993.
- f) No inappropriate accounting policies or procedures were identified.

15. **Further noted** that the auditors recommended the establishment of a register of donors to ensure that the Association complies with the Finance Act 2006 which requires that a list of substantial donors is maintained. In this context a substantial donor is one who donates either tax relievable gifts of at least £25,000 within a twelve month period or of £100,000 within a six year period.

16. Members reviewed the Management response and **noted** that it was in a standard format and was required to be signed by the Chairperson and Treasurer.

#### **RECOMMENDATION 3:**

**That the Executive Committee note the audit report, approve the management response letter and that the Chairperson and Treasurer affix their signatures to the management letter.**

#### **RECOMMENDATION 4:**

**That the Association establish a 'Register of Donors' to record the details of donors of substantial gifts.**

#### **5(i) Membership Fees – Branches in Suspension as at 31 March 2010**

17. Members **noted** that, as at 31 March 2010, ten (10) Branches were in suspension for the non-payment of their membership fees totalling £74,656.

18. There then followed a discussion on the possible reasons for Branches not paying their membership fees.

#### **RECOMMENDATION 5:**

**That the Executive Committee request the Regional Representatives to continue to pursue all the defaulting Branches in their own Region to pay the outstanding membership fees.**

#### **5(ii) Debtors Listing**

19. Members reviewed the report which detailed the Branches in arrears (over 90 days old and excluding suspended branches) as at 31<sup>st</sup> March 2010.
20. **Noted** that the total amount outstanding as at 31<sup>st</sup> March 2010 was £1,208,456 representing 47% of the total invoiced amount for 2010.
21. A discussion then took place on the need to provide the Subcommittee with an addendum paper in the future which details Branches that have since paid their fees.
22. Members also discussed the issue of providing advice to Branches that, unless their membership fees are paid in full no later than 90 days prior to the annual conference, they will not be permitted to attend.

#### **RECOMMENDATION 6:**

**That the Secretariat continues to take all necessary steps to ensure that these arrears are fully recovered.**

#### **RECOMMENDATION 7:**

**That the Secretariat provides an addendum paper on fees received since the original reconciliation/advice.**

#### **RECOMMENDATION 8:**

**That the Secretariat ensure that formal advice regarding the requirement to pay outstanding membership fees no less than 90 days prior to the annual conference is forwarded to Branches without delay.**

#### **5(iii) Membership Fees Review – Responses from Branches**

23. **Noted** that a report on the review had been sent to all Branches for comment. The report provided details on the three methodologies previously selected by the Executive Committee including (but not limited to):
  - A background on why the review was necessary.
  - History of the current system.

- Details of each of the three methodologies.
- Listing of fees that would be due under each methodology.
- The next steps in the process.
- Future reviews.

24. **Further noted** that thirty-six (36) branches had provided responses representing 20% of the total Branches which received a copy of the review.

25. Based on the responses received, the preferences for each methodology are as follows:

M1 (do nothing)	20	(56%)
M2 (adjusted equity)	13	(36%)
M3 (CPA scale of assessment)	3	( 8%)

26. Some (ie not all) Branches rated each methodology and based on those responses the views of Branches are as follows:

- M1    2 stated that it is 'poor'.  
        6 stated that it is 'acceptable'.  
        8 stated that it is 'good' or 'very good'.
- M2    7 stated that it is 'poor' or 'very poor'.  
        2 stated that it is 'acceptable'.  
        6 stated that it is 'good' or 'very good'.
- M3    11 stated that it is 'poor' or 'very poor'.  
        2 stated that it is 'acceptable'.

27. Members also **noted** that some Branches had provided additional comments including:

- Review operating costs/management of the plenary conference    (9)
- Link the fees review to the Working Party on governance        (6)
- Not enough time to fully evaluate and consult                        (6)

28. There then followed a discussion on whether Branches should be given additional time to respond and whether the Working Party should have the question of the fees review included as part of their tasks.

**RECOMMENDATION 9:**

**That the Executive Committee allows further time for Branches to respond (up to 15 July 2010) and for any Branches who have already responded to change or update their response.**

**RECOMMENDATION 10:**

**That the Executive Committee agree on the proposal to link the fees review to the work of the proposed Working Party.**

**5(iv) Determination of CPA Branch Membership Fees for the 2011 year.**

29. **Noted** that the decision on whether or not to increase the membership fees was deferred (at the Executive Committee's request) from the Bermuda 2009 meeting and that any decision regarding a new methodology for calculating membership fees was unlikely to be made in the short term.
30. **Further noted** that the UK annual Retail Price Index (RPI) for 2009 was 2.4%.

**RECOMMENDATION 11:**

**That the Executive Committee advise the Working Party to consider the proposed increase in 2011 fees immediately prior to the Nairobi annual conference for an Executive Committee decision at that meeting.**

**6(i) CPA Secretariat Budget**

31. Members were informed of the main changes to the proposed 2010-2012 budgets since the last meeting of the Executive Committee in Arusha, Tanzania in October 2009. The changes are attached to this report as an appendix.
32. **Noted** that the projected 'bottom' line performances are surpluses of £608 (2010), £150,444 (2011) and £198,218 (2012).
33. Two items are not included in the current budget figures being:
- A proposal to expend £125,000 on new programmes in 2011.
  - An amount of £117,000 for the CPA Centennial Project.



34. **Noted** that the 2011 projected budget surplus could be used to pay for the £125k in new programmes.
35. **Further noted** that the Centennial Project could be funded out of surplus general reserves.
36. Members considered the remainder of the budget figures, in particular, the projected accumulated surpluses for each of the years.
37. Members also considered the cost and composition of the proposed Working Party and **noted** the budgeted costs as proposed could be reduced if the Working Party was configured in a different way in terms of its composition and mode of meeting. Their view was that considerable savings could be made in this area which, they **further noted**, was not yet included in the annual budget.
38. Members also requested that the Secretariat analyse its staffing costs as a percentage of turnover over the past five years and compare to similar organisations.

**RECOMMENDATION 12:**

**That the Executive Committee approves the budget for 2010 and notes the projections for 2011 and 2012.**

**RECOMMENDATION 13:**

**That the Secretariat re-calculates the Working Party budget with due regard to any agreed format and mode of meeting.**

**RECOMMENDATION 14:**

**That the Secretariat provides a five-year analysis of staffing costs as a percentage of turnover and make comparisons against other organisations.**

**6(ii) CPA Secretariat - Management Accounts February 2010**

39. Members of the Subcommittee reviewed the Income and Expenditure Accounts, Balance Sheet and Notes.
40. **Noted** that the surplus to date is largely generated as a result of accrual reversals totaling approximately £80k.
41. **Further noted** that the reversals related to two types of programmes (Training Workshops for Parliamentary Staff and ICT for Branches) were thoroughly reviewed with the Association's auditors.

**RECOMMENDATION 15:**

**That the Executive Committee adopts the CPA Secretariat Financial Management Report for the period 1 January to 28 February 2010.**

**6(iii) Working Capital Fund - Budget (2010 to 2012)**

**6(iv) Working Capital Fund - Audited Financial Reports 2009**

**6(v) Working Capital Fund – Management Accounts February 2010**

42. The Treasurer informed the Subcommittee that the Trustees had presented papers 6(iii), 6(iv) and 6(v) to the Subcommittee for noting.

43. **Noted** that these reports had been reviewed and approved by the Trustees and in the case of the Audited Financial Reports signed off by the Treasurer and Secretary-General.

**RECOMMENDATION 16:**

**That the Executive Committee notes the reports as approved by the Trustees.**

**6(vi) Conference Assistance Fund - Budget (2010 to 2012)**

**6(vii) Conference Assistance Fund – Audited Financial Reports 2009**

**6(viii) Conference Assistance Fund – Management Accounts February 2010**

44. The Treasurer informed the Subcommittee that the Trustees had presented Papers 6(vi), 6(vii) and 6(viii) to the Subcommittee for noting.

45. **Noted** that these reports had been reviewed and approved by the Trustees and in the case of the Audited Financial Reports signed off by the Treasurer and Secretary-General.

**RECOMMENDATION 17:**

**That the Executive Committee notes the reports as approved by the Trustees.**

**7 Legal Advice on Reserves & Public Benefits**

46. **Noted** that the advice provided by Wilsons Solicitors on the reserves of the Association concurs with the previous advice provided by the Secretariat.

47. **Further noted** that, as a result of several annual 'bottom line' surpluses, the Association's general reserves have built up over the past few years to £1,007,620. This amount offsets (to some degree) the capital losses incurred by the Association's investments.
48. Members discussed the potential for the Charity Commission to react unfavourably to this build up of reserves but felt that it was justified in view of the investment capital losses. Members **noted** that there was potential for the Association to use some of the reserve on additional programmes/project if the projected programme expenditure does occur in any given year.
49. **Noted** that the advice provided by Wilsons Solicitors on the public benefits test concurs with the previous advice provided by the Secretariat.
50. **Further noted** that Wilsons have advised that the objects of the Association have not been updated with the Charity Commission since 23 September 1977 and they advise that this should be corrected at the earliest possible time. The Secretariat is of the view that Wilsons should be engaged to attend to this matter.

**RECOMMENDATION 18:**

**That the Executive Committee approve the use of Wilsons Solicitors to arrange for the updating of the Association's objects with the Charity Commission.**

**8 Investments**

51. **Noted** that the total value of the Association's investments as at 25 March 2010 was £7,133,538 and the current investment market value/mix is as per the following:

<b>Vehicle</b>	<b>£000</b>	<b>%</b>
J P Morgan Liquidity Fund	1,900	27%
Royal Bank of Scotland Global Fund	505	7%
Coutts & Co:		
Fixed Interest	1,804	25%
Equities	2,291	32%
Hedge Funds	539	8%
Cash	95	1%
	<b>7,134</b>	<b>100%</b>

**Further noted** that the market value of the Coutts investments (which are controlled by the WCF/CAF Trustees) has begun to appreciate again and shows an increase of £268k in the quarter ended 31 December 2009. However, Members also **noted** that revenue from the Coutts investments has fallen from an average of around £50k per quarter to £25k in the quarter ended 31 December 2009 and current yields are approximately 2.5% per annum.

52. The Secretariat provided members with an update on the Coutts investments revenue situation (which is being closely monitored by the Trustees) as advised by Coutts. This was that Coutts recommend that the current investment mix and risk profile (low to medium) be maintained.
53. **Noted** that the funds invested in the J P Morgan Liquidity Fund and RBS Global Fund are only attracting yields of 0.35% and 0.71% respectively. **Further noted** that the Secretariat does not currently have any power to make changes to these investments in order to seek better returns in a timely manner.
54. Members again expressed their appreciation at the level of detail contained within the finance subcommittee papers.

#### **RECOMMENDATION 19:**

**That the Executive Committee notes the above advice and approves the proposal for the Secretariat (in telephone consultation with the Treasurer) to make changes to non-CAF/WCF investments – each subject to the unanimous agreement of the Treasurer, Secretary-General and Director, Finance & Administration.**

## **9 Risk Management and Fraud Control**

55. **Noted** that the Secretariat had introduced a Business and Financial Risk Management Plan and a Fraud Control Plan as part of its Financial Management Compliance Framework (FMCF).
56. **Further noted** that the Secretariat intends to introduce two new policies/procedures covering Disaster Recovery and Information Security.
57. The Secretariat advised that there are no significant risks to the Association at this time and that work on a new chart of accounts, standardised methods of budgeting, financial reporting and variation reporting were continuing.

**RECOMMENDATION 20:**

**That the Executive Committee notes the above advice.**

**10 CPA Staff Salaries – Inflationary Adjustment**

58. **Noted** that in Abuju, Nigeria, in September 2006, the Executive Committee agreed that future staff salaries should be adjusted for inflation annually by the UK Gross Domestic Deflator Index (UKGDDI) and that the UKGDDI for the 2010 calendar/financial year is 2.75%.

**RECOMMENDATION 21:**

**That the Executive Committee approves an inflationary adjustment to all staff salaries of 2.75% effective 1 July 2010.**

**11 Secretary-General’s Travel**

59. **Noted** that, since the Arusha, Tanzania meeting, the Secretary-General (and assistant(s)) had undertaken the following trips (up to and including 28 February 2010):

<b>Date</b>	<b>Where</b>	<b>Reason</b>	<b>Total Cost (£)</b>	
Nov 09	Trinidad & Tobago	CHOGM	8,288	
Dec 09	Switzerland	WTO Steering Committee	624	
Dec 09	New Zealand	Branch visit	}	
Dec 09	Samoa	Branch visit		10,399
Jan 10	Malaysia	Branch visit	}	
Jan 10	India	Branch visits/CSPOC conf.		10,814
Jan 10	India	Climate change conference		
Jan 10	Sri Lanka	Branch visit		
Feb 10	Malaysia	Coordinating Committee Mtg	5,905	
Feb 10	Kenya	Pre-conference visit	}	
Feb 10	Tanzania	Branch visit		17,602
			<u>53,632</u>	

**RECOMMENDATION 22:**

**That the Executive Committee notes the above advice.**

**12 Constitutional Changes (re Debtors)**

60. **Noted** that the Executive Committee approved a new Debtor Management policy/procedure at their meeting in Arusha, Tanzania. The new policy/procedure requires that the *Secretary-General* is given:

- The discretion to suspend Branches which are *more than 120 days* in arrears in paying their annual membership fee.

61. The Constitution currently states that only the Executive Committee has the power to suspend Branches for non-payment of fees and then only when such fees are more than twelve months overdue.

**RECOMMENDATION 23:**

**That the Executive Committee agrees that the Working Party review the Debtors policy regarding the change to the period and authority in which a Branch can be suspended.**

**13 Declaration of Interests/Eligibility to Act**

62. **Noted** that, during the annual audit, the auditors had asked to inspect the 'Declaration of Interest/Eligibility to Act' form as completed by each Member of the Executive Committee.

63. **Further noted** that, to date, only five (5) Members of the Executive Committee had completed their declaration as requested at the meeting in Arusha, Tanzania.

**RECOMMENDATION 24:**

**That the Executive Committee requests all Members, who have not yet completed their declaration, do so before leaving Swaziland.**

**14. Programme Approval Process**

64. **Noted** that the current approval process for programmes is lengthy and time consuming and as a result may be contributing towards programme opportunities being lost.

65. The Secretariat has put forward a proposal to improve the programme approval process by allowing the Secretary-General greater flexibility in undertaking various programmes specifically:

- a) That the Executive Committee shall approve an annual *total* budget to be spent on programmes at their meeting held just prior to the annual conference.
  - b) That the Secretariat shall provide an *outline* of the *potential* programmes including possible dates, locations, topics or theme.
  - c) That the Secretary-General has the responsibility and discretion to choose programmes – provided that they comply with the aims/objects of the Association as detailed in the Constitution. The Executive Committee can modify the proposed list.
  - d) That the Secretary-General be given the power to implement:
  - e) The programmes that the annual total budget is to be expended upon, as recommended by the Planning Subcommittee and approved by the Executive Committee.
  - f) That the Secretary-General can, where necessary, substitute other programmes (without prior reference to the Executive Committee). This power only to be activated in cases of where a host Branch (or funding partner) is unable or unwilling to undertake a proposed programme at the scheduled time or within the next budget year.
  - g) That an amount of £50,000 be included in the total budget for programmes that may arise during the year and which can be expended on programmes as the Secretary-General thinks fit.
  - h) That the Secretariat continues to provide, at each Executive Committee meeting, a brief report on the status of all programmes.
66. **Further noted** that the above changes will allow the Secretary-General to have greater flexibility in providing funding for unforeseen and urgent programmes and will allow prompt decisions to be made without having to wait until the next Executive Committee meeting.

**RECOMMENDATION 25:**

**That the Executive Committee agree to the above changes to programme approval procedures.**

There being no further business the meeting adjourned at 5.15pm, to re-convene at 10.45am on 10 May 2010.

The meeting re-convened at 11.00am on 10 May 2010 to receive a video conference call from the Auditors in London however, due to technical difficulties, this was unable to take place.

The Subcommittee then clarified the contents of the Programme Approval Process paper and determined their recommendation 25 as it appears above.

There being no further business the meeting closed.

**Signed .....** (Treasurer)

**Date .....**

Respectfully submitted,

Joe Preston, M.P., Chair  
Canadian Branch of the  
Commonwealth Parliamentary Association (CPA)



## Travel Costs

<b>ASSOCIATION</b>	Canadian Branch of the Commonwealth Parliamentary Association (CPA)
<b>ACTIVITY</b>	Mid-Year EXCO Meeting
<b>DESTINATION</b>	Ezulwini, Lobamba, Swaziland
<b>DATES</b>	May 8-13, 2010
<b>DELEGATION</b>	
SENATE	Hon. Raynell Andreychuk, Senator
HOUSE OF COMMONS	
STAFF	
<b>TRANSPORTATION</b>	<b>\$1,247.90</b>
<b>ACCOMMODATION</b>	<b>\$0.00</b>
<b>HOSPITALITY</b>	<b>\$0.00</b>
<b>PER DIEMS</b>	<b>\$270.57</b>
<b>OFFICIAL GIFTS</b>	<b>\$0.00</b>
<b>MISCELLANEOUS / REGISTRATION FEES</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$1,518.47</b>