

**2012**

# **National Parliament of Solomon Islands Strategy Annual Report**



**Volume one**

National Parliament of Solomon Islands  
Strategy Annual Report - 2012

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## PREFACE

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*Dear Sir,*

I delightfully present this strategic report to your office with satisfaction. This is the first strategy report since the commencement of the implementation of the NPSI Strategic plan 2012-2016. It reports on the activities set down for execution in this year 2012 as recorded in the 2012 Corporate Work plan and agreed upon by NPO staff to be implemented commencing from the period January to November 2012.

Sir, much of what is written in this report has been reported to you during the Management Group's monthly meetings. But as required under the strategy implementation plan, a report must be produced at the end of the strategy cycle, hence this 2012 annual report. It is also good practice that enhances transparency and accountability to document progress of the NPO in implementing the strategic plan as well as maintain clear records of what has or has not been achieved. Furthermore, the valuable lessons learnt from this first cycle are very useful information to be documented and used for improvement of staff performance in the next DAWP cycle.

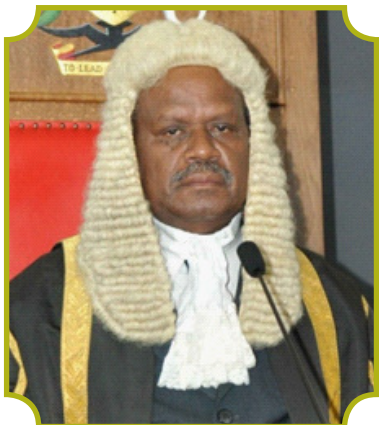
May I express and acknowledge the HOD's and team leaders who bravely took the initiative to march forward boldly with enthusiasm to implement the NPSI medium term goals for the next four years. Many thanks to those who have assisted us in setting right our plans and focus from this year 2012 to 2016. In particular may I thank Dr John Patterson for disseminating his knowledge on how to effectively manage and implement a strategic plan and provision of training for NPO staff on DAWP formulation.

The Management Group has performed well in keeping the Speaker informed and updated on developments and happenings in Parliament. The Executive Group has also excellently assisted my office in decision making throughout this year. Both groups have done well and i thank and congratulate all the members of these groups for a work well done.

The Strategy Support Unit has managed the first cycle of implementation quite well and has learnt lessons and made recommendation on areas that need improvement. I acknowledge the enthusiasm and passion of the SSU team to get the work done on time which has resulted in the accomplishment of the three strategy reviews and the production of DAWPs 2013 ready for the new cycle. The culmination of all these is the production of this report which detailed activities done and those which have not been fulfilled and rolled over for implementation in 2013.

I look forward to the next strategy cycle and May God Bless and strengthen NPSI and NPO staff to accomplish the NPSI vision and mission

Taeasi Sanga  
Clerk of Parliament



## FOREWORD

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I am delighted and pleased to accept this 2012 Strategic Annual Report—the first report under the NPSI Strategic Plan 2012—2016.

It is wonderful and exciting to see the changes that are taking place in the National Parliament Office, changes in the alignment of resources to support the NPSI Strategic Plan 2012-2016. These changes impacted the entire NPO, in the way work has been carried out and the enthusiasm stemmed from the plans and work towards achievement of administrative autonomy.

One of the direct achievements resulting from the implementation of the NPSI Strategic Plan is the monthly Management Group meeting, which keeps the Speaker informed on the activities happening at NPO. This excellent program has brought together my Office, the Office of the Clerk, the Deputy Clerk and all departmental heads together on a monthly basis. I found these meetings meaningful, informative and strategic in its scope.

The 4 main strategic objectives of the NPSI Strategic Plan 2012-2016 is about supporting Parliament to perform its constitutional function effectively. Having seen the enthusiasm of the Clerk, and the NPO staff, I am confident in the successful implementation of the strategy and the realization of the ultimate goals aimed for under the Parliament strategic plan.

Many thanks to Dr John Patterson (Project Manager who left in March) whose expertise and foresight has assisted NPO in putting together what NPO has been longing to document and implement. May I thank the Clerk, Deputy Clerk and staff of the National Parliament Office for the successful implementation of the activities set down in the DAWPs 2012.

Sir Allan Kemakeza  
Speaker of Parliament

# EXECUTIVE SUMMARY



Per annum, the Strategy Support Unit conducts reviews of the Corporate Work Plan and DAWPs triannually in accordance with the strategy review cycle plans. For this reporting period, the first review began in the last week of February and ended in the first week of March. This was followed by the second review held in the first two weeks of June and concluded with the final review conducted in September. This report is hence the culmination of the information gathered during these reviews, supported by the information taken from the monthly situational reports (SitReps) produced by the National Project Manager of the UNDP Parliamentary Strengthening Project.

This report entails the work achievements of the NPO departments, measured against the NPO 2012 Corporate Work Plan and the Departmental Annual Work plans 2012. It is a report scored against the 4 main objectives set out in the NPSI Strategy 2012—2016. As such the structure of this report is arranged according to these 4 main objectives listed with sub-objectives numbered according to the letters of the alphabet. A brief script of each sub-objective is also provided, reporting what has been achieved, quantifying how much has been done and the status of each sub-objective as of end of the strategy cycle in November.

## ACRONYMS

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BLC	Bills and Legislation Committee
CTB	Central Tender Board
DAWP	Departmental Annual Work Plan
EG	Executive Group
FRC	Foreign Relations Committee
HODs	Heads of Department
IPU	Inter Parliamentary Union
MG	Management Group
MOFT	Ministry of Finance and Treasury
MPs	Members of Parliament
MPS	Ministry of Public Service
MTB	Ministerial Tender Board
NBC	New Building Committee
NIM	National Implementation Modality
NPO	National Parliament Office
NPSI	National Parliament of Solomon Islands
OECC	Overseas Engineering Construction Company
PMO	Prime Minister's Office
PO	Procedures Office
PSP	Parliamentary Strengthening Project
SSU	Strategy Support Unit
UNDP	United Nations Development Program

## GUIDING PRINCIPLES

In order to develop an effective Strategic Plan for the period 2012-2016 and in order to provide the Parliament with a framework for development, the first step for the National Parliament of Solomon Islands is to clarify the guiding principles of the legislature. Before moving into outlining specific Strategic Objectives and activities for the period, the Parliament recognizes that these Objectives should be within the overall framework that outlines the Vision, Mission and Core Values of the National Parliament of Solomon Islands.

### Our Vision

This National Parliament of Solomon Islands Vision outlines our constant aim of where we believe the National Parliament should be in the future and all our actions and activities should be within the context of reaching this Vision. We believe that our Vision is one which all sections of society and individuals of all political persuasions can unite behind. The Vision of the National Parliament of Solomon Islands is:

*To be a modern Parliament that fulfils its constitutional duties and effectively serves the people of Solomon Islands*

### Our Mission

This National Parliament of Solomon Islands Vision outlines our constant aim of where we believe the National Parliament should be in the future and all our actions and activities should be within the context of reaching this Vision. We believe that our Vision is one which all sections of society and individuals of all political persuasions can unite behind. The Vision of the National Parliament of Solomon Islands is:



In order to work towards achieving our Vision for the legislature, we have developed a Mission Statement for the National Parliament of Solomon Islands. When developing our Mission Statement we drew on the views gathered from Members and staff within the Parliament, from the Executive, from the Judiciary as well as from other key stakeholders in society such as Civil Society Organizations, the business sector and the media.

*As the democratically elected national legislature of Solomon Islands, our mission is to ensure that Parliament exercises its legislative, oversight, representation and outreach duties effectively and that Parliament remains the main forum for national political debate.*



Our Mission Statement provides the National Parliament of Solomon Islands with a starting point on the road towards realizing our Vision. The Mission Statement of the National Parliament of Solomon Islands for the period 2012-2016 is:

### **Our Core Values**

Whilst moving towards achieving the Vision and Mission of the legislature, the Parliament as a whole, both the elected Members and the National Parliament Office staff, must be guided by the Core Values of the Parliament. As a democratically elected Parliament, we recognize that we are here to serve the people and we must hold and follow the highest ethics and values in order to serve the people of Solomon Islands. The Core Values of the National Parliament of Solomon Islands are:

### **The Parliament's Strategic Objectives for the period 2012-2016**

During the period 2012-2016 the National Parliament of Solomon Islands will have specific Strategic Objectives in order to allow the Parliament to follow a systematic approach in developing a comprehensive and long-term development strategy for the Parliament. The activities that the Parliament will implement during this period are designed with the aim of ensuring that the Parliament moves towards achieving its Objectives during the period 2012-2016.

During the period 2012-2016, the four Strategic Objectives of the National Parliament of Solomon Islands are:

:

1. To develop the general capacity of the Parliament and to enhance the institutional capacity of the National Parliament staff to serve Parliament
2. To improve the legislative process in Parliament to ensure enhanced scrutiny and quality of legislation
3. To improve the capacity of Parliament to provide effective oversight
4. To develop the education and outreach work of Parliament and the representative role of MPs

In the Strategic Plan, under each Strategic Objective is an outline of specific activities that will be implemented by the Parliament during the lifetime of the plan in order to move towards achieving the Strategic Objective. Whilst this Strategic Plan will briefly outline the intended activities, the details and proposed timeframe for the implementation of specific activities will be included in an Implementation Roadmap that has been developed in conjunction with this Strategic Plan.

The following sections contain brief conclusion on the success with which the activities for the year in support of the Objectives have been met.

## STRATEGIC OBJECTIVE 1

### To develop the general capacity of the Parliament and to enhance the institutional capacity of the National Parliament staff to serve Parliament

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The National Parliament of Solomon Islands recognizes that in order to deliver the agreed Vision and Mission of the legislature, the Parliament needs to ensure that the National Parliament Office has effective capacity to ensure that Parliamentary business proceeds smoothly and in order to provide a high level of support to Members of Parliament when carrying out their duties.

In order to implement the Strategic Plan and in order to ensure that the legislative, oversight and representation functions of the Parliament are achieved, the institutional capacity of both the National Parliament staff and the Parliament as a whole needs to continue to develop.

In addition to the need to develop the general capacity of Parliament, there is also recognition that the Parliament's infrastructure and facilities need to continue to modernize during the 2012-2016 period in order to ensure that the National Parliament of Solomon Islands remains a modern and effective Parliament.

Therefore, in the light of the recognition that the capacity of Parliament and the National Parliament Office need to develop in order to attain the Vision and Mission of this Strategic Plan, the first Strategic Objective of the National Parliament of Solomon Islands Strategic Plan for the period 2012-2016 is to develop the general capacity of the Parliament and enhance the institutional capacity of the National Parliament staff to serve Parliament.

#### 1.1 PARLIAMENTARY AUTONOMY

##### a. Baseline Study

A baseline study of alternative ways the NPSI could choose to undertake in order to achieve administrative autonomy on administering its finances and recruitments of manpower without infringement of the Constitution and existing laws is one of the major objectives in the strategy. The study includes examining how regional Parliaments administratively operate in managing their finances and manpower recruitments. It also looks at the Constitution and existing laws that govern the

operation of the Parliament, its budget, and staff recruitments.

An internal working group formed in January began the collection of data on how various Parliaments in the region operate, but with particular interest on administrative autonomy of Parliament. The group held two meetings at the beginning of the year and is yet to complete the baseline study and produce a report of their findings.

In January, a consultative meeting between the NPO legal staff Mr. Albert Kabui and the PMO occurred with discussions focusing on cooperation between NPO and PMO, institutionalizing a calendar and the need for inclusion of the legislature in the government policies.

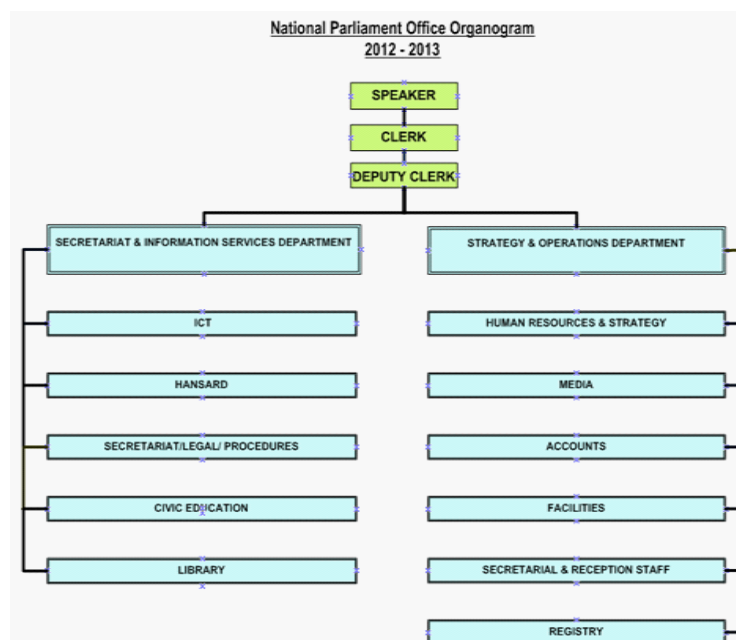
During the first strategy review, the SSU noted a proposal by the autonomy group to form the Parliamentary autonomy stakeholders working group. The group is to consist of representatives from various groupings and Ministries including the Cabinet, government Caucus, Parliamentary Standing Committees, Judiciary, MoFT, and the Ministry of Public Service. Although the relevant ministries and organizations have been identified for consultation in regards to the autonomy plan, there were no meetings held during this reporting period.

##### b. Financial Draft current NPO/FM Guide for Unit Heads.

A Financial Management (FM) Guide for NPO unit heads reference was drafted by the Financial Controller Mr. Lloyd Bera in September. The guide contains procedures and processes on Procurement, Budget, Imprest, Payroll and General Admin matters the NPO staff have to follow in dealing with procurements and spending of monies allocated to departments. The FM guide is ready for use in 2013

##### c. NPO interests in NIM

A NIM account was created in June with ANZ bank. Although the NIM account is in existence, the NPO is still waiting for an external auditor from UNDP to determine a suitable modality NPO can adopt in the Management of the Parliamen-



*The NPO Organogram 2012-2013*

tary Strengthening Project (PSP) finances.

#### **d. Presentations to MG**

By November the Management Group (MG) had 11 meetings with all department heads making presentations to the Speaker and Clerk on DAWP progress. The FC made presentations on current financial management, and updates on payroll, NIM, budgeting, and accounting standards required by the MOFT.

#### **e. 2013 Budget submission and the New Chart of Accounts**

the launching of the 2013 budget baseline in July, the NPO Admin and the FC began the preparations of budget documents based on the MOFT new chart of accounts. Submission of final documents was made in September followed by a final consultation with the MDPAC in October. The new chart of accounts will be used in 2013

### **1.2 STRENGTHENING THE NPO CORPORATE SERVICES**

#### **a. Organizational Structure Review**

The current NPO organizational structure made two main divisions between the Committee Secretariat / Procedures and Information Services on the one hand and the rest of the departments under the Corporate Division on the other.

In September, the Corporate team and the NPO Management reviewed and proposed addition of a new Division classified as the Information Divi-

sion to the existing organizational structure. The new structure is as given in figure 2.

#### **b. Develop NPO Corporate Annual Work Plan**

Towards the end of 2011 and up to March 2012, there have been intensive trainings of NPO staff particularly departmental heads and Chairs of support committees. These series of trainings (conducted by the Project Manager Dr. John Patterson) focused on internalizing the strategy and establishing Departmental Annual Work Plans (DAWPS).

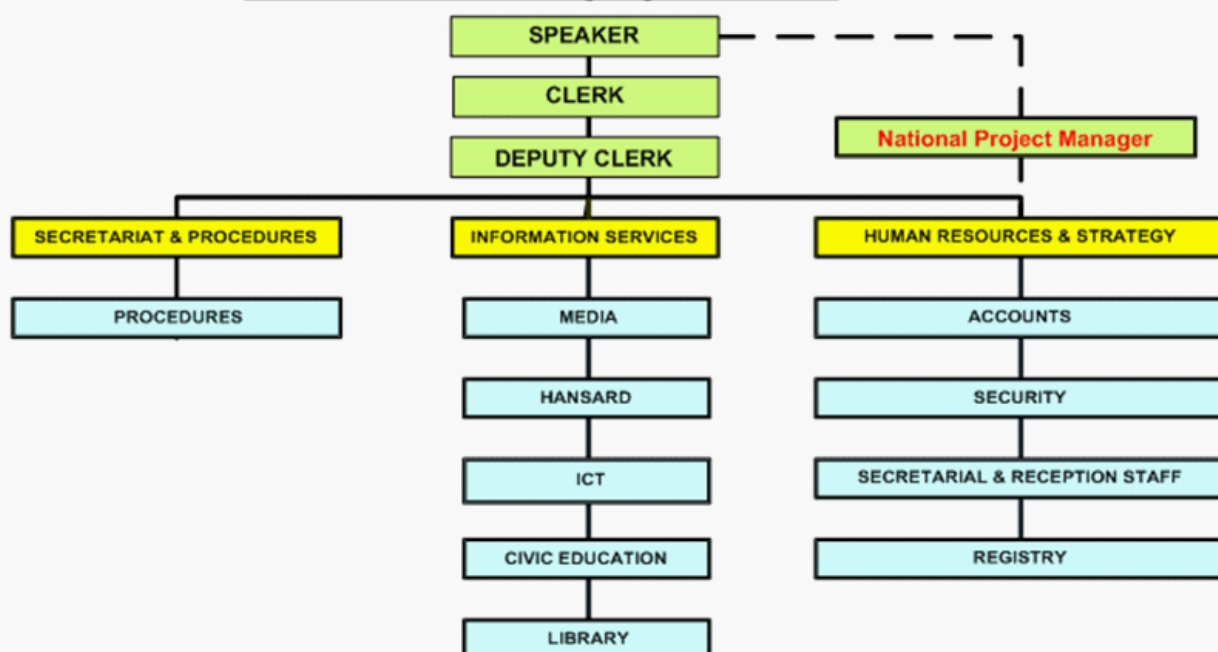
The areas covered in the training include devising departmental work plans (based on the Parliament Strategy, Implementation Road Map and the Corporate Work Plan) as well as creation of risk logs and mitigating solutions against the identified risks.

By the end of 2011, the NPO Corporate Annual Work Plan 2012 was already in circulation and used by NPO staff for the preparation of 2012 DAWPs. Consequently, each of the 11 departments produced Departmental Annual Work Plans (DAWPS), risk logs and mitigating solutions and submitted to the Strategy Support Unit.

#### **c. Develop Departmental Annual Work Plans (DAWPS)**

As a result of the training workshops referred to in 1.2B, by February 2012, each department had produced a Departmental Annual Work Plan together

**National Parliament Office Organogram 2012 - 2013**



*Proposed NPO Organisation Structure for 2013 onwards*

with a risk log. This is an important achievement which signified that the objectives of the strategy are clear and the people involved in its implementation have formally set out in black and white what they are prepared to achieve in this reporting period.

- Strategy Support Unit (SSU)

The establishment of the Strategy Support Unit at the beginning of the year enabled NPO to have a team who facilitates the implementation of the strategy year by year. The SSU is headed by the Deputy Clerk Ms Florence Naesol and supported by the Human Resource Department staff. In February, the team went through intensive training on how to manage the strategy review process, trained under the leadership of the project Manager Dr John Patterson.

Following this training, the SSU conducted the first review of the DAWPS in late February to early March. This was followed by the second review which was held in the first two weeks of June; and final review in the first week of September. The formulation of corporate work plan and DAWPs 2013, commenced in October with the first DAWP draft presentations held on Thursday 11 October. Preparations of the strategy documents for the next cycle are on time and schedule.

**d. Other Corporate activities**

- A Corporate Retreat was held in Tulagi; 21-

24 June, to review and update the 2012/13 Corporate Work Plan and discuss the NPSI strategy documents. During the retreat the department heads produced drafts of their Departmental Annual Work Plans.

- Drafting of the 2013 NPO Corporate Work plan; and strategy awareness talks were held on 22 June during the retreat.

**1.3 STRENGTHENED HUMAN RESOURCES**

**a. Develop and Adopt HR policy**

The first tranche of the Human Resources Policy was drafted and completed in late 2011. In January 2012 NPO senior officers reviewed and finalized the policy, preparing it to be sent for endorsement by the Ministry of Public Service Permanent Secretary.

A need for consultation with Prime Minister's Office (PMO) and the Ministry of Public Service (MPS) was later identified, and the Parliament legal team led by Mr. Albert Kabui, is working on formulating a concept paper for consultation with the PMO and MPS for establishment of autonomy group and a policy framework for the legislature.

The HR policies are part and partial of Parliament autonomy plan, thus the NPO autonomy task force resolved that the endorsement of the HR policy will be done in consultation with the MPS

and PMO. The drafting of the next set of HR policies is expected to commence after the endorsement of the first tranche in 2013.

After the first Human Resource Manager (Ms Lisi Vave) left NPO for further studies in February, a new HRM (Mr. Ian Rakafia) was recruited under the post title: Human Resource Strategic Support Manager—a title intended to include the HRM's role of supporting the Strategy Support Unit. Intensive training of the new HRSSM, equipped to take up the new role in supporting the SSU began, and simultaneously participating in the first review of the DAWPS as per Parliament Strategy Review Cycle plan.

#### **b. Job Descriptions**

With the increase in the number of departments; and staffing compounded by multi-tasking and the strengthening of various departments, staff job descriptions have also evolved. Review and update of job descriptions becomes necessary. Hence job descriptions of officers in the following departments were reviewed and updated.

1. Hansard Department
  - a. Principal Hansard Reporter
2. Media unit
  - a. Media Officer (cameraman)
  - b. Director Media
3. Sergeant At Arms
  - a. Security Supervisor
  - b. Security Officers
4. Parliamentary Civic Education Unit
  - a. Director PCEU
  - b. Civic Education Officer
  - c. Principal Civic Education Officer (new)
5. Committee Secretariat
  - a. Director Committees
  - b. Parliamentary Procedures Officer
6. Parliamentary Library
  - a. Parliamentary Librarian (new)
  - b. Librarian Reference and Information (new)
  - c. Library Assistant

#### **c. Staff Performance Reviews**

In April, a staff skills assessment was conducted by HODs, assessing the skills of all NPO staff. The program was an opportunity used by HODs to

conduct and assess their departmental staff skills and provide feedback on areas individuals' need improvement.

Although the Performance Management Policies and guidelines are clearly written in the new HR policies, it cannot be used for staff appraisal until endorsed by the Ministry of Public Service Permanent Secretary. The existing MPS Performance Management processes system in the General Orders thus remains the legal instrument used in government ministries, although dormant.

On September 28, the Executive Group resolved for NPO to participate in pilot testing the MPS newly developed performance management policy in 2013. The program is geared towards training of NPO staff especially departmental heads to gain knowledge and experience in performance management and to effectively manage the performance and appraisal of NPO staff using the MPS system. By way of comparison the MPS and the NPO performance management systems are similar, both having been formulated based on the existing General Orders. The NPO PMP will be enforced when endorsed by the Permanent Secretary MPS.

#### **d. Project Staff transfer to SIG**

Negotiations with MPS, PMO, UNDP and NPO for transfer of ten UNDP Parliamentary Strengthening Project staff to SIG establishment commenced in February, and took longer than expected to eventuate. By the beginning of August, the following nine project staff successfully transferred to the SIG Public Service Establishment.

1. Mr. Patterson Lusi (PCEU)
2. Marisa Pepa (PCEU)
3. Ms Joy Rikimae (Media Unit)
4. Ms Jasmine Navala (Hansard)
5. Ms Joycelyn Kilua (Human Resource Department)
6. Mr. Wilson Orisi (Committees)
7. Mr. Jefferson Hallu (Committee Secretariat)
8. Mr. Sunjay Dhari (ICT)
9. Mr. Lloyd Bera (Finance and Accounts)

The transfer enabled the Parliament to retain the services of these highly skilled and trained staff, ensuring continuity of support services to the Speaker, Members of Parliament and the Clerk

#### **1.4 DEVELOPING THE PARLIAMENT'S INFRASTRUCTURE**

Parliament infrastructure developments in 2012 focused on the following key project areas:

- Maintenance of Parliament Building
- Completion of the Paul Tovua Complex
- Library office space
- Committees Office
- Admission rules and security

##### **a. Assessment of Parliament Building Maintenance Needs.**

Paper work for Parliament building structural assessment was signed in April with Kramer Asenco



*The Paul Tovua MPs Office Complex*

endorsed to carry out the task. By June, Kramer completed the work, produced a report and submitted its findings and recommendations to the Executive Group (EG).

The EG deliberated on the report and accepted the recommendation for the formulation of a Maintenance Plan for the Parliament building. In September Kramer Ausenco was further contracted to scope out Parliament building and formulate maintenance plan based on its findings on the structural condition of the building.

Kramer completed the task and developed a maintenance plan which was then submitted to the EG in October. It became the first Parliament building maintenance plan since the building was opened in 1994.

##### **b. Office space for Members of Parliament**

Since 2010, work started in the Paul Tovua MPs office complex and progressed well through 2011

and up to 2012. By November the Office complex project completed and named by the Parliamentary House Committee (PHC) the **Paul Tovua Complex**. Handing over from the Republic of China (ROC) Taiwan and official opening occurred on November 23.

##### **c. Library office space**

The Parliament library was approved to be relocated from the Parliament building and to be hosted in the Paul Tovua office complex. However by the second DAWP review in June, a number of issues related to funding to enable the completion of the library space surfaced and the Executive Group decided based on the NBC's recommendation for a halt in the library office space project till further need arise.

##### **d. New Committees office building.**

Paper work for the new Committees office building progressed after discussion with the Ministry of Infrastructure Development in February for provision of an architectural design for the Committee Office building and to process the demolition of the old Parliament rest House to give way for the construction of the new committees building.

MID submitted the required documents to the CTB in October and the CTB only approved the Committees office design but not the contract for the demolition of the Parliament Rest House. Consequently, no demolition work took place in 2012 and the work has been rolled over to 2013.

##### **e. Admission Rules and Security**

Security improvement programs started in 2011 with the drafting of Admission Rules (AR) governing the improvement of the security and safety of MPs, staff, parliament stakeholders and properties. The document provides guidelines for management of persons entering and leaving Parliament grounds. By the final DAWP review in September, amendments to the rules have not been finalized and thus not implemented in 2012. The AR does not provide for rules for admission of persons to the Tovua complex. At the time of writing of this report, the PHC is working on admission rules for the Paul Tovua Complex.

Other security developments include the:

- i. installation of CCTV cameras, turnstile and monitoring system in the Parliament

building and the MPS Office Complex, accomplished in June

- ii. installation of Electronic boom arm at the top gate in the beginning of the year
- iii. Training of security officers on fire and emergency evacuation procedures in June.
- iv. In September, the paper work for repair and upgrade of Parliament security fence was drafted and submitted to MID to identify a suitable contractor. MID has produced a tender documentation and notice process at the time of writing of this report.
- v. Installation of security alarm at ground stair exit completed in September
- vi. Installation of electronic security beam around the Solar Panels
- vii. Installation of security system in the Tovua complex in November

#### **a. Parliament Landscaping Design**

About 90 percent of the paperwork for landscaping of the Parliament grounds was completed in October, by contractor--Nambawan Architect. Paper work on other development projects such as; car park architectural design, retaining wall design and geo-tech assessment of the landscape began in April and are in the final stages by October ready for endorsement and commencement of work in 2013.

#### **b. Back-road access.**

Work on the access road to the new Paul Tovua MPs Office Complex was partially completed in September. Tar sealing of this road is to be completed in 2013

### **1.5 CREATING AN e-PARLIAMENT**

#### **a. ICT Policy**

Since 2006, Parliament computer network began to grow along with the increase of NPO staff. By 2011 it was recognized the need to develop an ICT policy to regulate the use of Parliament ICT facilities and equipment. With the assistance of Secretariat of the Pacific Community ICT team, the policy was drafted in June 2011. It was finalized in February 2012, launched and implemented since March 2012.

#### **b. Intranet**

One of the ICT key priorities this year is to develop an intranet for the National Parliament. Being a technical area, knowledge and skills on how to build the intranet is required and this has hindered the progress on this project.

However, under the twinning arrangement with the National Parliament, the NSW Parliament offered to provide funding assistance to enable the ICT team to undergo intranet and networking training in Australia early in 2013. This caused the intranet project to roll over to 2013.

#### **c. Website developments**

A website committee established to carry out maintenance and update of the intranet was formed in April and the committee drew up a work plan on maintenance of the website. No further progress made after the formulation of the work plan. Website maintenance was a challenge needing more coordination of the website team and ICT technical capacity and confidence to implement agreed changes to the website without inflicting problems to the running of the website. There is also a need for a dedicated web master to look after the Parliament website.

#### **d. ICT equipment for the New Office Complex**

Although computers and computer accessories for the new building arrived at the beginning of the year, installation was delayed due to no electricity supply in the Paul Tovua complex up to the time of writing of this report. This slowed down computer installation in the complex. Towards the end of October, it was identified that internet cables were yet to be installed in the office complex. ICT Officers Gavin Bare and Sunjay Dhari are working with director of Pointcruz.com to progress internet cabling work in the complex.

In October, work on power cables for supply of electricity to the new building started and completed on 22 November.

Other equipment for the new building yet to be purchased includes the projectors for the committee rooms. The ICT officers are working on the purchase of this at the time of writing of this report.

#### **e. Rolling training program for MPs and Staff**

During the reporting period, no ICT training program was accorded to the MPs. It is anticipated

that training will begin when the Paul Tovua MPs office complex is used and a computer lab is established in the new building.

NPO staff however benefitted from the ICT trainings provided by the ICT team and Nick Sozou from the NSW Parliament during the twinning workshop in late July and early August.

**f. IPPBX phone system**

Work on IPPBX phone system for the National Parliament commenced in early July, with collection of quotes and justification for the need to install the phone system. Further delays encountered due to a need to comply with UNDP requirements before release of funds. Hence priority has changed and this project has been rolled over to be executed in 2013.

**g. NPO Network links**

In September, a request for procurement of a wireless device was made to MOFT. The wireless device is to link the networks in the offices of the Leader of Opposition, Independent Group, Paul Tovua complex and the Parliament building. The network will be completed in early 2013.

## **1.6 INSTITUTIONALIZING A PARLIAMENTARY CALENDAR**

At the beginning of the year, the NPO produced an office calendar outlining the NPO programs for the year. There is however a need for a Parliamentary sitting calendar that captures the Parliament sitting days in a year, where by the NPO calendar can be planned with reference to it. By practice, the PMO (essentially the PM) is in charge of determining when Parliament meets and thus responsible for initiating a sitting calendar. There is though a need for closer cooperation between the NPO and the PMO in institutionalizing a Parliamentary calendar.

The Procedures Office has been tasked to work closely and dialogue with the PMO to progress this further. At the beginning of the year, as referred to in objective 1.1, a dialogue took place and the issue of the Parliamentary Calendar was also raised. However, there were no further follow up activities on this and the SSU and the Procedures Office agreed at the last strategy review to roll over this task to 2013.

## **1.7 EFFECTIVE REPORTING OF PARLIAMENTARY PROCEEDINGS**

**a. Hansard Review Report Implementation**

Throughout the year 2012, the Hansard staff work program followed the implementation of the Hansard Review Report. The hansard review report recommendations have been factored into the 2012 Hansard DAWP, meaning that implementation of DAWP fulfills the review recommendations. The Hansard support committee met 3 times, and supported the work program of the Hansard department noting that about 80% of the review recommendations have been achieved.

**b. Benchmark Formula**

Hansard devised and implements a bench mark formula setting the rate an individual is expected to produce hansard reports. The impact of this is the Hansard staff has efficiently produced timely daily hansard reports at a much faster pace than before. Consequently the backlog load of bound volumes which has taken years to complete and publish was completed by June after the implementation of the benchmark formula. This left the Hansard staff with the backlog work of proof-reading, collating and indexing only.

**c. Hansard Style Manual**

The Hansard team also took the initiative to produce a Hansard style manual entailing the rules associated with hansarding. The manual was approved and endorsed by the EG in April. Hansard team also continuously uploads daily Hansard draft (with disclaimer) into the Daily Hansard Drive and to be later up loaded to the Parliament website after corrections and amendments by MPs

**d. Hansard Department meetings**

The Hansard Department is one of the most improved departments of NPO in terms of executing the Departmental work plans. As of September, the Hansard had held 18 departmental meetings and achieved about 90% of the activities set down for 2012. The Hansard team initiated several departmental projects focusing on equipping and strengthening their capacity to perform in their work. These projects are as follows:

- i. Formulation of Hansard benchmark formula
- ii. Hansard style manual--providing a guideline for hansarding.



- iii. Reference manual --for ease of reference to new vocabulary
- iv. Staff training program—strengthening staff capacity and knowledge about work.

These initiatives strengthened the ability of the team to respond and effectively accomplish the work of accurately reporting Parliamentary proceedings in a timely manner.

On requests, the Hansard team provides assistance to Provincial Assemblies on minute takings and record keeping of Provincial Assemblies meeting. Under this arrangement, an officer from the Ysabel Provincial Assembly worked with the Hansard on attachment basis for 2 weeks in November.

## **1.8 DEVELOPING THE CAPACITY AND PROFESSIONAL SKILLS OF MPs**

Under this objective, two particular areas have been identified as areas which Members of Parliament may need support for development of capacity and professional skills. These are ICT; researching and use of library. In the month of May, the training on D-space took place with Dr Edmund Balnaves demonstrating the use of a digital repository for storage, archival and retrieval of Parliament information. This was done in the presence of Parliamentary House Committee members. However, no ICT training has been accorded to MPs during this reporting period as pointed out in objective 1.5. It is expected that soon after installation of computers in the Paul Tovua Office complex a rolling training program will begin.

## **1.9 DEVELOPING AND SUSTAINING INTERNATIONAL LINKS**

### **a. Twinning Arrangements.**

The NPSI under the CPA (Australia) twinning arrangement has the Bougainville House of Representatives and NSW Parliament as twin partners. Through this twinning arrangement, a twinning workshop was held in August in the NPSI. The Clerks and officers of the three Parliaments shared experiences and resources during the workshop. The focus of the workshop is on how the three parliaments can work together share resources and experiences to strengthen and support the running of their respective Parliaments.

### **b. Inter Parliamentary Union (IPU)**

A brief and a draft rules on the requirements for joining IPU, was prepared and ready to be presented to the Foreign Relations Committee (FRC). At an earlier deliberation on the issue, the FRC agreed in principle to recommend to the House for NPSI to affiliate with IPU. Affiliation however can only be made through a resolution of the House introduced by means of a motion. The FRC however, is yet to deliberate and a move a motion for NPSI to join IPU

### **c. Continue discussions with International partners**

As an outward looking institution, Parliament maintains its international links with UNDP, RAMSI, NSW Parliament, CDI, Bougainville House of Representatives and NZ Parliament.

- a. The 43th Presiding Officers and Clerks Conference (Regional).

The 43rd annual Presiding Officers and Clerks Conference (POCC) was held in the National Parliament of Solomon Islands in Honiara from the 24-27 July. A total of 46 participants from 19 Parliaments within the region attended the conference. The hosting of the POCC by the NPSI signifies NPSI's strong links with regional Parliaments. POCC is where Presiding Officers and Clerks from Parliaments in the region meet and discuss common issues and share experiences.

- b. Commonwealth Parliamentary Association (CPA)

The NPSI continues to maintain its links with the CPA through attendance of Members of Parliament (MPs) and Speaker to CPA programs. In September the Speaker Sir Allan Kemakeza attended a CPA Conference in Colombo Sri Lanka.

- c. ACP-EU

The NPSI through the Foreign Relations Committee maintain its commitment to the ACP-EU. In this the FRC Chairman attended various ACP-EU programs held around the globe.

- d. UNDP Parliamentary Strengthening Project

In April the second phase of the Parliamentary Strengthening Project, came to a close and the third phase commenced thereon. Along with this

transition, negotiation for project staff transfer to SIG establishment was successfully completed in August as mentioned in objective 1.3 D.

### 1.10 CODE OF ETHICAL CONDUCT

A draft Code of conduct for Memebhrs of Parliament developed since 2007 is in place, but is yet to be endorsed by Parliamentary House Committee (PHC) and submitted to the House for consideration.

### 1.11 DEVELOPING NEW STANDING ORDERS

#### a. Standing Orders Review Timetable

Under this objective the Committee Secretariat and the procedures office in collaboration with the Clerk and the Parliamentary House Committee are to continue with the review of the Standing Orders on a piece meal basis. The work on the Standing Orders began since 2008. Ten proposed amendments identified during the review in 2011 are yet to be moved and endorsed in Parliament. The main challenge had been the lack of quorum by the committee to review and propose Standing Orders amendments to the House.

### 1.12 MAINSTREAMING GENDER

#### a. Young Women Parliamentary Group Establishment



*Young Women Parliamentary Group (YWPG) radio talk backshow program with five members of the panel sitting at the front answering questions from callers through out the country*

simulating a parliament sitting. Volunteers from the public and YWPG members participated in the program. Prior to this simulated debate, the YWPG hosted a radio and television talk back show program with callers from Honiara and the provinces expressing their views about TSM on reserved seats for women. The YWPG also initiated a petition on short bus routes within town boundaries. At the time of writing of this report, the group has begun the process of collecting signatures for the petition. The YWPG also visited and spent a night out at the Christian Care Centre (Tenaru) in August as part of an effort to reach out to communities.

Raising the profile of gender issues is also one of the objectives of the Parliamentary Civic Education Unit (PCEU) in its DAWP. During the Shortland Islands constituency tour in late April, the PCEU conducted a consultation meeting on the proposed “Family protection Bill” with women, children and men from various villages. This engagement ensured the voice of women and children are included in the process of making laws.

The establishment of the Young Women Parliamentary Group (YWPG) has increased the NPO’s involvement in advancing gender issues. In February a mock debate on the issue of Temporary Special Measures (TSM) for women reserved seats in Parliament occurred in the Parliament Chambers,

## STRATEGIC OBJECTIVE 2

### To improve the legislative process in parliament to ensure enhanced scrutiny and quality of legislation

One of the key functions of the National Parliament of Solomon Islands is the legislative function. According to section 59 (1) of the National Constitution, "Subject to the provisions of this Constitution, Parliament may make laws for the peace, order and good government of Solomon Islands".

Therefore, in order to ensure that the National Parliament is able to fulfill effectively and transparently the legislative responsibilities outlined in the Constitution, a key Objective for the period 2012-2016 will be to improve the legislative process in Parliament to ensure enhanced scrutiny and quality of legislation.



*Mock debate in the Parliament Chambers; on Temporary Special Measures (TSM) for reserve seats for women in Parliament*

#### 2.1 TIMETABLE FOR THE LEGISLATIVE PROCESS

##### a. Review Legislative process

The **Procedures Office** and the **Committee Secretariat** have been tasked to facilitate review of the legislative process in Parliament and to develop options for a revised process that take into consideration timeframe needed to consult and scrutinize proposed legislations. This objective was scheduled for execution under the combined DAWP of the Committee Secretariat and the Procedures Office.

By September during the final strategy DAWP review, the committee secretaries (legal officers) Mr. Jefferson Hallu and Mr. Wilson Ani had mapped out the legislative processes; prepared

a background paper on legislative process and good practice and are working on identifying various options for a revised and improved legislative process.

The draft of the revised legislative options is anticipated to be completed before January 2013.

##### b. Memorandum of Understanding on legislative issues

Another objective under this, is the development of a Memorandum of Understanding (MOU) in consultation with the Executive on the good practices in terms of the legislative and executive communications regarding legislative issues.

A dialogue between the PMO and the NPO legal team occurred in February, However since then there was no further discussions held as alluded to in objective 1.1 (A).

#### 2.2 PROCEDURES OFFICE

##### a. Develop TORs for Procedures Office/ Staff Needs Assessment.

The **Procedures Office** (PO) internally was established in 2011 and formally approved for set up, and staffed in 2012 through SIG establishment. Its Terms of Reference (TOR) have been highlighted in various reports produced relating to the training staff for establishing the office as well as the bid for staffing and establishment of the office under the SIG establishment in 2011. The Procedures Office team however is yet to compile these TOR into one document.

In August, the HRSSM worked with the Procedures Office staff and assessed the Procedures Office staffing needs for 2013. It was identified that the current staffing (2 staff and 1 vacant post) are sufficient for a start, and the PO staffing needs will be reviewed in 2013.

##### b. Job Descriptions

Job descriptions of the Parliamentary Procedures Officers were revised and updated during discussions with the Director Procedures Office and the Procedures Officer during a staff needs assessment of the Procedures Office carried out by the

HRSSM in August, as referred to in objective 1.3 B.

**c. Procedures Office establishment and operations.**

The establishment of the procedures office is as described in 2.2A. However in terms of ensuring that the PO is operational, staffing, training and equipping the unit are the main issues.

In terms of the operational aspect of the unit, the following table shows the achievements of the unit.

SITTING DAYS	BILLS PASSED	REPORTS TABLED	QUESTIONS ASKED
37 days	5	16	27

For each sitting day, the Procedures Office produces the following documents in support of the running of the Parliament.

1. Notice paper
2. Order paper
3. Speakers Program
4. Minutes of Meeting

The Procedures Office in this reporting period had a combined DAWP with the Committee Secretariat. But as of October 2012, the Procedures Office team and the SSU agreed for the Procedures Office to formulate its own DAWP detached from the Committee Secretariat. As a result work on the draft of the Procedures Office DAWP began in November and is anticipated to be finalized by December ready for implementation in 2013.

The Procedures Office provides procedural support to the Speaker in the form of procedural advice. In this reporting period, the Parliament Constitutional Legal Specialist Mr. Albert Kabui rendered procedural advice to the Speaker on six different cases ranging from vacation of seat of a Member of Parliament to Motion of No Confidence in the Prime Minister.

**d. Procedures Office staff training**

In March, Parliamentary Procedures Officer-- Ms Jean Resana was seconded (3 month's attachment) to the NSW Parliament Procedures Office. The attachment is part of the training aimed at equipping and exposing the officer to the various work involved in the Procedures Office.

From 26-30 November the Procedures Officer from the Bougainville House of Representatives

Mr. Peter Topura was on secondment with NPSI Procedures Office. The attachment enabled officers to exchange experiences and learn from each other.

**2.3 INCREASED AND IMPROVED LEGISLATIVE SCRUTINY BY COMMITTEE**

**a. Guidance for BLC on Legislative Process.**

Committee Secretariat legal officers Mr. Jefferson Hallu and Mr. Wilson Ani, in June prepared a background paper on legislative process and good practice. The paper is to be part of the review of the legislative process described in objective 2.1A. It covers a study of the existing legislative processes and identification of options for improving the current legislative process.

The background paper forms the Bills Committee's guidance manual for the legislative process. Thus the drafting of the guidance manual commenced in July 2013 but anticipated to be completed in early 2013.

**b. Committee staff and Members training**

As a result of the incompleteness of the background paper and BLC guide as alluded to in objective 2.3A, the Bills and Legislative Committee training workshop on the legislative process and good practice in terms of scrutiny has been carried forward to be completed in early 2013.

**c. List of Experts in the different fields**

The Committee secretariat had developed a list of technical persons in different fields where committees can consult during scrutiny of legislations before it. However, in the scrutiny of government sponsored bills, the ministries involved in the drafting and those to be involved in the implementation are always consulted through representation by their respective Permanent Secretary or divisional director.

**2.4 CONSULTATION DURING THE LEGISLATIVE PROCESS**

**a. Develop Guide for BLC on how to involve CSO's in the legislative process.**

The drafting of the Guide for BLC on how to involve Civil Society Organizations' in the legislative process commenced as discussed in objective 2.3A. Finalization of this guide will be after the training workshop to be held in November. Completion of

this draft is expected in early 2013.

## **2.5 CLARITY ON THE POTENTIAL IMPACT OF DRAFT LEGISLATION**

This objective has been set down for execution in 2015 as per National Parliament Strategy Implementation Road Map.

## **2.6 INCREASE MPs CAPACITY TO ENGAGE IN THE LEGISLATIVE PROCESS.**

### **a. Develop easy to use handbook for MPs on legislative process**

Drafting of the handbook started since the second DAWP review in June with Mr. Jefferson Hallu and Mr. Wilson Anii assigned to the task. The status of this handbook is as discussed in objectives 2.1 A, 2.3A and 2.4 A. and expected to be finalized in early 2013.

### **b. Selected Staff Training on courses to assist MPs**

Two committee staff Ms Alice Willy and Mr. Jefferson Hallu undertook a legislative drafting course in London from 30 April -25 May 2012. The course enabled them to attain legislative drafting skills,

building their capacity to assist MPs in drafting of legislations.

In August, the following committee officers Mr. Jefferson Hallu, Ms Natalina Hong and Mr. Wilson Anii and Hansard Reporter Mr. Rexford Kouto attended the 5th CDI funded “Effective Committee Inquiry Course” in Sydney NSW. These trainings build staff capacity and knowledge on the legislative process enabling them to effectively assist MPs and Parliamentary Committees in conducting committee hearings and inquiries.

In August, the following committee officers Mr. Jefferson Hallu, Ms Natalina Hong and Mr. Wilson Ani and Hansard Reporter Mr. Rexford Kouto attended the 5th CDI funded “*Effective Committee Inquiry Course*” in Sydney NSW. These trainings build staff capacity and knowledge on the legislative process enabling them to effectively assist MPs and Parliamentary Committees in conducting committee hearings and inquiries.

## STRATEGIC OBJECTIVE 3

### To improve the capacity of Parliament to provide effective oversight of the Executive Branch

In addition to legislating, another key function of any Westminster model of Parliament is oversight of the Executive branch of Government. Ministers of the Solomon Islands Government are drawn from the National Parliament of Solomon Islands and remain accountable to the Parliament.

This oversight function covers not only the budget plans of the Government and scrutiny of public expenditure but also overseeing the impact and effectiveness of the implementation of policy and legislation. The National Parliament of Solomon Islands is committed to building on current procedures and practices in place in Parliament, and in particular the Committee system, to improve the capacity of the National Parliament to provide effective oversight.



*Committee Chairs Group and Committee Secretariat in a "Planing an Inquiry Workshop" Develop Committee Work-plans and committee members training plans*

#### 3.1 STRENGTHENING PARLIAMENT COMMITTEES

##### a. Develop Terms of Reference for all Parliamentary Committees

After Parliament increased the number of committees from 7 to 10 in 2011, it was identified that the TORs of the 3 committees do not conform to the universal principle that committees ought to have power to initiate their own inquiries on issues relating to their respective subject field. In January, the Committee Secretariat, under the recommendations of the Committee Chairs Group initiate a redrafting of the TORs to enable Committees to initiate inquiries.. The amendment to the TORs is expected to be passed in parliament before the end of this year.

##### b. Provide training for Committee staff and Chairs on the oversight remit of Committees

A two days Committee training workshop for Members of Parliament and Committee Secretariat occurred from 14-15 June. Funded and facilitated by Centre for Democratic Institutions (CDI) Australia. The workshop focused on planning Committee work, importance of planning and how it will impact on the work of Committees. The workshop was attended by Parliamentary Committee Members and Committee Chairs Group and facilitated by Mr. Peter Looney and Mr. Grant Harrison from CDI.

##### c. Develop Committee Work-plans and committee members training plans

After the committee Members and staff training workshop which was held in June (as reported in 3.1b), the Committee Secretariat drafted Committee work plans for the Parliamentary Committee each is responsible for, setting the work plans for the second half of the year. Although work plans have been developed, the main challenge has been the inability of committees to operate according to the work plan and sufficient budget to enable committees to carry out their work.

##### d. Undertake Field Visits and Public Hearing

Parliamentary Standing Committees activities from January to October are as summarized in the following table.

Committee	Hearing	Site Visit	Deliberative Meetings	Total
Parliamentary House Committee	0	1	11	12
Bills and Legislative Committee	0	0	4	4
Constitution Review Committee	0	0	2	2
Health and Medical Services Committee	0	0	1	1
Police and National Security Committee	0	0	0	0
Education and Human Resources Training Committee	6	3	5	11
Foreign Relations Committee	0	0	0	0
Public Accounts Committee	3	0	5	8
Public Expenditure Committee	0	0	0	0
Environment Committee	0	0	0	0
<b>Total</b>	<b>9</b>	<b>4</b>	<b>28</b>	<b>38</b>

*A table showing, the names of the Standing Select Committees, number of hearings, site visits and deliberative meeting held by each committee*

#### **e. Develop agreed template for Committee Inquiry reports**

A committee inquiry report template had been drafted and inserted into the Committees guidebook. Both the Guidebook and the inquiry report template are yet to be endorsed by the Committees Chairs Group

#### **f. Other Committee Achievements.**

##### **1. Committee Guide Book**

A Committee Guide Book which outlines the process involved in conducting an inquiry and the functions of committees and secretariat was developed since 2011 and finalized in February 2012. The guidebook is yet to be endorsed by the Committee Chairs Group.

##### **2. Education Human Resource Training Committee (EHRTC) Inquiry**

The Education and Human Resources Training Committee launched an inquiry into the frequent Teacher absenteeism since May 2012. It has completed hearings in 3 provinces namely; Temotu, Makira and Malaita provinces.

### **3.2 EFFECTIVE FINANCIAL SCRUTINY**

The following inputs have been created under this objective for execution in 2012:

- PHC to consider options for mechanisms to improve financial scrutiny in the Parliament and Terms of Reference for the activity developed
- Parliamentary Entitlements Commission (PEC) to commission expert advice to assist the Committees with their considerations
- PEC to produce report for consideration by Parliament
- Annual work-plans for the Parliamentary Accounts Committee (PAC) drafted which include regular meetings and regular visits to the Office of the Auditor General and Ministry of Finance
- Programme of training for PAC Members and staff on the latest issues in the field





*The Education and Human Resource Training Committee (EHRTC) Hearing held in Kirakira Makira Ulawa Province on the inquiry into the issue of "Teacher Absenteeism"*

The rest of the inputs have been rolled over to 2013 for implementation.

### **3.3 INCREASE THE CAPACITY OF PARLIAMENT THROUGH IMPROVED LIBRARY AND RESEARCH SERVICES**

Developments in the Parliament Library in this reporting period focused on improving library and research services aimed at strengthening and increasing the capacity of Parliament through access to relevant information. With the recent library review in 2011, the library focus for this year is on development of relevant policies and resourcing of the Library. Thus the following are library projects for 2012

#### **a. Research and Collection Policy**

The drafting of the Parliament Library research policy commenced in August and completed in September. It is in its editing and finalizing stages ready for implementation in 2013.

#### **b. Library Collections on Legal Deposit Library status**

Options for improving and increasing library collections have been identified including the proposal to amend the Legal Depositary Act, to enable the Parliament Library to be in the list of legal depositories. In collaboration with committee secretariat, the library staff had completed a brief for the Executive Group and the PHC on the proposal to amend the relevant regulations (to enable the Parliament Library to be a legal depository) rather than amending the Legal Depositary Act for this purpose.

#### **c. Procure additional resource materials for the library.**

The library team drafted and completed the Parliamentary Library acquisition policy in May. The

policy covers processes for acquisition of library resources including an annual budget plan for procurement of additional resources. At the time of writing of this report, the library staff had prepared a business case to be presented to the EG for endorsement of the policy ready for implementation in 2013.

Another important library materials obtained during this reporting period are bind copies of the Solomon Star Newspaper for the years 2011 and 2012. Additionally access to Solomon Star electronic copies has improved and lessened the burden of scanning and indexing of newspaper articles to store in the d-space repository.

#### **d. User Education Program**

In September the library team, commenced the drafting of a guide on how to effectively use the library, under take research, and access other library resources. The manual is expected to be completed and used in 2013.

#### **e. D-Space**

One of the major achievements of the library is the establishment of the digital space (D-Space) repository. Initial paper work for the D-space project began in the earlier part of the year. By end of April, Dr Edmund Balnaves, had successfully installed the d-space software program and server. This was followed by training of library staff on the operation of the D-space program linked with KOHA database and search engine.

With the installation of the D-space software, the capacity of Parliament to electronically store vast amount of information has increased. Access and retrieval of electronically stored information have also become much easier. Additionally, it resolved the problem of lack of space for storage of hard copies. The project has fast tracked the Parliament's move towards e-library.

#### **f. Library Relocation Project**

The status of the library relocation project has been halted as reported in objective 1.4 (c).

### **3.4 Increased Dialogue with stakeholders**

#### **a. Develop and implement a program of MPs stakeholders' forum events**

In this reporting period there were no forums and dialogue programs occurred between Members of Parliament and stakeholders.



## STRATEGIC OBJECTIVE 4

### To develop the education and outreach work of Parliament and the representative role of Members of Parliament

The National Parliament of Solomon Islands has an important educational role in terms of educating citizens on the role of the legislature within the governance structures of the country and an informational role in terms of keeping citizens informed of the latest developments and activities in Parliament.

In addition, aside from their legislative and oversight responsibilities, Members of Parliament are important leaders and representatives both in their constituencies and nationally.

The Parliament is committed to supporting Members in fulfilling their leadership and representative roles effectively.

The Parliament also recognizes the need for the national elected democratic Parliament of the country to be a representative institution that reflects all groups and communities in the nation. The Parliament is therefore committed to leading the national debate in Solomon Islands on the representative nature of the National Parliament.

This Strategic Objective builds on work the Parliament is already undertaking in terms of civic education as well as the leadership and representative work of Members of Parliament; and therefore in the period 2012-2016 the National Parliament of Solomon Islands will continue to develop the education and outreach work of Parliament and the representative role of MPs.

#### 4.1 DEVELOP AND IMPLEMENT AN ANNUAL PROGRAMME OF OUTREACH ACTIVITIES THAT FOCUS ON ALL AREAS OF THE COUNTRY

The Parliamentary Civic Education Unit (PCEU) is responsible for outreach activities linking the Parliament with citizens of Solomon Islands. On this, the PCEU had multiple awareness programs targeting the education of Solomon Islanders about the roles and the constitutional function of the Parliament. The following activities have been conducted by the PCEU in the aim to meet this objective.

#### a. IPAM Trainings

Team work exist between the PCEU and the IPAM in the training of Public Servants on the operations of the Public Service, including the functions of the 3 arms of government the Legislature, the government and the judiciary. Under this arrangement public servants have an IPAM session in which the PCEU staff present and educate Public Servants about the role and functions of Parliament and processes involved in the making of laws.

Date	Female	Male	Total
14/2/2012	8	18	26
06 /03/2012	12	21	33
15/03/2012	10	9	19
19/06/2012	15	10	25
07/08/2012	5	9	14
07/10/2012	5	13	18
<b>Total</b>	<b>55</b>	<b>80</b>	<b>135</b>

*Statistics of Public Officers who attended the IPAM “Knowing your Public Service” course.*

#### b. Constituency Visit

As part of its outreach program the PCEU team successfully made two constituency visits to the Ngella constituency in the Central Province and Shortlands Constituency in the Western Province. Awareness talks on the roles and constitutional function of Parliament is the focus of the teams’ presentation, educating, villagers and schools in the visited constituencies.



*The Nila Community of Shortland Constituency listening to the PCEU team conducting a Civic Education talk*

Date	Constituency	Villages Visited	Schools Visited
9 March to 17 March 2012	Ngella Ngella Ngella Ngella Ngella Ngella	Boromole Taroniara Siarana Haroro Dala Hagalu Tulagi Town	Siota PSS Taroniara Sch McMahon CHS Voloa PS
30 April to 7 May 2012	Shortlands Shortlands Shortlands Shortlands Shortlands Shortlands Shortlands Shortlands Shortlands Shortlands Shortlands Shortlands	Falamai Gaomai Harapa Komaleai Nila Aleang Maleai Nuhu Kohapa Pirumeri Samanago Toumua Kariki	Falamai PS Kohapa PS Tuha PS St Ann Voc. Sch

*Constituencies, Villages and Schools the PCEU visited in 2012*

### c. Parliament Week

Since 2008, Parliament began an annual Open Day program, with Parliament opening its door to the members of the public. Thousands of enthusiastic citizens visited and participated in the Parliament Open Day activities. As a new strategy, Parliament held an Open Week from 8 to 12 October. The program was held in the centre of Honiara City (Ports Authority area) with thousands of people visiting each day. This approach of hosting such a program in a public area strengthens the idea of bringing Parliament to the people.

### d. TV and Radio Program

Another tool used to reach out to communities is the use of radio and television programs. Jointly the programs were organized by the PCEU and the Parliamentary Media Unit. By July there were a total of 13 radio programs and 6 television episodes produced and aired by SIBC and One news television respectively.

### e. Parliament International/Local Visitors

On a daily basis interested organisations and individuals visited Parliament, and records of which as follows.

Date	Organization/ Country	No. of people
2012/04/03	HE Australia's GG and team	6

2012/04/12	MC Choir	70
2012/06/27	Australia	11
2012/06/29	FOPA	20
2012/07/01	RECCE Team his Royal Highness	4
2012/07/02	Poland	2
2012/08/08	Spain	1
2012/08/29	Police Commissioners	15
2012/08/31	United Church(NGEIR)	76
2012/09/11	New Zealand	1
2012/09/12	Australia	6
2012/09/19	CYP Delegates	32
2012/09/21	Bougainville	2
2012/09/27	Germany	1
2012/10/01	Australia	15
2012/10/15	Australia	2
2012/12/03	Australia	2
	Total	266

*The above table shows both local and international visitors who visited the Parliament since the beginning of 2012. The figures exclude the number of school children who visited Parliament under the PCEU school visits to Parliament.*

## 4.2 ENGAGING YOUNG PEOPLE IN THE WORK OF PARLIAMENT

### a. School Outreach Program

The PCEU school outreach programs has brought visiting school students from within and around Honiara who visited Parliament and learn about the Parliament, Chamber seating arrangements, the functions of Parliament and the law making process.



*Students from Coronation School posing for a photo in the Parliament Chamber*

School	Visit date	Male	Female
MBua Valley	17-07-12	42	34
2. Mbokonavera	30-07-12	34	28
3. Don Bosco	07-08-12	44	32
4. Mbokona	07-08-12	35	24
5. Betikama	10-08-12	38	34
6. Tuvaruhu	06-09-12	36	37
7. Tuvaruhu (G5)	11-09-12	21	14
8. Tenaru	18-08-12	10	9
9. KGVI	28-08-12	75	45
10. St Nicholas	18-09-12	50	50
11. Selwyn College	20-09-12	32	32
12. Woodford International	6-11-12	28	12
13. Nguvia	15-11-12	27	23

*Table showing the Schools and Number of students that visited the National Parliament under the School Visit Program conducted by the PCEU*

Various schools students from both primary and Secondary schools visited Parliament in 2012. Visitation tour arrangements come under the PCEU DAWP. Since the beginning of the schools visiting program; many students visited the Parliament building as individuals, on research purposes or as a class.

#### **b. School Leadership Program**

The School Leadership program has been deferred to be conducted in 2013.

#### **c. Regional Youth Parliament**

The PCEU, in collaboration with the Ministry of Women, Youth, Children and Family Affairs (MW-YCFA), met in August 28 and established a working committee to plan and coordinate the Regional Youth Program between the Parliament of Bougainville House of Representatives, NPSI and NSW Parliaments in 2013.

By the final strategy DAWP review, the PCEU team are working on drawing up the Terms of Reference for the Regional Youth Parliament Committee in collaboration with the Ministry of Women, Youth Children and Family Affairs.

During the APEC conference in Perth in November, further discussions and planning occurred be-

tween the Bougainville, NSW and NPSI APEC participants. The discussion centred around planning for a Regional Youth Parliament program between the three Parliaments. Further planning and discussion will be made in 2013

#### **d. Curriculum Support Activities**

Parliament through its Civic Education Unit, supports the national school curriculum through the provision of resource materials for schools. The materials are in the form of two books produced by Parliament and entailing the operations of Parliament in the law making process and Parliament and leadership. The books are thus entitled (a) "Law Making Process" (b) "Parliament and Leadership"

### **4.3 ENSURING A CLOSE RELATIONSHIP BETWEEN PARLIAMENT AND THE MEDIA**

In ensuring Parliament links with external media organizations are fostered and maintained, the NPO Media Unit has 4 main outputs for 2012. These include:

1. development of the media unit TOR and job descriptions for media unit staff;
2. Establishment of media unit ensuring that it is functional;
3. Developing a press gallery
4. and ensure an ongoing dissemination of information to the public on developments in the Parliament

#### **a. Media Unit TOR and job descriptions**

During the first strategy review, the Media staff produced a terms of reference for the establishment of the media unit to be submitted to the Executive Group for endorsement..

Later on in April, the HRSSM and the media staff reviewed and finalized the media officers' job descriptions

#### **b. Establish Media Unit ensuring its functional**

As one of the newest unit to be established in Parliament, staffing and equipment are most needed to establish and operationalize the media office.

##### **a. Recruitment**

In terms of Media Unit staffing, recruitment of 2

media staff occurred in 2011, with Ms Joy Rikimae employed under the PSP and Mr. Stephen Hachi under SIG establishment. By August, Ms Rikimae successfully transferred to the SIG establishment. A needs assessment conducted in August showed the media unit needs additional manpower for 2013. Furthermore, paperwork for recruitment of an additional staff under the Parliament Strengthening Project progressed at the writing of this report, and is expected to recruit a new staff to commence work in December or early 2013.

**b. Equipping the Media Unit**

Another focus in 2012 is on acquisition of media tools and equipment needed to operationalize the unit. By June, a Macintosh computer with accessories was purchased. Other equipment such as video cameras and a photo camera were also purchased as tools for media office use.

**c. Production Studio/ Radio and TV programs**

A media production studio was also established in June. This achievement enabled the production of National Parliament radio and television programs which have been on going since June with 13 radio episodes and 6 TV programs successfully produced and aired by SIBC and One News Tv respectively as reported in Objective 4.1D

**c. Develop a press Gallery**

Another sub objective for 2012 is the development of the Press Gallery (PG) in the National Parliament. A PG committee established in April (Chaired by Ms. Joy Rikimae) provides direction and oversight on the press gallery developments. As a result a gallery work plan and press gallery rules were produced. By June a press gallery office space was identified and setting up of the office space is on going awaiting computer equipment.

**4.4 USER FRIENDLY PUBLICATIONS ON PARLIAMENT**

Both the PCEU and the Media Unit collaborate on the production of Parliament pamphlets. These brochures were distributed to communities and schools during the PCEU constituency visits. Visitors, researchers and school students also access these printed materials.

On a weekly basis, the Media Unit release press notices printed in the major newspapers in Honia-

ra. The press notices are mainly on events happening in the National Parliament. By October a total of 56 Press Notices had been released through a mutual arrangement between the newspapers and the Parliament Media Unit.

**4.5 INVESTIGATE OPTIONS TO INCREASE THE REPRESENTATIVE NATURE OF PARLIAMENT**

**a. Young Women Parliamentary Group.**

At the beginning of the year, with the formation of the Young Women Parliamentary Group (YWPG) the PCEU together with the YWPG team leaders drafted the group's Terms of Reference. By March the YWPG had its annual work plans mapped out already and commenced its activities. The following table showed the activities and the number of participants in each activity.



*The Speaker Sir Allan Kemakeza with members of the YWPG*

Date	Activity	Participants
15 Mar	TSM Talk Back Show	27
16 Mar	TSM Debate	50
27-28 Mar	Workshop to draw up annual work program	23
13 Apr	AWP Launched	15
10 May	Gender 101 Training	25
04 June	Participation towards CEDAW report	
04 June	Assistance to TSM Taskforce	
20-22 Aug	Gender and Elections Training	30
30 Apr -7 May	Consultation for the Family Protection Bill	>>100 plus women/men

29 Aug	Support Christian Care Centre on voluntary basis	104 Children 90 women
13 Nov	Petitions on Short Bus Routes, to be presented to Parliament in 2013	
12 Dec	Promoting the 16 days of Activism	

**b. MPs Spouse program and Speaker's Reflection Group.**

The MPs spouses, in September, initiated a fundraising in the National Parliament in aid of the Christian Care Centre. In this initiative, the MPs spouses, the YWPG provided food in which the MPs paid for as part of their contribution to the fundraising.

In this reporting period, the PCEU team had drafted the Terms of Reference of the Speakers Reflection Group (SRG). The PCEU is also working on drafting a concept note on the scope, membership and operations of the SRG and is anticipated to be finalized by early 2013.

#### **4.6 BUILDING LINKS WITH PROVINCIAL LEGISLATURES**

**a. Speakers and Clerks Conference**

Through the Ministry of Provincial Government, the NPO supports the work of the provincial leg-

islative assemblies particularly on procedural and committee matters. In this reporting period the NPO through its committee secretariat rendered procedural and committee assistance to the following provincial Legislative Assemblies:

**a. Malaita**

**b. Central Province**

**c. Isabel**



*Provincial Assemblies Public Accounts Committee members participating in a Public Accounts Committee workshop. The workshop was facilitated by the Centre for Democratic Institute (CDI) in July.*



## IMPLEMENTATION, MONITORING, EVALUATION AND RESOURCE MOBILIZATION

Overall, the responsibility for implementation and delivery of the National Parliament of **Solomon Islands Strategic Plan 2012-2016** lies with the **Office of the Speaker**. The National Parliament Office **Strategy Support Unit** led by the Deputy Clerk is responsible for administering the Strategy and for reporting to the National Parliament Office **Executive Group** weekly on implementation progress.

The National Parliament Office **Management Group** will provide the Office of the Speaker with monthly verbal and written updates on progress made in implementing the Strategic Plan on both corporate and departmental basis.

An **annual corporate report** outlining progress made in implementing the 2012-2016 Strategic Plan has been developed by the Strategy Support Unit of the National Parliament Office supported by the Secretariat on behalf of the Office of the Speaker and the **Parliamentary House Committee**, and this annual report will be tabled in Parliament.

The Parliament welcomes the close cooperation and support given to the National Parliament of Solomon Islands by the International community. The National Parliament of Solomon Islands recognizes that in order to deliver this ambitious but realistic Strategic Plan, the continuing support of International Partners will be vital to the success of the plan.

The Parliament is confident that the International Community will continue to recognize the important work that the National Parliament of Solomon Islands is

undertaking and support the specific efforts of Parliament in implementing a Strategic Plan that will lead to the development of a more effective, efficient and relevant Parliament to serve the people of Solomon Islands.

### In Summary

This year 2012 marks the beginning of the implementation of NPSI Strategy 2012-2016. The Strategy Support Unit established at the beginning of

the year became the unit responsible for driving the implementation of this strategy.

The strategy cycle entailed the processes followed year by year to ensure achievement of the strategic goals. This section provides snapshots of the happenings of this year 2012 in terms of implementation, monitoring, evaluation and resource mobilization.

#### a. The Strategy Support Unit

In the last week of February and the first week of March, the Strategy Support Unit conducted the first strategy review for 2012. From June 4-14, the second review was successfully done and department heads appeared before the SSU team and gave details of their progress on DAWPs. All other units involved in the implementation of the Strategy have been striving to meet targets set down for 2012 in DAWPs.

Generally from the point of view of the SSU team, there is much room for improvement in all departments in the execution of annual work plans. Areas needing improvement, as observed by the SSU team are given as recommendations in the following section.:

#### b. Recommendations for Strategy and DAWP Implementation Improvement

The Strategy Support Unit recommends the NPO staff to note and adhere to the following recommendations in order to improve the DAWP implementation.

1. Team leaders need to assign names of individual to particular tasks in the DAWPs and follow up by closely monitoring the progress of each staff on the assigned activities and ensure the staff accounts for the assigned task fulfillment.
2. Department Heads and Team leaders need to motivate, encourage and educate staff in their respective departments to read the strategy documents and acquire an overall picture of the NPSI objectives as given in the strategy. Furthermore, team leaders need to ensure the guiding principles are adhered to in the implementation process and that

staff fully understand the drive towards autonomy.

3. The NPO Autonomy group and the Procedures office each should have produce DAWPs and report to the SSU on their progress.
4. Monitoring and evaluation of staff performance should be according to their performance on the DAWPs and their respective job descriptions. Department heads are responsible for evaluating departmental staff and make reports on staff performance. Additionally, the monitoring, evaluation, and staff performance system should be aligned with the strategy so that the criteria and the goals are the same.

### **The Executive Group**

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On a weekly basis, the Executive Group meets, usually on Fridays. By the end of November the EG had made 38 meetings. Discussion of the overall operation of the NPO and the DAWP activities are usually the focus of EG meetings.

The EG also assisted the Clerk and the Deputy Clerk in decision making and endorsement of

business cases.

#### **a. The Management Group**

On a monthly basis the Management Group (MG) meets and present to the Speaker, Clerk and Deputy Clerk the progress of each Department in terms of their DAWPs.

By October the MG had a total of 10 meetings. These meetings kept the Speaker, Clerk, Deputy Clerk and all Department heads informed of developments and programs happening in each department.

#### **b. Heads of Department (HOD)**

Department Heads are team leaders responsible for assigning tasks to individuals, monitor their staff work performance, review job descriptions and make appraisal reports for individual staff at the departmental level. Thus the HODs are key players in the implementation of the NPSI strategy.

In this reporting period, the HODs met 4 times, and discussed various departmental and corporate issues as well as the strategy implementation issues.