

National Parliament of Solomon Islands Strategic Plan

National Parliament Office Corporate Work Plan

2012

STRATEGIC OBJECTIVE	ACTIVITY	INPUTS	RESPONSIBLE DEPARTMENT / COMMITTEE	2012	UPDATES ON PROGRESS AT STRATEGY CYCLE POINTS (February and June)		
					February	June	
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	Baseline study	Autonomy Working Group reporting to the Office of the Clerk and Executive Group	X	February	June	
		Comparative research on other Parliaments		X			
		Develop options paper					
		Discussions with Government					
		Draft Legislation					
	1.2 Strengthening the Corporate Services of the National Parliament Office to respond to a changing Parliamentary environment	Review organisational structure of NPO	Strategy Support Unit reporting to Office of the Clerk and Executive Group	X			
		Develop paper on relationship between new and existing Departments		X			
		Develop annual NPO workplan		X			
		Develop annual departmental workplans		X			
1.3 Strengthened Human Resources	Develop and adopt HR policy	HR Department	X				
	Briefing sessions for staff and House Committee on new HR policy		X				
	Develop up to date job descriptions for all staff		X				
	Review annual appraisal process and						

		implement process			
		Develop professional development plans for all staff			
	1.4 Developing the Parliament's infrastructure	Undertake an assessment of Parliament maintenance needs	New Building Committee reporting to the Office of the Clerk and Executive Group	X	
		Develop maintenance plan			
		Continued monitoring of progress made in developing MPs' offices			
		Develop options paper for provision of new committee rooms			
		Mobilise resources for the provision of new committee rooms and implement			
		Develop and implement new admissions policy	Sergeant at Arms	X	
		Improve building and perimeter security			
		Training for Parliament security staff		X	
1.5 Creating an e-Parliament	Develop and implement ICT policy	ICT Committee and Department reporting to the Office of the Clerk and Executive Group	X		
	Develop Parliament intranet for use by MPs and staff in order to facilitate distribution of documentation		X		
	Purchase hardware for new buildings		X		
	Equip new Committee rooms				
	Develop and implement a rolling programme of training for staff on ICT		X		
	Develop and implement a rolling programme of training for Members on ICT		X		

	<p>1.6 Institutionalising a Parliamentary Calendar</p>	<p>Develop an options paper on how to move towards creating a Parliamentary Calendar</p> <p>Conduct roundtable meetings with the Government to discuss options</p> <p>Conduct seminars with Committee Chairs and Committees on developing annual Committee workplans</p> <p>Implement new system of Parliamentary Calendar</p> <p>Undertake a review of the mechanisms used by the House Committee for allocating Parliamentary time</p> <p>Develop an options paper for consideration by the House Committee for revised system of allocating Parliamentary time to consider PAC reports etc</p>	<p>Clerk and Deputy Clerk reporting through the Executive Group to the Office of the Speaker</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		
	<p>1.7 Effective Reporting of Parliamentary Proceedings</p>	<p>Implement the Report on the Review of Hansard February – May 2011</p> <p>Develop the Parliament’s website to ensure that there is a section for Hansard</p>	<p>Hansard Support Committee reporting to the Office of the Clerk and Executive Group</p> <p>Hansard/ICT reporting to the Hansard Support Committee</p>	<p>X</p>		

	1.8 Developing the capacity and professional skills of MPs	<p>Plan an Induction and orientation programme for new MPs</p> <p>Manuals / Handbooks produced for new MPs on how Parliament works</p> <p>Develop a rolling programme of professional development on basic skills for MPs</p> <p>Implement the rolling programme of training, including support for governance partners and Constitutional post holders as required</p>	<p>Secretariat reporting to the Office of the Clerk and Executive Group</p>	X		
	1.9 Developing and Sustaining International links	<p>Join the IPU</p> <p>Continue discussions with International Partners and clarify the impact of the links on the Parliament</p>	<p>Secretariat reporting through the Office of the Clerk and Executive Group to the Office of the Speaker</p>	X X		
	1.10 Code of Ethical Conduct	<p>Develop an options paper on developing a code of conduct for review by the House Committee</p> <p>Organise a one day workshop for the House Committee to look at and compare other Parliament's Code of ethics</p> <p>Develop a new Code of Ethics for MPs for adoption by Parliament</p> <p>Print and distribute Code of Ethics</p> <p>Develop and implement Training courses for MPs and staff on new Code of Ethics</p>	<p>Secretariat reporting to the Office of the Clerk and the Executive Group</p>			

	1.11 Developing new Standing Orders	<p>Develop realistic timetable for continuing revision of Standing Orders</p> <p>Continue the review of Standing Orders in stages</p> <p>Print and distribute new Orders when available and adopted</p> <p>Provide Training for MPs and staff on implications for Parliament of new Orders</p>	<p>Secretariat reporting to the Office of the Clerk, Executive Group and House Committee</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		
	1.12 Mainstreaming gender	<p>Gender policy for the Parliament developed</p> <p>Gender policy distributed</p> <p>Training for staff and MPs on the new Gender Policy</p>	<p>Civic Education Department reporting to the Office of the Clerk and Executive Group</p>			

STRATEGIC OBJECTIVE	ACTIVITY	INPUTS	RESPONSIBLE DEPARTMENT / COMMITTEE	2012	UPDATES ON PROGRESS AT STRATEGY CYCLE POINTS (February and June)	
2. To improve the legislative process in Parliament to ensure enhanced scrutiny and quality of legislation	2.1 Timetable for the legislative process	Undertake a review of the legislative process in Parliament and develop options for a revised process including timeframes needs for consultation and scrutiny	Procedures Office reporting to the Clerk	X		
		Develop an options paper on how Parliament can work with Government to develop a legislative timetable				
		Conduct roundtable meetings with the Government to discuss options				
		Develop an MoU with the Executive on good practice in terms of legislative executive communication on legislative issues		X		
		Hold seminars for Civil Servants on the legislative process in Parliament				
		Conduct seminars with Bills Committee on developing an annual workplan for the Committee	Secretariat			
		Implement the annual workplans for the Bills Committee	Secretariat			
	2.2 Procedures office	Develop TORs for the new Procedures Office and undertake a staff needs assessment	HR Department reporting to the Office of the Clerk	X		
		Develop job descriptions for staff of the new Procedures Office		X		
		Establish the new Procedures Office ensure it is functional		X		

		Provide training for the staff in the Procedures Office		X		
	2.3 Increased and improved legislative scrutiny by Committee	<p>Guidance for Bills Committee on the legislative process and the process of scrutinising legislation developed</p> <p>Training for Committee staff and Members on the legislative process and good practice in terms of scrutiny and timeframe</p> <p>Development of a roster of experts in different fields to assist Bills Committee when scrutinising legislation</p> <p>Hiring of experts to assist Bills Committees</p>	Secretariat / Procedures Office reporting to the Clerk	X		
				X		
				X		
	2.4 Consultation during the legislative process	<p>Developing guidance for the Bills Committees on how to involve CSOs in the legislative process</p> <p>Agree formalised consultation process guidelines for the Bills Committee</p> <p>Developing databases of CSOs and groups for consultation by field area</p>	Secretariat reporting to the Clerk	X		
				X		
	2.5 Clarity on the potential impact of draft legislation	<p>Discussions with the Office of the Attorney General to develop a practical framework for Regulatory Impact Assessments for draft legislation</p> <p>Training for MPs and staff on the use of the Regulatory Impact Assessment</p> <p>Implementation of the Regulatory Impact Assessments in the work of the Bills Committee</p>	Secretariat reporting to the Clerk			

	2.6 Increasing the capacity of Members to engage in the legislative process	Develop easy to use handbook for MPs on the legislative process	Secretariat / Procedures Office reporting to the Clerk	X			
		Distribute handbook on the legislative process to MPs and key stakeholders					
		Provide training courses for MPs on the legislative process and the new manual					
		Provide training sessions for MPs on amending and initiating legislation					
		Attendance of selected staff at courses to build skills to assist MPs during the legislative process, including legislative drafting skills			X		

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3. To improve the capacity of Parliament to provide effective oversight	3.1 Strengthening Parliamentary Committees	Develop Terms of Reference for all Parliamentary Committees	Secretariat reporting to the Clerk	X		
		Provide training for Committee staff and Committee Chairs on the oversight remit of Committees		X		
		Develop Committee workplans including timetable which allows regular questioning of Ministers		X		
		Provide training for Committee Members on the new timetable		X		
		Develop agreed template for Committee Inquiry reports		X		
		Undertake field visits and public hearing as part of the work of Committees		X		
		Produce easy to use handbook for MPs on the issue of oversight through Committees				
	3.2 Effective Financial Scrutiny	House Committee to consider options for mechanisms to improve financial scrutiny in the Parliament and Terms of Reference for the activity developed	Secretariat reporting to the Clerk	X		
		House Committee to commission expert advice to assist the Committee with their considerations		X		
		House Committee to produce report for				

		consideration by Parliament				
		Annual workplans for the PAC drafted which include regular meetings and regular visits to the Office of the Auditor General and Ministry of Finance		X		
		Programme of training for PAC Members and staff on the latest issues in the field		X		
	3.3 Increase the oversight capacity of Parliament through improved library and research services	Develop a collections and research policy for the Parliament	Library reporting to the Office of the Clerk and the Executive Group	X		
		Procure additional resource materials for the library				
		Provide training course for library staff on e-library		X		
		Provide training for MPs on the use of library and e-library		X		
		Develop brief manual on how to use the library effectively and how to undertake research		X		
	Develop easy to use template for staff to use when asked to undertake research by MPs		X			
	3.4 Increased dialogue with stakeholders	Develop and implement a programme of MPs Stakeholders forum events	Civic Education Department reporting to the Office of the Clerk and Executive Group	X		
		Develop and implement a programme of expert briefing sessions for MPs on specific subject areas				

	<p>3.5 Interaction with Independent Oversight Institutions</p>	<p>Undertake an assessment report on the interaction between Parliament and Independent Oversight Institutions</p> <p>Develop an options paper for consideration by the House Committee and Parliament on improved mechanisms for interaction</p>	<p>Procedures Office / Secretariat reporting to the Office of the Clerk and Executive Group</p>			
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4. To develop the education and outreach work of Parliament and the representative role of MPs	4.1 Increased Outreach and Community engagement	Develop and implement an annual programme of outreach activities that focus on all areas of the country	Education Department reporting to the Office of the Clerk and Executive Group	X		
		Develop and implement an annual Programme of Speaker Constituency visits		X		
		Develop a programme of events for a "Parliament week" and implement		X		
	4.2 Engaging Young People in the work of Parliament	Develop an annual plan of school visits to Parliament	Education Department reporting to the Office of the Clerk and Executive Group	X		
		Develop an agreed tour format for schools and produce relevant materials for such tours		X		
		In conjunction with the Ministry of Education develop educational materials for schools on the role and functions of Parliament		X		
		Review and revise the curriculum materials				
		In conjunction with the Ministry open discussion on Parliament taking ownership of the activities of the Youth Parliament		X		
	4.3 Ensuring a close relationship between Parliament and the Media	Develop TORs for the new Media Office and undertake a staff needs assessment	HR Department/Office of the Clerk / Media Office	X		
Develop job descriptions for staff of the new Media Office		X				

		<p>Establish the new Media Office ensure it is functional</p> <p>Provide training for the staff in the Media Office</p> <p>Provide Training courses for the media on the way in which Parliament operates</p> <p>Develop a press gallery and accreditation system for the media and keep under review</p> <p>Develop public information programmes for the media on the way in which Parliament operates</p> <p>Develop a strategy and timelined plan for the introduction of a Parliament TV Channel</p> <p>Develop a strategy and timelined plan for the introduction of a Parliament Radio station</p>		X		
	4.4 Develop user friendly publications on Parliament	<p>Develop and print suitable publicity materials on Parliament and keep under review</p> <p>Develop, print and distribute a regular newsletter and e-newsletter on Parliament</p> <p>Develop a database for distribution of newsletter and keep under review</p> <p>Development of practical, easy-to-use materials for Civil Society Organisations on Parliament</p>	Civic Education Department reporting to the Office of the Clerk and Executive Group	X X X		

	4.5 Investigate options to increase the representative nature of the Parliament	Develop clear Terms of Reference on the scope and function of the Young Women's Discussion Forum	Civic Education Department reporting to the Office of the Clerk and Executive Group	X		
		Develop and Implement a workplan on the activities of the Young Women's Discussion Forum		X		
		Develop clear Terms of Reference on the scope and function of the MPs' Spouses programme		X		
		Develop and Implement a workplan on the activities of the MPs' Spouses programme		X		
		Develop terms of reference on the scope, membership and operationalisation of a Speaker's Reflection Group on the representative nature of Parliament		X		
		Develop a workplan on the activities and the Speaker's reflection group including an outline of the process for gathering information and evidence	Office of the Clerk reporting to the Office of the Speaker	X		
		Production and dissemination of the findings of the Speaker's reflection group				
	4.6 Building on links with Provincial Legislatures	Paper developed on the role the National Parliament is playing in assisting provincial legislatures	Civic Education Department and the Secretariat reporting to the Office of the Clerk and Executive Group (in partnership with MPGIS and UNDP/ PGSP)	X		
		Development of an annual programme of activities between the National Parliament and the provinces				
		Annual Speakers and Clerks Conference to be held				

