

2013

National Parliament of Solomon Islands

Strategy Annual Report



Volume Two

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Preface



Dear Sir,

We have arrived at the end of the second cycle of implementation of the NPSI strategy and as required, in the

strategy plan, I delightfully present this strategic report to your office with satisfaction.

This year 2013 is the second year of our experiences in executing the NPSI strategy and “learning” accompanies all steps of implementation.

One of the new activity added to the Strategy implementation in this year, is the Performance Management Process often referred to as the PMP. It was a learning experience for NPO staff, attempting to link performance with achievements of their individual workplans based on assigned activities drawn from the DAWPs. We managed the process quite fine, but again learning how to do it better at every step of the way.

Striking a balance between daily operational urgent activities and the strategy (DAWP) activities is an area we learnt of, needing improvement, discipline and attention. The management has done some bracing up of HODs to effectively lead and manage their departments in accordance with the crosscutting DAWP objectives 1 and 2 (Effective Management of the Departments and Training of staff).

The training was to strengthen HODs to learn lessons from this year’s experiences and effectively implement in the next strategy implementation cycle.

I thank all NPO staff for embracing change with a mindset of learning at every step of the way. Heads of Departments and their team of staff have done well in 2013.

Thank you Strategy Support Unit team for coordinating the 2013 Strategy implementation program.

Looking forward to the next strategy cycle.

May God Bless and strengthen NPSI and NPO staff to accomplish the NPSI vision and mission

Taeasi Sanga

Clerk of Parliament

Foreword



I pleasantly accept this 2013 Strategy Annual Report Volume 2.

It is very pleasing to see the atti-

tude of doing, learning and documenting the experiences and lessons learnt from the implementation of the NPSI Strategy. It provides a clear records of the achievements, the lessons learnt and the opportunity for creativity and improvement in the implementation of the NPSI Strategy in the future.

Tremendous support from our partners have also assisted the NPSI in many fronts. In particular, I would like to thank:

- UNDP for the project support in funding a number of activities and trainings in 2013;
- CDI for assisting in the provision of the Effective Committee Inquiry Course and the funding for NPSI staff to access the online Parliamentary Studies course offered by World Bank and McGill University;
- NPSI twin partners —the NSW Parliament and the Bougainville House of Representatives. Twinning activities such as Secondments of staff to twin parliaments and the Regional Youth Parliament Programs have strengthened and build the capacity of staff

and fostered closer cooperation between the three Parliaments.

- Government line Ministries and the various government agencies for their support and strive to improve government services and processes

I hope there will be more interaction and engagement between NPSI and its partner in the future.

The release of this report has once again proven the continuous commitment and dedication of the Clerk and the team of staff serving at the NPSI. Thank you NPSI team for a job well done. Congratulations!

Looking forward to working together with everyone in the next strategy cycle.

Sir Allan Kemakeza
Speaker of Parliament

Executive Summary

Using the 4 strategic objectives as the overall 2013 NPO staff performance yardstick, the general executive summary are as follows.

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

There have been a general improvement in the progress of this objective. At the beginning of the year, there were 29 vacant positions, 27 of which were filled by the end of the year which is a 93% achievement. Staff also attended various trainings: Change Management; Performance Management; IPAM and a Leadership and Management training for HODs.

2. To improve the legislative process in Parliament to ensure enhanced scrutiny and quality of legislation. All proposed laws brought to Parliament in 2013 have been scrutinized by the respective responsible committee in accordance with Standing Orders requirements.

3. To improve the capacity of Parliament to provide effective oversight. Since the inquisitorial function of Parliament is performed by Parliamentary Committees improvement have been made in terms of committee work. The

EHRTC inquiry into teacher absenteeism is an example of an extensive inquiry that demanded time, resources, capability, coordination and bringing Parliament to the people in the rural areas. There is however a need for more coordination between the Committee Chairs and the secretariat to ensure all Committees are functioning. There was a marked increase in committee activities in 2013 as compared to 2012.

4. To develop the education and outreach work of Parliament and the representative role of MPs. With the establishment of the agreement between Telekom Television [TTV] and Parliament, Parliament has publicized Parliament Proceedings, Committee inquiries and broadcast of all parliament programs related to educating the public about the functions of Parliament. There exist a limitation though, in terms of the mass rural dwellers who do not access television services. There has also been a regress in the constituency visits in this reporting period.

In this reporting period, the first review began from 25-28 February. This was followed by the second review held from 22-23 July and concluded with the final review conducted on 9 October. This report is hence the culmination of the information gathered during these reviews.

Acronyms

| | |
|------------|--|
| BLC | Bills and Legislation Committee |
| 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 |
| NIM | National Implementation Modality |
| NPO | National Parliament Office |
| NPSI | National Parliament of Solomon Islands |
| OPMC | Office of the Prime Minister's and Cabinet |
| PMP | Performance Management Process |
| PS Form 10 | Public Service Form 10 |
| PSP | Parliamentary Strengthening Project |
| SSU | Strategy Support Unit |
| UNDP | United Nations Development Program |
| PSC | Public Service Commission |

Guiding Principles

Our Vision

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

The Mission Statement of the National Parliament of Solomon Islands for the period 2012-2016 is:

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 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 Parliament's Strategic Objectives for 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

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

1.1 PARLIAMENTARY AUTONOMY

A. Autonomy Baseline Study

On 21 June the NPO engaged the services of a consultant—Mr. John Taupongi of Oracles Company to conduct a Parliamentary *Autonomy Baseline Study* and produce a report. On 4 November, Mr. Taupongi completed and delivered the Baseline Study Report to the Clerk.

Mr. Taupongi commenced the second task—Making A Comparative Research, on how administrative autonomy is exercised in other parliaments. On 18 December, the report of the Comparative Research study was submitted to the Clerk.

The two reports provide a foundational basis for decision making. The first focused on current practices exercised in the relationship between the legislature and the executive. The second provide snapshots of modern practices in the application of administrative autonomy in other jurisdiction.



L-R Ms Florence Naesol, Mr. Albert Kabui, Mr Cel-sus Talifilu, Mr. John Taupongi, Ms Taeasi Sanga and Mr. Ian Rakafia during the signing of a contract for John Taupongi to conduct the base line study and the comparative research

B. Financial Process.

In order to increase the NPO staff knowledge about the government financial system and processes, the NPO finance department under the leadership of the Financial Controller Lloyd Bera conducted several “Educational presentations” for NPO staff. The presentations discussed



FC Mr. Lloyd Bera conducting a presentation on

the government Procurement Processes, Retirement of funds and imprests, New Chart of Accounts, and other Financial Management processes. The initiative educate and keep staff informed about changes in government financial systems and process.

C. NPO Interests in National Implementation Modality (NIM)

UNDP Parliamentary Strengthening Project support is implemented through the National Implementation Modality where funds is controlled by UNDP sub office. This arrangement will be in place until a Harmonized Approach for Cash Transfer (HACT) is carried out by UNDP to assess current government financial mechanisms where money can be transferred and controlled by the project.

D. 2014 Budget Submission and the New Chart of Accounts

Since the launching of the 2014 budget baseline in July, the NPO admin and the Financial Controller Lloyd Bera prepared the NPO 2014 budget documents based on the MOFT new Chart of Accounts. The budget bid was set according to a baseline set by the MOFT. Submission of final budget documents to MOFT was made on 14 August.

The NPO Accounts Department also prepared the NPO Supplementary Appropriation bid for the Supplementary Appropriation Bill 2013. The Supplementary Appropriation Bill 2013 was passed in October.

1.2 STRENGTHENING THE NPO CORPORATE SERVICES

A. Organizational Structure

The Structure of the National Parliament Office is as shown in the organogram on page 12.

B. Develop NPO Corporate Annual Work Plan

In the second week of October 2013, the Strategy Support Unit extracted the *2014 Corporate Annual Work Plan* from the *Strategy Implementation Road Map*. This was then distributed to all staff with their respective HODs to begin the formulation of the 2014 Departmental Annual Work Plans (DAWPs).

C. Develop 2014 Departmental Annual Work Plans (DAWPS)

Preparation of the 2014 DAWPs began in October. The Heads of Departments

led their team of staff in the preparation of the DAWPs and assign various tasks to individual staff to enable them to prepare their individual work plans.

1.3 STRENGTHENED HUMAN RESOURCES

A. Develop and Adopt HR policy

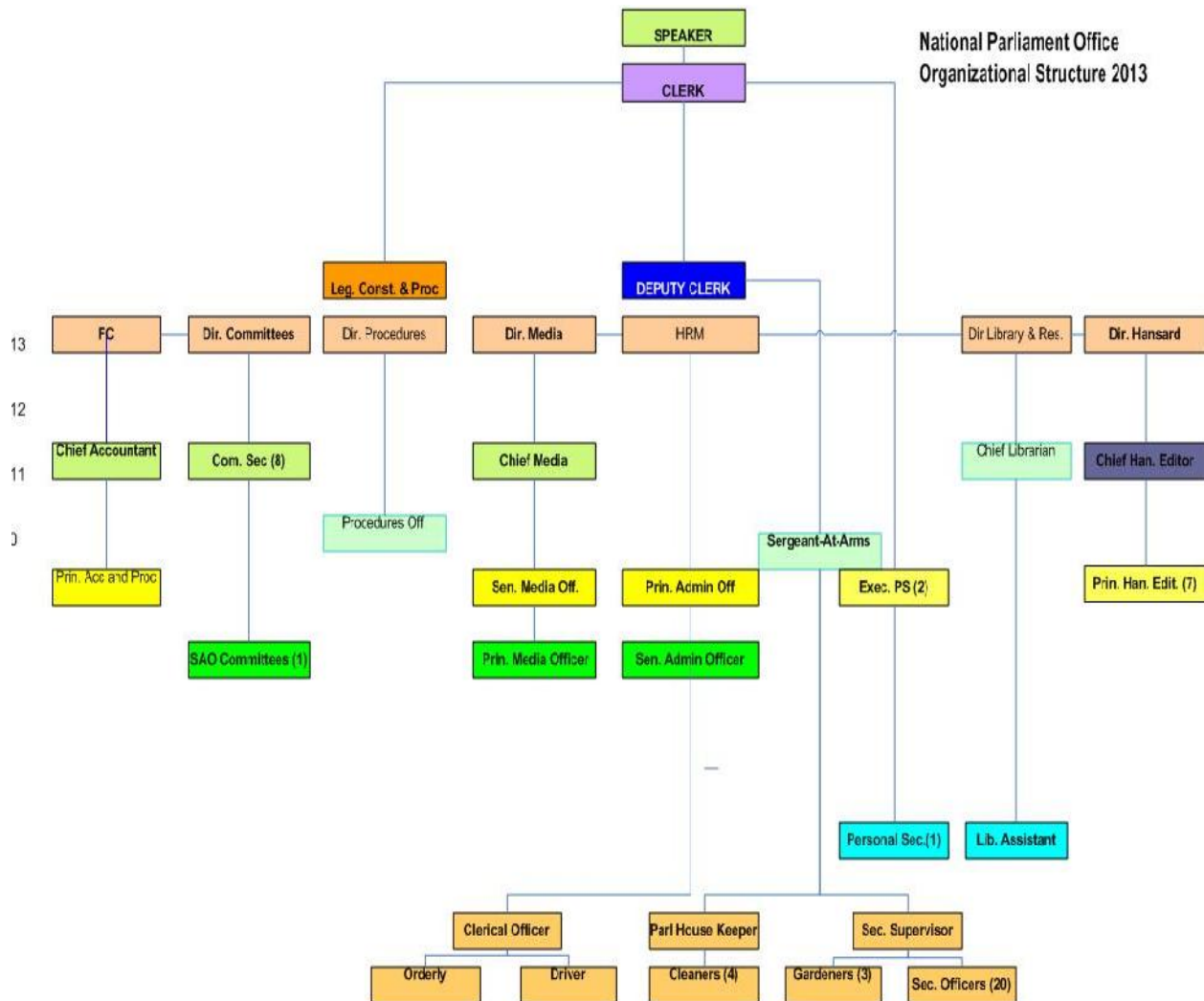
The HR policies are part and partial of the parliament administrative autonomy plan. Therefore will only be adopted when Parliament gain autonomy.

B. Job Descriptions

With the increase in the number of departments; and staffing compounded by multi-tasking and the strengthening of various departments, staff tasks have evolved. New skills are required to fulfill certain tasks and team work has created opportunities for staff to assist each other in areas outside of their own job descriptions.

This created the need for review and update of job descriptions to ensure it captures the current job capabilities and requirements of each position.

Before the second Strategy Review the HODs met and discussed the process of filling up the newly revised job description form—PS Form 6. The HODs revised and submitted their departmental staff job descriptions to the HR department. The HR team are yet to compile a job description booklet.



The above organogram shows the structure of NPO and its departments.

C. Review Annual Appraisal Process and Implement Process

The current Annual Appraisal Process follows a system designed by the Ministry of Public Service and approved by the Public Service Commission (PSC). The NPO management agreed to involve NPO to pilot test the Performance Management Process (PMP) in 2013. Until Parliament becomes autonomous administratively, the PMP remains the official annual appraisal system in the Public Service. The Lessons learnt from the

PMP is as described in *Section C* on pages 30 and 31

D. 2013 Recruitment

Out of the 29 vacant positions (directly related to work in NPO) 27 were filled by end of November 2013. These vacant positions exclude MPs domestic servants, gardeners and drivers.

In August, the NPO Management submitted the 2014 NPO Manpower bids to the MPS and MOFT. The submission bid for seven vacant positions in 2014.

Trainings

As part of building up staff capacity to effectively serve parliament, a number of staff attended skills trainings workshops offered by various institutions and organizations. This include: IPAM training on Know Your Public Service; Change Management by Bill Synnot and associates; Effective Committee inquiry course;



NPO staff participating in the IPAM Know Your Public Service training.

1.4 DEVELOPING THE PARLIAMENT'S INFRASTRUCTURE

A. Parliament Building Maintenance Needs.

As reported in the 2012 Strategy Annual Report, Kramer Ausenco company assessed the Parliament building and developed a maintenance plan.

The plan was endorsed in October 2012 by which time Parliament has already submitted its 2013 Development Budget. Consequently no budget provision was made to action the plan in 2013. The 2013 development projects are:

1. *Water blasting the Parliament building.*

In an effort to maintain the parliament building in a clean environment, parliament contracted Solqueen Hardwood Company to water-blast the exterior walls of the building. The water-blasting exposed the beautiful natural colour of the concrete walls

2. Waterproofing Parliament building.

The NPO waterproofing project aims at fixing the problem of rain water sipping through the parliament building.

In 2012 Kramer Ausenco conducted a scoping study of the building structure and external areas that need to be fixed to prevent rain sipping into the building.

Kramer Ausenco was awarded the contract in October 2013 to waterproof the building. Work is yet to progress as of the writing of this report.

3. Landscape and retention wall design

The Landscape Project began in 2010. Its aim is to plan, design and landscape the entire parliament grounds setting the foundation for further developments in a coordinated manner.

Nambawan Architect won the design contract. In April, a consultative meeting occurred between NPO and the contractor. The meeting allowed NPO to comment on the draft design and provide feedback before finalizing the document. The design covers the stairway from the north-gate bottom gate to the parliament building; a recreational centre and two retention walls. Nambawan Architect is yet to submit the final plan to NPO.

4. NPSI Parliamentary Committees Office Complex.

In order to give way to the construction of the new Parliamentary Committee Complex, the NPO contracted the Red Devil Company to demolish the old Parliamentary Rest House. The work was completed in January 2013.

Work on the architectural design of the new Committee building also started in around February and is still in progress as of the writing of this report.

B. Improve Building and Perimeter Security.

Security officers patrol the perimeter of the parliament precinct daily. They also monitor persons entering and leaving the parliament precincts. The recent increase in the number of security officers from 16 to 20 have increased the capacity to man and secure the Parliament precincts..

C. Admission Rules and Security

At the recommendation of the Parliamentary House Committee, the Speaker endorsed the Admission Rules in June. This was followed by a Security Workshop held in 5 July to educate NPSI Security Officers about the Admission Rules and their roles in enforcing the rules.

On 27 November all NPO staff attended a workshop on the Admission Rules. The workshop educate all staff about the processes and rules the Security Officers will enforce in accordance with the Admission Rules.

D Security Training

Security Officers participated in a training workshop on the Admission Rules. The

training enable security officers to understand the processes involved in admitting visitors to the Parliament Precincts.

1.5 CREATING AN e-PARLIAMENT

A. ICT Policy

Since March 2012, the NPSI ICT policy came into enforcement and the ICT team administer and control all access to ICT resources in accordance with the policy.

B. Intranet, Internet and Website Development

In August 2013, the NPO Executive Group endorsed a proposal to engage an Australian Business Volunteers to do a scoping of the Intranet plan and recommend whether or not it is viable to have an intranet interface with the website with the current resources. The volunteer is expected to start in early 2014.

C. Parliament ICT Developments

Through the assistance of CDI, the former UNDP Project Manager Mr. Warren Cahill during a consultative visit to NPO in May made a recommendation for a review of the NPO existing ICT infrastructure and to develop an ICT development strategic plan for the next five or so years.

The ICT review is to be supported by the UNDP PSP. This resulted in the attachment of Mr. Brian Lenga with NPO from 11-23 August. Mr. Lenga developed and submitted to the PSP Project Manager in October the TOR for a contractor to do the ICT strategic planning. ICT strategy plan is expected to be developed in early 2014.

D. Equipping the Paul Tovua Complex

Due to problem in electricity supply to the Paul Tovua Complex, the installation of desktop computers in offices of members of Parliament was affected and delayed after the handing over of the PTC. Since the beginning of 2013, the ICT team progressively installed MPs Office computers and completed in March

As part of equipping the PTC, one of the task left was to network link the PTC with the Parliament Building to allow access to shared drives and electronic resources. For this, the NPO through the government ICTSU ordered a wireless device from Australia. At the writing of this report the network linking of the two building is yet to be completed.

E. Rolling Training Program for MPs and Staff

During the reporting period there were no ICT training provided for MPs or NPO staff. However staff and MPs access the ICT help desk daily and receive ICT support when needed.

1.6 INSTITUTIONALIZING A PARLIAMENTARY CALENDAR

Through out the reporting period no progress was made on this activity.

1.7 EFFECTIVE REPORTING OF PARLIAMENTARY PROCEEDINGS

A. Hansard Review Report Implementation

After the Hansard Support Committee Chairman David Kusilifu left NPSI, no re-

placement was appointed to take on the role. This resulted in the failure to monitor and ensure Hansard Department continue to implement the recommendations in the Hansard Review Report. About 80% of the review recommendations have been achieved. But the appointment of the HSC Chair for 2014 is necessary to ensure the report recommendations are completely implemented by the Hansard Department.

B Hansard Progress

Except for the 8th Parliament Hansard reports, all backlog from the 6th-7th Parliaments have been transcribed, printed and published into bound volumes. Currently the Hansard is up-to-date with all 9th parliament and parliamentary committee reports.

1.8 DEVELOPING THE CAPACITY AND PROFESSIONAL SKILLS OF MPs

During the reporting period NPO conducted an induction for the new Member of Parliament for Gela Constituency. The induction program covers presentations and discussions about the roles of parliamentary committees, members of parliament entitlements, parliamentary procedures, and the areas where parliament



MP for Gela Constituency Hon. Johnley Hatimoana signs in the register book after taking his oath

staff can support the members of Parliament.

1.9 DEVELOPING AND SUSTAINING INTERNATIONAL LINKS

A. Join the Inter Parliamentary Union (IPU)

Parliament is yet to decide by resolution whether or not to affiliate with the IPU. The FRC is in progress of making a cost analysis of affiliating with IPU. The analysis will be presented in a report with recommendations to the House and the FRC Chair to move a motion for debate and resolve the issue.

B. Continue discussions with International partners

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

1) UNDP

2013 is the second year of implementing the third phase of the UNDP Parliamentary Strengthening Project. There have been tremendous financial support for parliament programs from the project. This support include funding of Civic Education programs such as Constituency tours, National and Regional Youth Parliament programs; NPO staff Trainings; parliament and committee radio and TV broadcasting; and ICT equipment.

The new project Manager—Mr. Celsus Talifilu took up the post in May replacing Mr David Kusilifu who left in February.

2) NPSI Twinning Partners

The NSW Parliament and the Bougainville House of Representatives are NPSI's twin partners under the CPA

(Australia) arrangements. There have been numerous secondment exchanges between the three parliaments. In November 2012 Mr. Peter Topura of the Bougainville Parliament was seconded to NPSI for 2 weeks. Other secondment programs include: Mr. Sunjay Dhari's attachment with NSW parliament in January 2013, Mr. Marson Lilopeza, Mr. Ignatius Talifilu; Ms Marisa Pepa and Mr. Stephen Hachii attended the CDI committee training course in NSW Parliament and attached with NSW parliament for a week.

In August Mr. Stephen Frappell was seconded to NPSI to assist the Procedures Office and the Committee Secretariat team. In October Ms Rachel Simpson was seconded to NPSI to assist the Procedures Office. In November Mr. Albert Kabui was seconded to NSW Parliament Procedures office. These secondment arrangement were made possible through the twinning partnership between the three parliaments.

3) Centre for Democratic Institution (CDI)

CDI has been NPSI's resourceful partner assisting in training and capacity building.

The annual Effective Committee inquiry course attended by Mr Lilopeza, Mr Talifilu, Mr Hachii and Ms Pepa and referred to in June was funded by the CDI.

Also in April, through CDI funding, Mr. Ian Rakafia attended the World Bank program on Parliamentary Studies program at the McGill University Montreal Canada.

4) *Commonwealth Parliamentary Association (CPA)*

The NPSI continues to maintain its links with the CPA through attendance of Members of Parliament (MPs) to CPA programs. In October the Chairman of the Public Accounts Committee the Hon. Douglas Ete attended the PAC symposium in London. He was accompanied by the UNDP PSP Project Manager Mr Cel-sus Talifilu and PAC secretary Ms. Emily Kupenga.

1.10 CODE OF ETHICAL CONDUCT

A draft Code of conduct for Members of Parliament was developed in 2007. It is yet to be endorsed by Parliamentary House Committee (PHC) and yet to be submitted to the House for consideration.



Senior Media Officer (Productions) Mr Stephen Hachi observing the NSW Media booth, during an attachment with NSW Parliament

1.11 DEVELOPING NEW STANDING ORDERS

Standing Orders Review Timetable

The Parliamentary House Committee identified and proposed amendments to certain sections of the Standing Orders. At the PHC Tulagi retreat in July, the Committee agreed for the Chair to move a motion for the House to endorse the amendments.

The Motion on the amendments to the Standing Orders was delayed due to the continuous requests to have Friday (Private Members Day) be replaced with Government Business Day

In accordance with section 59 (1) of the National Constitution, Parliament make laws for the peace, order and good government of Solomon Islands.



NPO Staff attending the IPAM course Know Your Public Service, held at the Parliament Conference Room 2. The course enable participants to understand the operations of the Public Service Sector.

Strategic Objective 2

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

This chapter reports about the NPSI strategic activities that help to enhance and improve the Parliament legislative process, especially what was or was not achieved during this reporting period.

2.1 TIMETABLE FOR THE LEGISLATIVE PROCESS

A. Review Legislative process

A proposed timetable for the legislative process was developed earlier in the year but yet to be discussed between stakeholders. The key stakeholders often involved in the legislative process are:

1. Office of the Prime Minister and Cabinet (OPMC)
2. The Attorney General Chambers (AGC)
3. Parliamentary Committees
4. National Parliament Office

Getting together all stakeholders to discuss and agree to the proposed timetable has been quite challenging to coordinate

and no further progress made in 2013. this activity was thus rolled over to be implemented in 2014.

One of the activities under this objective is to hold awareness seminars for civil servants on the legislative process.

In November, the Committee Secretariat organized a civil servants seminar. The seminar educates civil servants about the functions of parliament and parliamentary committees and the processes the public could utilize to contribute and influence legislations.

2.2 PROCEDURES OFFICE

A. Procedures Office Staff training

Through the twinning arrangement, there were training opportunities and programs accorded to the Procedures Office staff. as reported in section 1.9 (B) Mr. Stephen Frappell's secondment in July to NPSI was mainly to assist with Procedures Office work and skills transfer to the Procedures Office team.



Government Officers attending an workshop organized by NPO. The workshop educate public officers on the role of Parliament and how Public Officers can input their voice to influence legislations.

The Head of the Procedures Office Mr. Albert Kabui was seconded to the NSW Procedures Office in November. This initiative was a part of the training of the Procedures Office Staff under this objective. As a result of Mr. Kabui's secondment, a manual on parliamentary Privileges and Immunities was produced.

The NPO held a staff workshop on Parliamentary Privileges and Immunity on the 6 December. It educates NPO staff about the Parliamentary privileges and immunity as well as provided an opportunity for feedback comments on the document.



NPO staff discussing the Rules of Admission and Parliamentary Privileges and Immunity during a workshop held on 6 November at the Paul Tovua Complex.

2.3 INCREASED AND IMPROVED LEGISLATIVE SCRUTINY BY COMMITTEE

A. Guidance for BLC on Legislative Process.

A background paper about the legislative process was developed in 2012. The Guide is yet to be finalised and distributed to MPs. Other activities under this objective are to be rolled over to 2014.

2.4 CONSULTATION DURING THE LEGISLATIVE PROCESS.

A. Develop Guide for BLC on how to involve CSO's in the Legislative Process.

A literature review and information on some of the CSO's operating in Solomon Islands was made in 2012. The development of the BLC guide on how to engage the CSO's in the legislative process has been slow and to be rolled over to 2014.

2.5 CLARITY ON THE POTENTIAL IMPACT OF DRAFT LEGISLATION

This objective has been set down for execution in 2015 as per the 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 MPs Handbook about the Legislative Process, started during the second DAWP review in June 2012. but is yet to be completed.

B. Selected Staff Training on courses to assist MPs

Committee staff Marson Lilopeza, Civic Education Officer Marisa Pepa, Hansard Reporter Ignatius Talifilu and Media Officer Stephen Hachi attended the Effective Committee Inquiry course in organized by CDI and NSW Parliament in June 2013. In the first week the participants engaged in the program and received their certificates afterwards.



Participants of the Effective Committee inquiry course, in NSW Parliament. The course provides participants with knowledge of ways to carry out and support a parliamentary committee inquiry.

In the second week the team were on attachment with the NSW parliament, and closely worked with their NSW counterpart departments. The attachment provided an opportunity for NPO staff to observe and learn from NSW Parliament staff.



Committee Secretariat Tulagi Retreat (28-30 October) the Committee Secretariat discussing how to effectively organize and conduct a Committee Inquiry.

During Ms Rachel Simpson's secondment to NPSI in October, Ms Simpson provided very important trainings for Committee Secretariat. The trainings provide skills necessary to coordinate, a Committee inquiries, collect evidence, call for submissions and report writing. The training include:

1. Evidence Gathering and Sifting from transcripts for report writing (7 October)
2. Report Writing (23 October)
3. Finalize Committee Inquiry Guide Book and develop checklist templates to be used during Committee inquiries



Committee Secretariat staff discussing ways to improve the Secretariat support to Committees during the Committee Secretariat Tulagi Retreat in October.



Mr Wilson Orisi and the Speaker of Parliament Sir Allan Kemakeza in a Parliamentary Environment Conference in Malaysia.

Strategic Objective 3

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

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

This chapter discusses the oversight activities conducted by Parliament in terms of the budget plans of the Government, scrutiny of public expenditure, and overseeing the impact and effectiveness of the implementation of policy and legislation.

3.1 STRENGTHENING PARLIAMENT COMMITTEES

A. Develop Committee Work Plans

All Standing Committees have their Terms of References (TOR) and functions described in the Standing Orders.

At the beginning of each year Committee Chairs meet with their respective Committee Secretaries and map out the work plan for the year.

One of the common challenge faced is the failure of Committees to implement the work plans. Several factors caused the inability of Committees to implement their annual works plans. These include:

1. Lack of resources where if one committee meets or conduct an inquiry, resources are allocated to that Com-

mittee and thus other Committees' activities are affected.

2. All committee members are members of more than one committee. Thus if one committee meets, other committees will not have the quorum to meet and conduct their business.
3. The Committee Secretariat team need to work closely with Committee Chair and proper coordination is needed to avoid simultaneous meetings of committees.

B. Undertake Field Visits and Public Hearings

The Public Accounts Committee (PAC) held the highest record (49) of the number of hearings conducted. This was followed by the Bills and Legislation Committee with 18 hearings and the Education and Human Resources Training Committee (11 hearings).

One of the most extensive inquiry held in this reporting period was the Education and Human Resources Training Committee inquiry into Teacher Absenteeism in Solomon Islands Schools. The Committee held a total of 11 hearings in the various provinces including Honiara city.

Due to the magnitude of the Teacher Absenteeism inquiry, and the limitation of resources, other Committees activities were affected when the EHRTC conduct hearings.

By comparison with 2012, Committee activities increased in this reporting period.

| <u>Committees</u> | <u>Deliberative meetings</u> | <u>Cancelled Deliberative meetings</u> | <u>Public Hearings</u> | <u>Committee Reports Tabled</u> |
|--|------------------------------|--|------------------------|---------------------------------|
| Bills and Legislations Committee (BLC) | 17 | 1 | 18 | 10 |
| Constitutional Review Committee (CRC) | 2 | 1 | 0 | 0 |
| Education & Human Resources Training Committee (EHRTC) | 6 | 2 | 11 | 0 |
| Environment and Conservation Committee (ECC) | 3 | 6 | 0 | 0 |
| Foreign Relations Committee (FRC) | 1 | 1 | 0 | 1 |
| Health and Medical Services Committee (HMSC) | 4 | 4 | 0 | 0 |
| Parliamentary House Committee (PHC) | 13 | 0 | 0 | 0 |
| Police and National Security Committee (PNSC) | 2 | 6 | 0 | 0 |
| Public Accounts Committee (PAC) | 14 | 0 | 49 | 3 |
| Public Expenditure Committee (PEC) | 0 | 0 | 0 | 0 |
| Total | 62 | 21 | 78 | 14 |

A summary of the Committee deliberative meetings, Public Hearings and reports written in 2013

- Committee hearings increased from 9 to 78,
- Deliberative meetings increased from 28 to 62.

Two Committees the EHRTC and the Special Select Committee inquiring into the Honiara Short Bus route services conducted site visits during the course of their inquiries. The EHRTC visited several schools after each hearing in the Provinces.

The Special Select Committee also conducted a site visit around the Honiara main road observing and monitoring the bus services provided Public Buses and the routes followed daily.



The EHRTC Inquiry into Teachers Absenteeism during a hearing in Buala Isabel Province.



Special Select Committee inquiry into the Honiara Short Bus Route Services. Students and Teachers appeared before the Committee and expressed their disappointment over the poor bus services.



Special Select Committee Inquiry into the Honiara Short Bus route Service, East Honiara Public hearing at the Telekom Recreational centre



Accountant General and the PS MOFT and Officers from the MOFT before the Public accounts Committee



Members of the Public accounts Committee and the PAC Secretary Auditor General Robert Cohen



Workshop for Public Servants on the roles of Committees and Parliament and how Public Officers can contribute to the law making process



Chairman of the Public Accounts Committee (PAC) Hon Douglas Ete, giving a presentation on the roles of the PAC and committees before Public Officers



During the EHRTC inquiry, Committee Members conducted visits of inspections in several schools. The Hon. Johnley Hatimoana making a presentation before students

C. Develop Agreed Template for Committee Inquiry Reports

A committee inquiry report template was 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.

D. Produce Easy to use Handbook for MPs on the issues of oversight through Committees.

Committee Guide Book

A Committee Guide Book which outlines the process involved in conducting an inquiry and the functions of committees and the Committee Secretariat was developed since 2011 and finalized in February 2012. The Committee Secretariat reviewed the Guide Book on 28 October during the Committee Secretariat retreat in Tulagi. The Guidebook is yet to be endorsed by the Committee Chairs Group.

E. Provide Training Courses for MPs on oversight through Committees and the new manual .

During the course of the year, no committee training provided for Members of Parliament.

3.2 EFFECTIVE FINANCIAL SCRUTINY

The following inputs have been created under this objective for execution in 2012, but were rolled over to 2013:

- A. PHC to consider options for mechanisms to improve financial scrutiny in the Parliament and Terms of Reference for the activity developed
- B. Parliamentary Entitlements Commission (PEC) to commission expert ad-

vice to assist the Committees with their considerations

- C. PEC to produce report for consideration by Parliament
- D. 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
- E. Programme of training for PAC Members and staff on the latest issues in the field.

In October the PAC Chair Hon Douglas Ete, the PAC Committee Secretary and the UNDP Project Manager attended a PAC symposium in London.

All other inputs have been rolled over to 2014 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.

The general library focus for this year is on development of relevant policies, resourcing of the Library with relevant library materials and gradual progress to becoming an e-library.

A. Research and Collection Policy

The final draft of the Parliament Library research policy was completed in September 2013. The Library team is working on developing the *Library Research Man*

aul entailing how to effectively access and use the library research resources such as KOHA search engine and D-space repository. The research policy will be implemented when the research manual is ready.

B. Library Collections on Legal Deposit Library Status

The PHC endorsed the proposal to amend the regulations relating to the Libraries (Legal Deposit) Act. This is to enable the NPSI Library to be a legal depository). The PHC members agreed to talk with the responsible Minister to amend the relevant regulation.

C. Procure additional Resource Materials for the Library.

Although the Parliamentary Library acquisition policy was completed in 2012, the policy was not implemented in 2013 due to lack of funds to acquire library resources. This has been factored into the 2014 budget and acquisition of library resources will start in 2014 when the funds are available.

D. User Education Program

The library staff developed brochures on that explaining how to effectively use the library, undertake research, and access other library resources. The brochures are yet to be printed and displayed in the library in early 2014 when the library budget is available.

F. Library Relocation Project

Plans to relocate the parliamentary library to the PTC have changed. Since the ini-

tial block allocated to be the new library was not designed and prepared for the library, it was seen fit for the library to remain in the Parliament building.

3.4 Increased Dialogue with stakeholders

Develop and implement a program of MPs stakeholders' forum events

Members of Parliament, particularly those serving in Parliamentary Committees on two occasions held discussions with stakeholders. The first discussion was held on 25 June with a delegation from NZ Parliament on Adolescent Reproductive Health. The second discussion program involves the Committee Secretariat and Committee Members educating Civil Servants about the functions of Parliament and Committees.



Members of Parliament in a dialogue with a delegation from NZ Parliament, discussing the issues of Adolescence Reproductive Health.

3.5 Interaction with Independent Oversight Institutions

There were no activities scheduled for interaction with Oversight Institution during this reporting period. Thus this objective has been rolled over to 2014 for execution.

Strategic Objective 4

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

Reaching out to citizens and keeping them informed of developments and activities in Parliament is an important role the NPSI plays in staying connected with the people of Solomon Islands.

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

This chapter reports the achievements relating to the role of the NPSI in keeping citizens informed of events and developments in parliament as well as assisting Members of Parliament to fulfill 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.

4.1 Increased Outreach and Community Engagement.

The Parliamentary Civic Education Department (PCED) is responsible for outreach activities linking the Parliament with citizens of Solomon Islands. Regarding this, the PCED has multiple awareness programs targeting the education and

awareness 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. Public Officers IPAM Trainings

A total of 101 Public Officers from government ministries and agencies visited parliament as part of the program of educating public officers about the roles and functions of parliament. The training is in conjunction with the Know Your Public service Program coordinated by the Institute of Public Administration and Management (IPAM).

B. Constituency Visit

The Parliamentary Civic Education Department, organised a constituency visit to the Central Guadalcanal Constituency in February 2013. It was the only Constituency visit conducted in this reporting period. There was a dramatic reduction in the 2013 Constituency visits program as compared to 2012.

Reduction in the Constituency visits was caused by limited resources, as well as changing the priority in terms of resource allocation. In order to give sufficient resources to support the extensive Committee inquiry (Teacher Absenteeism) and the Special Select Committee which inquired into the Honiara Short Bus Route Services, re-prioritising of resources occurred. Resources were allocated to committees and the PCED program was affected and reduced. The 2013 constituency visit coincide with a constituency



NPO Staff at Turarana Village, during a Constituency visit to the Central Guadalcanal Constituency

visit of a delegation from the UK Parliament to Turarana village.

C. Arranged Visits

Several individuals and groups made appointments with the PCED for a general visit and tours around the Parliament precincts. Hundreds of visitors under this category, both local and overseas visitors visited Parliament with prior arrangement..



On a study visit, a delegation from Vanuatu Parliament, lead by the Vanuatu Speaker of Parliament the Hon Philip Boedoro visiting the NPSI.

4.2 ENGAGING YOUNG PEOPLE IN THE WORK OF PARLIAMENT

A. School Outreach Program

The PCED school outreach program brought visiting school students from within and around Honiara. These visits

enabled school students to learn about Parliament, Chamber seating arrangements, the functions of Parliament and the law making process. A total of 245 students visited parliament in 2013.

B. National Youth Parliament Program



Instead of the usual "Parliament Open day/week", the parliament organised two youth parliament

programs—a National and a Regional Youth Parliament. From 20-23 August, 52 students selected from high schools and tertiary institutions in Honiara, engaged in the second National Youth Parliament program. Twenty selected students represented the Solomon Islands in the Regional Youth Parliament.

C. Regional Youth Parliament

Under the Twinning partnership, the Bougainville House of Representatives, the New South Wales Parliament and the NPSI collaboratively and local stakeholders organised the Regional Youth Parliament hosted in the NPSI. The program was a success and brought about



Prime Minister Hon. Gordon D. Lilo, Speaker of Parliament Sir Allan Kemekeza, Mr. Peter Topura from Bougainville Parliament, Mr Simon Johnston, Ms Rita from NSW Parliament and the Youth Parliament Regional Youth Parliamentarians.



Regional Youth Parliament in sitting in the Parliament Chamber. The Regional Youth Parliament consist of Youths from NSW Australia, Solomon Islands and supported by Bougainville youths.

new thoughts of organising a Pacific Youth Parliament in the future.

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 201. These include:

1. Media Staff Training
2. Press Gallery Development
3. Television and Radio Broadcasting
4. Ensure an ongoing dissemination of information to the public on developments in the Parliament

A. Staff Training

With the establishment of the Parliamentary Media Unit, one of the focus in 2013 is to accord training to media staff to build their capacity to deliver their work effectively.

There are 2 main divisions in the Media Unit—Technical aspect which focus on Radio and TV Production and the administrative aspect which deals with linking up with external media and publication of events happening in Parliament. In June Mr Stephen Hachi who is responsible for radio and TV production was seconded to the NSW Parliament.

During the course of the year, the Media Department also had a new staff Philemon Loe who joined the team in July.

B. Develop a Press Gallery

Development of the Press Gallery began as a concept in 2011. By 2012 a Press Gallery Office space was identified and equipping it was quite slow due to challenges in finances and the physical structure of the office space which require a proper renovation and air-conditions installation and network cabling. As of the writing of this report, the air-conditions and the network lines have been installed and the Media team is awaiting the arrival of the new computers for the Press Gallery.

D. Television and Radio Production Studio

One of the Parliament achievement in 2013 is that it is responsible for production and broadcasting of its program. This was made possible after Parliament made a contract with Telekom TV (TTV) for the use of the its broadcasting channel to televise Parliament sittings and Committee hearings. Since March 2013

after the signing of the contract Parliament through its Media Department was responsible for production and airing its own programs.



Inside the Parliament Production Studio. One of the achievement in 2013 is the Parliament's ability to produce its own video and radio programs.

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 who visited Parliament also access these printed materials.

On a weekly basis, the Media Unit release press notices printed in the major newspapers in Honiara. The press notices are mainly on events happening in the National Parliament.

4.5 INVESTIGATE OPTIONS TO INCREASE THE REPRESENTATIVE NATURE OF PARLIAMENT

A. Young Women Parliamentary Group.

The establishment of the Young Women Parliamentary Group (YWPG) has in-



The Hon. Douglas Ete, accepting a petition presented by the YWPG regarding the Short Bus Route Service provided by buses within and around Honiara. The petition successfully passed in Parliament resulting in the establishment of the Special Select Committee that inquired into the Honiara short bus route services"

creased the NPO's involvement in advancing gender issues. The YWPG elected its executive in the beginning of the year and developed its 2013 work plan. During the reporting period, the YWPG involved in the following activities:

1. Collection of data for the development of the Family Protection Bill;
2. support for provincial assembly elections and women candidates;
3. SI electoral voting system awareness training;
4. Petition for action to change the short bus route services in Honiara
5. International Women's day celebrations.

B. MPs Spouse Program and Speaker's Reflection Group.

There were no activities done under this objective in 2013.

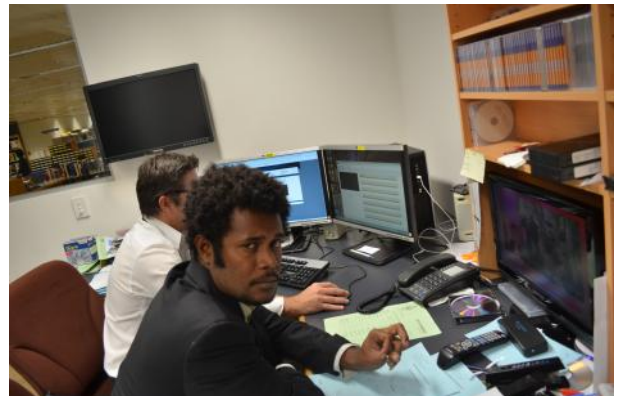


Provincial Assemblies' Speakers and Clerks discussing the ways of harmonizing the Provincial Assemblies Standing Orders.

4.6 Building Links with Provincial Legislatures

Provincial Speakers and Clerks Conference

Working in collaboration with the Ministry of Provincial Government, the National Parliament Office, through its Parliamentary Civic Education Department organised the Provincial Assemblies Speakers and Clerks Conference. The focus of the conference was to discuss how to harmonize Provincial Assemblies Standing Orders. Each Provincial Assembly has a Standing Order that is unique to that particular province.



Mr Stephen Hachi, seconded to NSW Parliament Media unit for one week of observation and learning.



Youth Parliamentarian participating in the second National Youth Parliament program



The Young Women Parliamentary Group marching in support of the Gender Agenda program

Implementation, Monitoring, Evaluation and Resource Mobilization

From the SSU team's observation, the key challenge to implementing the NSPI Strategy in this year is the unbalanced staff commitment between daily operational activities and strategy activities.

Daily operational activities exerts an urgent pressure, upon staff causing them to continuously postpone DAWP activities from one month to the next. Eventually, the year comes to an end and some of the incomplete activities from 2012 were further rolled over to 2014.

Weak leadership among Heads of Departments also significantly contributed to the continuous rolling over of activities. Since the strategy is broken down into activities captured in the DAWPs, weak coordination at the departmental level means weak strategy execution. This is where the challenge lies and there is a need to focus and strengthen leadership and management at the departmental level.

Since this observation was realized the SSU team and the NPO Management conducted training of HODs on Leadership and Management. Not only were

HODs trained on Leadership and Management, but also on the Disciplines of Strategy Execution. These trainings were conducted on 12 November, with a focus on equipping and preparing HODs to focus and coordinate their teams more effectively in 2014.

A. Monitoring

From 25-28 February, the first 2013 Strategy review took place. This was followed by the second review from 22-23 July and concluded with the final review on 9 October.

The second and third reviews fall a month behind the strategy cycle schedule due to Parliament sittings happening at the scheduled dates of the reviews. Since there is no parliamentary sitting calendar it is significantly difficult for NPO to plan ahead.

C. Performance Management Process

A newly added Corporate activity implemented in 2013 is the determination, recording and management of NPO Staff performance against their DAWPs. Between November 2012 to July 2013, the

SSU coordinated 6 workshops on the PMP guideline and the revised PSForm 10 and facilitated the implementation of the pilot testing of PMP program.

The greatest challenge noted, in the staff performance



NPO Department Heads participating in a Leadership and Management Training. The focus of the training is on effective Leading and Managing of depart-

with respect to DAWP relates to pressure from daily activities. The daily NPO operational activities draws staff attention from the strategy activities. This resulted in DAWP activities being continuously postponed to later dates. Strong leadership at the departmental level is necessary to properly coordinate each department team and to ensure there is a balance in executing daily operational activities and the strategy activities.

On 12 November, the NPO management conducted a Leadership and Management training for all HODs. Its focus is on how to lead and manage a department effectively and striking a balance between implementation of the daily operational activities and the strategic objectives.