



One Vision, One Identity, One Community

VISION

Towards an efficient, reliable, functional AIPA Secretariat

MISSION

To support and assist AIPA and its commitment in their business and proceedings; facilitate their participation in Inter-Parliamentary activities and with other bodies; undertake the management of AIPA Secretariat; to have regular communication with AIPA National Secretariats; and be involved in Community Building with ASEAN

CORPORATE OBJECTIVES

1. Orderly and expeditious conduct of AIPA business
2. Easy and ready accessibility to AIPA Member Parliaments
3. Connect with ASEAN, Observer Members, other international and regional organizations and governments
4. Provide public awareness of the roles and functions of AIPA
5. Excellence in administration of AIPA Secretariat

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Wisma AIPA



*Senayan Residence Jl. Patal Senayan 1
EAST - Point No.6 Senayan
Jakarta Selatan*

FOREWORD

Greetings from Vientiane!



H.E. Madame Pany Yathotou
President of the National Assembly of Lao PDR

It is a pleasure for me to write this Foreword for this second AIPA Workplan which will be circulated to all Member Delegations attending the 35th AIPA General Assembly to be convened in the historic Capital City of the Lao PDR in September 2014.

The 35th AIPA General Assembly will mark an important milestone as we embark on our business of setting the direction for a more meaningful AIPA contribution towards the establishment of the ASEAN community by next year. In this regard, the AIPA Secretariat's efforts to collate, compile and put into print the rich history and other information on the AIPA stakeholders in this Workplan as a handy reference is a most commendable one.

In my humble view, the Workplan offers an informative source for readers who need updates on AIPA activities for their reference and interest as it describes in detail, amongst other things, the processes, programmes and progress taking place at the AIPA Secretariat. The Workplan articulates details of activities convened by AIPA and its Secretariat. Efforts to enhance the AIPA Secretariat towards achieving its goals and objectives are worthy of acknowledgement by all AIPA stakeholders and are to be strongly supported.

To me, the annual publication of the AIPA Workplan is not only a means to showcase its works and targets but also a reference for a better structured programme plan for the effective implementation of the Secretariat's mandates and functions. To enhance AIPA's contribution towards the realization of the ASEAN Community, we hope to see an increased commitment from all AIPA Member Parliaments towards the integration of an ASEAN which is people-oriented, peaceful, stable and prosperous.

In conclusion, it is my greatest pleasure to congratulate the publication of the second AIPA Workplan, following that of the first circulated last year in Brunei Darussalam. As President of AIPA, may I wish the AIPA Secretariat every success in its future endeavours.

H.E. Madame Pany Yathotou
President of AIPA

SPEAKERS

AIPA MEMBER PARLIAMENTS



**H.E. SAMDECH AKA
MOHA PONHEA
CHAKREI
HENG SAMRIN**
*Speaker of the National Assembly
of the Kingdom of Cambodia*



**H.E PEHIN DATO HAJI
ISA BIN HAJI IBRAHIM**
*Speaker of the Legislative Council
of Brunei Darussalam*



**H.E. NGUYEN SINH
HUNG**
*Speaker of the National Assembly
of Viet Nam*



H.E. DR. MARZUKI ALIE
*Speaker of the House of
Representatives of the Republic of
Indonesia*



**H.E. PORNPETCH
WICHITCHOLCHAI**
*Speaker of the House of
Representatives of Thailand*



**H.E. MADAME PANY
YATHOTOU**
*Speaker of the National Assembly
of Lao PDR*



**H. E. TAN SRI DATUK
PANDIKAR AMIN BIN
HAJI MULIA**
*Speaker of the House of the
Representatives of Malaysia*



**H. E. THURA U SHWE
MANN**
*Speaker of the Pyidaungou Hluttaw
of the Republic of the Union
of Myanmar*



H.E. HALIMAH YACOB
*Speaker of the Parliament
of Singapore*



**H.E. FELICIANO R.
BELMONTE, JR**
*Speaker of the Congress
of the Philippines*



**Hon. Pehin Haji Judin Bin
Haji Asar**
*First Clerk of the Legislative Council
of Brunei Darussalam*



Hon. Leng Peng Long
*Secretary General of the National
Assembly of the Kingdom of
Cambodia*



**Hon. Winantuningtyastiti
Swasanani**
*Secretary General of the House of
Representatives of Indonesia*



Hon. Datuk Rosme Hamzah
*Secretary of the House of
Representatives of Malaysia*



Hon. Thongteun Kayasen
*Secretary General of the National
Assembly of Lao PDR*



Hon. Tin Wing Aung
*Secretary General of the Pyidaungsu
 Hluttaw of the Union of Myanmar*



Hon. Marilyn B. Barua Yap
*Secretary General of the Congress
 of the Philippines*



Hon. Ng Sheau Juuan
*Clerk of Parliament of the Parliament
 of Singapore*

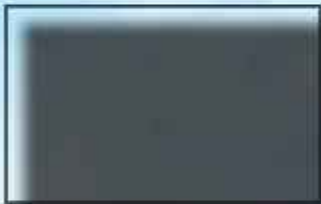
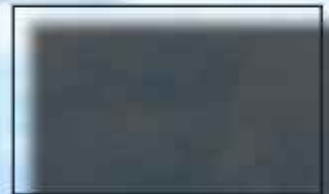


Hon. Norarat Pimsen
*Secretary General of the House of
 Representatives of Thailand*



Hon. Hanh Phuc
*Secretary General of the National
 Assembly of Vietnam*

OBSERVER PARLIAMENTS



*"to promote solidarity, understanding, cooperation and close relations among Parliaments of ASEAN member countries, AIPA Special Observers, **Observers** and other parliamentary organizations;"*





PARLIAMENT OF AUSTRALIA



**H.E. Bronwyn
Kathleen Bishop**
*Speaker of the House of
Representatives of
Parliament of Australia*

HISTORY

The Commonwealth Parliament was opened on 9 May 1901 in Melbourne, Victoria, by Prince George, Duke of Cornwall and York, later King George V. On 9 May 1927, Parliament moved to the new national capital in Canberra, where it met in what is now called Old Parliament House. Intended to be temporary, this building, in fact, housed the Parliament for more than 60 years. The new and permanent Parliament House was opened on 9 May 1988 by Queen Elizabeth.

The Parliament of Australia, also known as the Commonwealth Parliament or Federal Parliament, is the legislative branch of the government of Australia.

SYSTEM

It is Bicameral, and combines the fused executive of the Westminster System with the Federalist Senate of the United States Congress. Under Section 1 of the Constitution of Australia, Parliament consists of three components:


- The Queen, represented within Australia by the Governor-General;
- The Senate; and
- The House of Representatives.

The Upper House, the Senate, consists of 76 members: 12 for each state, and two each for the Northern Territory and the Australian Capital Territory. Senators are elected using a form of proportional voting.

The Lower House, the House of Representatives, currently consists of 150 members, who represent districts known as electoral divisions (commonly referred to as "electorates" or "seats").

The number of members is not fixed, but can vary with boundary changes resulting from electoral redistributions, which are required on a regular basis.

The most recent overall increase in the size of the House, which came into effect at the 1984 election, increased the number of



members from 125 to 148. It was reduced to 147 at the 1993 election, returned to 148 at the 1996 election, and has been at 150 since the 2001 election. Each division elects one member using compulsory preferential voting.

The two Houses meet in separate chambers of Parliament House on Capital Hill in Canberra, Australian Capital Territory.

PROCEDURE

The Senate elects the Presiding Officer, called the President; and the House of Representatives also elects the Presiding Officer, called the Speaker. Elections for these positions are by secret ballot. Both offices are conventionally filled by members of governing party, but the presiding officers are expected to oversee debate and enforce the rules in an impartial manner.

The Constitution authorizes Parliament to set the quorum for each chamber. The quorum of the Senate is one-quarter of the membership, while that for the House of Representatives is one – fifth of the total membership. In theory, if a quorum is not present, then a House may not continue to meet. In practice, members usually agree not to notice that a quorum is not present, so that the debates on routine bills can continue without other members having to be present.

FUNCTION

The principal function of Parliament is to pass laws, or legislation. Any Senator or Member may introduce a proposed law (a bill), except for a money bill (a bill proposing an expenditure or levying a tax), which must be introduced in the House of Representatives.

In practice, the great majority of bills are introduced by ministers. Bills introduced by other members are called private members' bills. All bills must be passed by both Houses to become law. The Senate has the same legislative power as the House, except that it may not amend money bills, only pass or reject them. The enacting formula for Acts of Parliament is simply "The Parliament of Australia enacts"

PRIVILEGES

Members of the Australian Parliament do not have legal immunity; they can be arrested and tried for any offence. They do, however, have Parliamentary privilege. They cannot be sued for anything they say in Parliament about each other or about persons outside Parliament.



THE NATIONAL ASSEMBLY OF THE REPUBLIC OF BELARUS



H.E. Vladimir Andreichenko
*Chairman of the House of
Representatives of the National
Assembly of the Republic of Belarus*

Parliamentary System

The National Assembly of the Republic of Belarus is bicameral. It consists of two chambers – the House of Representatives and the Council of the Republic. The House of Representatives consists of 110 members. Election of deputies to the House of Representatives is based on universal, free, equal and direct suffrage by secret ballot as set out in the laws. The Council of the Republic is the chamber of territorial representation.

Eight members of the Council of the Republic are elected by secret ballot from each region and the city of Minsk at the meetings of the local councils of the base level of each region and the city of Minsk. Eight members of the Council of the Republic are appointed by the President of the Republic of Belarus. The term of office of the National Assembly is four years.

Function

The powers of the National Assembly are derived from the Constitution of the Republic of Belarus. The House of Representatives considers bills, including amendments and interpretation of the Constitution; approval of the main directions of domestic and foreign policy of the Republic of Belarus; military doctrine; ratification and denunciation of international treaties; and principles of the rights, freedoms and duties of its citizens, etc. The Council of the Republic approves or rejects the bills passed by the House of Representatives.

Procedure

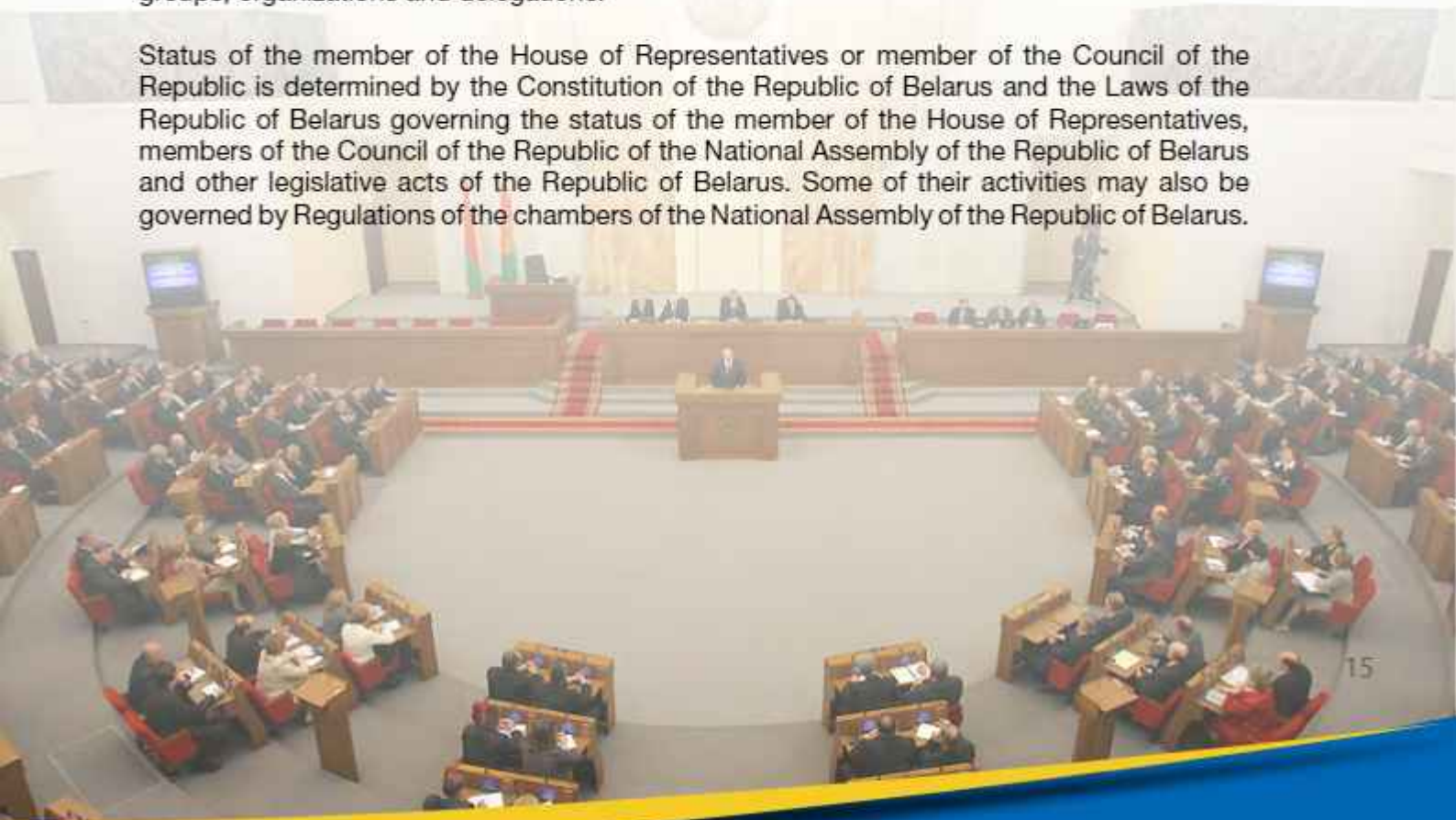
The Constitution of the Republic of Belarus invests the chambers of the Parliament with several supervisory powers over the activities of the executive branch and local councils of deputies respectively. For these purposes, the House of Representatives gives consent to the appointment of the Prime Minister. It also receives the report on the programme for all government activities and expresses its support or otherwise to the Government.

The Council of the Republic is entitled to cancel the decisions of the local councils of deputies if not provided by the law and, in cases prescribed by the law, to make a decision on dissolution of the local councils of deputies. The House of Representatives, in the prescribed manner, calls elections and accepts the resignation of the President of the Republic of Belarus. Two ordinary sessions of the chambers are held annually in spring (April – June) and autumn (October – December). If necessary, the chambers may be convened for an extraordinary session.

For conducting the legislative work and preliminary review of the matters related to the authority of the chambers, the houses of the Parliament elect the chairpersons of the chambers and standing commissions and other bodies.

The work of the chambers of the Parliament includes parliamentary hearings, handling activities of permanent and ad hoc commissions of Parliament, deputy groups, deputies in the House of Representatives, in election districts, as well as in other forms. Besides the above, there are parliamentary groups whose focal function is dialogue with other international parliamentary groups, organizations and delegations.

Status of the member of the House of Representatives or member of the Council of the Republic is determined by the Constitution of the Republic of Belarus and the Laws of the Republic of Belarus governing the status of the member of the House of Representatives, members of the Council of the Republic of the National Assembly of the Republic of Belarus and other legislative acts of the Republic of Belarus. Some of their activities may also be governed by Regulations of the chambers of the National Assembly of the Republic of Belarus.





PARLIAMENT OF CANADA



H.E. Andrew Scheer
*Speaker of the House of Commons
of Parliament of Canada*

SYSTEM

Canada is the constitutional monarchy where the Queen, represented by the Governor General, is the Chief of State. The Parliament of Canada is based on the Westminster model and consists of the Crown, the Senate and the House of Commons. The Prime Minister, by tradition the leader of the party that has the most seats in the House of Commons, is asked by the Governor General to form the Government.

The principle of responsible Government, where the Prime Minister and Cabinet must have the confidence of the House in order to govern, is at the heart of the Canadian parliamentary democracy. Since the government originated in the elected House of Commons and must enjoy its supports, the Queen rules but does not govern.





MEMBERS

There are 105 seats in the Senate, whose members are appointed by the Governor General on the recommendation of the Prime Minister, and 308 seats in the House of Commons, whose members are elected. The electoral system is referred to as “single-member plurality” or “first-past-the-post”.

ELECTION

The Constitution states that a legislature shall not last for more than five years, while the Canada Elections Act specifies that general elections must be held on a fixed date, every four years. The last general election was held on May 2, 2011 and resulted in majority Conservative Government. There are currently three officially recognized parties in the House as well as a few independent members.



THE NATIONAL PEOPLE'S CONGRESS OF THE PEOPLE'S REPUBLIC OF CHINA.



H.E. Zhang Dejiang

*Chairman of the National People's
Congress of the People's Republic
of China.*

The System of People's Congress of the People's Republic of China

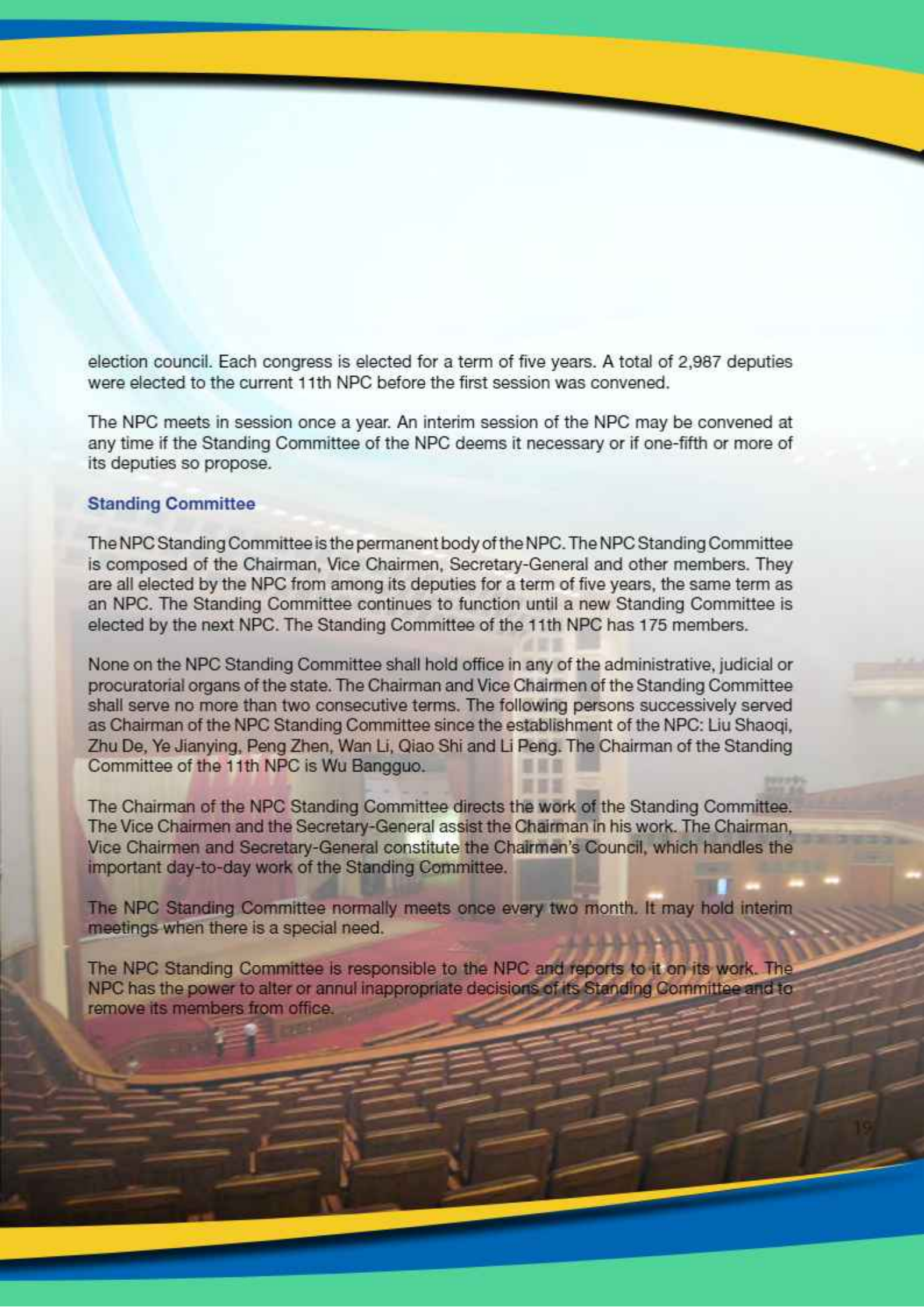
Introduction

The system of people's congresses is the basic political system of China. The Constitution of the People's Republic of China prescribes that all power of the state belongs to the people. The National People's Congress (NPC) and local people's congresses at all levels are the organs through which the people exercise state power. The people's congresses at all levels are constituted through democratic elections, and they are responsible to the people and subject to their oversight. The administrative, judicial and procuratorial organs of the state are created by the people's congresses, to which they are responsible and by which they are overseen.

The First Session of the First NPC held in Beijing on 15 September 1954 symbolizes the systematic nationwide establishment of the system of people's congresses. Events over the past 50 years have proven that this system conforms to the conditions in China and can effectively guarantee that state power is always held by the people. This system has already become deeply rooted in China's land and among its people. As China advances, this system will surely be improved and developed.

National People's Congress (NPC)

The National People's Congress (NPC) is the supreme organ of state power in China. It is composed of NPC deputies who are elected according to law from 35 electoral units from the people's congresses of provinces, autonomous regions, municipalities directly under the Central Government, the People's Liberation Army, the deputy election council of the Hong Kong Special Administrative Region and the Taiwan compatriots' consultation



election council. Each congress is elected for a term of five years. A total of 2,987 deputies were elected to the current 11th NPC before the first session was convened.

The NPC meets in session once a year. An interim session of the NPC may be convened at any time if the Standing Committee of the NPC deems it necessary or if one-fifth or more of its deputies so propose.

Standing Committee

The NPC Standing Committee is the permanent body of the NPC. The NPC Standing Committee is composed of the Chairman, Vice Chairmen, Secretary-General and other members. They are all elected by the NPC from among its deputies for a term of five years, the same term as an NPC. The Standing Committee continues to function until a new Standing Committee is elected by the next NPC. The Standing Committee of the 11th NPC has 175 members.

None on the NPC Standing Committee shall hold office in any of the administrative, judicial or procuratorial organs of the state. The Chairman and Vice Chairmen of the Standing Committee shall serve no more than two consecutive terms. The following persons successively served as Chairman of the NPC Standing Committee since the establishment of the NPC: Liu Shaoqi, Zhu De, Ye Jianying, Peng Zhen, Wan Li, Qiao Shi and Li Peng. The Chairman of the Standing Committee of the 11th NPC is Wu Bangguo.

The Chairman of the NPC Standing Committee directs the work of the Standing Committee. The Vice Chairmen and the Secretary-General assist the Chairman in his work. The Chairman, Vice Chairmen and Secretary-General constitute the Chairmen's Council, which handles the important day-to-day work of the Standing Committee.

The NPC Standing Committee normally meets once every two month. It may hold interim meetings when there is a special need.

The NPC Standing Committee is responsible to the NPC and reports to it on its work. The NPC has the power to alter or annul inappropriate decisions of its Standing Committee and to remove its members from office.



THE EUROPEAN PARLIAMENT



H.E. Martin Schulz
*President of the European
Parliament*

The European Parliament is the European Union institution that represents the half billion citizens who live in the Union's 28 Member States. It is the only multinational Parliamentary Assembly in the world elected by universal suffrage every 5 years. The European Parliament exercises the three principal Parliamentary powers: legislative power, budgetary power and control of the executive.

Legislative jurisdiction is exercised in equal share with the Council of the European Union to foster the development of economic activity and promote social rights, protect and improve the environment and offer the consumer assurances on the safety and quality of goods and services. Any action taken by the European Parliament has a direct influence on the life of European citizens in all areas in which European decisions lead to the better defence of the interests of our fellow citizens and enable it to act more effectively.



Each year, the European Parliament votes on the budget of the European Union within the framework of the financial outlook negotiated with the Council of the Union and under operational control. It ratifies the appointment of the European Commission and exercises political control over its business within the framework of an inter-institutional dialogue intended to foster the progress of European integration.

In international terms, the European Parliament is involved in European Union foreign policy; its assent is required for any international agreements negotiated by the Union and the admission of new members. It is particularly attentive to the observance of Human Rights and the promotion of democracy throughout the world.





PARLIAMENT OF INDIA



H.E. Mrs. Sumitra Mahajan
*Speaker of the House of the People
of Parliament of India*

The Constitution of India provides for a bicameral Parliament consisting of the President and the two Houses – the Council of States (Rajya Sabha) and the House of the People (Lok Sabha). It is the highest deliberative body and supreme representatives institution of the country.

The Council of States or the Rajya Sabha comprises maximum of 250 members out of which 238 are indirectly elected by the members of the legislative assemblies from the States and Union Territories. 12 members are nominated by the President. The Vice-President of India is the ex-officio Chairman of the Upper House. The Rajya Sabha is a permanent body, one-third of its members retire every second year. Each member of the Rajya Sabha serves for a term of six years.

Members of the Lok Sabha are directly elected by the people of the country on the basis of adult universal suffrage and the strength of the Lok Sabha is 545 including two nominated members. The term of the Lok Sabha, unless dissolved earlier, is five years. The Lok Sabha is presided over by the Speaker who is elected from amongst its members.

In the Indian Parliamentary system, the Council of Ministers headed by the Prime Minister emanates from the Parliament. The Council of Ministers is collectively responsible to the Lok Sabha.

Since the first General Elections in 1952, the country has witnessed 16 General Elections so far to the directly elected Lok Sabha. The elections to the 16th Lok Sabha were held in April - May 2014 by the Election Commission of India.

The new Lok Sabha has been constituted and H.E. Mrs. Sumitra Mahajan has been elected as new Speaker of the House of the People of Parliament of India on 6th June, 2014.





NATIONAL DIET OF JAPAN



H.E. Bunmei Ibuki
*Speaker of the House of
Representatives of the National Diet
of Japan*

National Diet

The Constitution of Japan was promulgated on 3 November, 1946, and came into force on 3 May, 1947. The first session of the Diet based on this new Constitution was convened on 20 May that same year.

Status

The Constitution provides that "The Diet shall be the highest organ of state power, and shall be the sole law-making organ of the State" (Article 41). As it most directly reflects the will of the people, the Diet is the most important organ in the nation. The Diet is also the only organ which can enact laws.


Organization

The National Diet is composed of two Houses: the House of Representatives and the House of Councillors. The bicameral system means that, although each House independently deliberates and decides on their positions on individual bills, the will of the Diet is established when both Houses agree. The House of Representatives has 480 Members, of whom 180 are elected under the proportional representation system and 300 are elected from single-seat constituencies. The term of office of Members of the House of Representatives is four years. In contrast, the House of Councillors has 242 Members, of whom 96 are elected by the proportional representation system and 146 from the 47 prefectural constituencies. The term of office of Members of the House of Councillors is six years, half of the Members being elected every three years.

Functions

The National Diet is authorized not only to enact laws but also to decide the national budget, approve the conclusion of treaties with other nations, designate the Prime Minister, and initiate amendments to the Constitution.

Each House may also conduct investigations in relation to government; consider petitions submitted by the public; elect its own Presiding Officer and Deputy Presiding Officer, and Chairmen of Standing Committees, as well as establish, if necessary, Special Committees at the beginning of each session; set up its own



rules pertaining to meetings, proceedings, and internal discipline; and punish Members for disorderly conduct. To perform these functions, Members may submit bills and resolutions; pose questions to the Cabinet about general affairs of national administration; and ask questions, debate, and participate in voting regarding bills.

Relationship between the Two Houses

Establishment of the will of the Diet requires a concurrent decision of both Houses. For example, a bill which is passed by the House of Representatives and sent to the House of Councillors becomes a law when the latter passes it, and vice versa. When the House of Councillors amends a bill originally sent from the House of Representatives, the bill is referred back to the House of Representatives, and it becomes a law if the House of Representatives agrees to the amendment. If the two Houses do not agree, they may call a meeting of the Conference Committee of both Houses to make the necessary adjustments so that an agreement can be reached.

If no agreement can be reached between the two Houses on the budget, treaties, bills, or the designation of a Prime Minister, the superiority of the House of Representatives is recognized in accordance with the Constitution. For example, a bill which is passed by the House of Representatives, and upon which the House of Councillors makes a decision different from that of the former, becomes a law when passed once again by the House of Representatives by a majority of two-thirds or more of the Members present. In the case of the budget, treaties, and designation of a Prime Minister, when the House of Councillors makes a decision different from that of the House of Representatives and no agreement can be reached even through a meeting of the Conference Committee of both Houses, or when the House of Councillors fails to take final action within a certain time after receipt of the bill, the decision of the House of Representatives becomes that of the Diet. The budget bill is considered first by the House of Representatives.

Secretariat and Legislative Bureau

Each House has a Secretariat which conducts the clerical affairs of the House. Within the Secretariat, some staff conduct research necessary for Committee activities under the direction of the Committee Chairmen. Each House also has a Legislative Bureau to assist Members in drafting bills.



THE NATIONAL ASSEMBLY OF THE REPUBLIC OF KOREA



H.E. Chung Ui-hwa
*Speaker of the National Assembly
of the Republic of Korea*

Members of the National Assembly

The National Assembly has 300 Members, of whom 246 Members are elected for each single-member constituency, and 54 Members gain office through the proportional representation system with a term of four years in office.

The Assembly Members elected by the people gather public opinion and enact necessary laws.

Plenary Committees and Negotiation Groups

Major organizations consisting of Assemblymen include the Plenary, Committees and Negotiation Groups. The Plenary, made up of the entire membership, serves as a venue where Members deliberate and make final decisions on the bills motioned and submitted to the National Assembly.

As bodies to examine bills prior to the deliberation by the Plenary, Committees are composed of 16 Standing Committees and two permanent Special Committees (Special Committee on Budget and Accounts and Special Committee On Ethics). Additional Special Committees may also be installed to deliberate on particular items over a set period of time.

Members of the Committee

All Members of the National Assembly, with the exception of the Speaker, shall become a Member of the Committee according to their respective fields of expertise and interest.

Negotiation Groups expedite the proceedings of the National Assembly. Any party with 20 or more Assembly Members can form a Negotiation Group. In addition, 20 or more Members who do not belong to a Negotiation Group may join together to set up separate Negotiation Groups.

Speaker/Deputy Speaker/Committee Chair

The National Assembly has one Speaker and two Deputy Speakers. They are elected by the Plenary through secret vote, and each serves a two-year term. As the leader of the legislative body, the Speaker represents the National Assembly, presides over the Plenary and oversees the overall administration of the National Assembly regarding its organization and operation. To maintain impartiality in proceedings, the Speaker is not allowed to affiliate with any political party during his or her term of office.

In case the Speaker is unable to carry out his or her duties within their term, a Deputy Speaker reserves the right to act in his or her place.

In addition, each Committee is run by its own Chair. Chairs of Standing Committee and Permanent Special Committees are elected by the Plenary, while those of Special Committees are elected by mutual vote whose results are reported to the Plenary. Chairs represent the respective Committees, preside over their meetings and supervise the administration of the Committee concerned.

Convocation and Session of the National Assembly

The National Assembly holds regular and extraordinary sessions. The regular session convenes on the first day of September every year and may not exceed one hundred days. Extraordinary sessions convene on the first day of February, April and June (even numbered months with the exception of August, October and December) every year, and may not exceed thirty days. They shall be held upon the request of the President or at least one-fourth of the entire membership.

A session refers to the period from convocation to closing, during which the National Assembly can conduct its activities, and the session is decided by the Plenary immediately upon convocation and may be extended thereafter. Committees operate regardless of whether or not the Plenary is in session.

Legislative Activities that Enact Laws

The National Assembly stands at the center of democracy where Members enact laws and formulate policies based on respect for diverse opinions of the people. Legislative bills are motioned with the support of 10 or more Members or submitted by the government. Since the 15th National Assembly, the number of bills sponsored by Assemblymen has been on the continuous rise, outpacing the government's increases during the same period. This upward trend clearly demonstrates that the National Assembly reflects various public opinions and incorporates them into policies.

Examination, Deliberation and Resolution on the National Budget

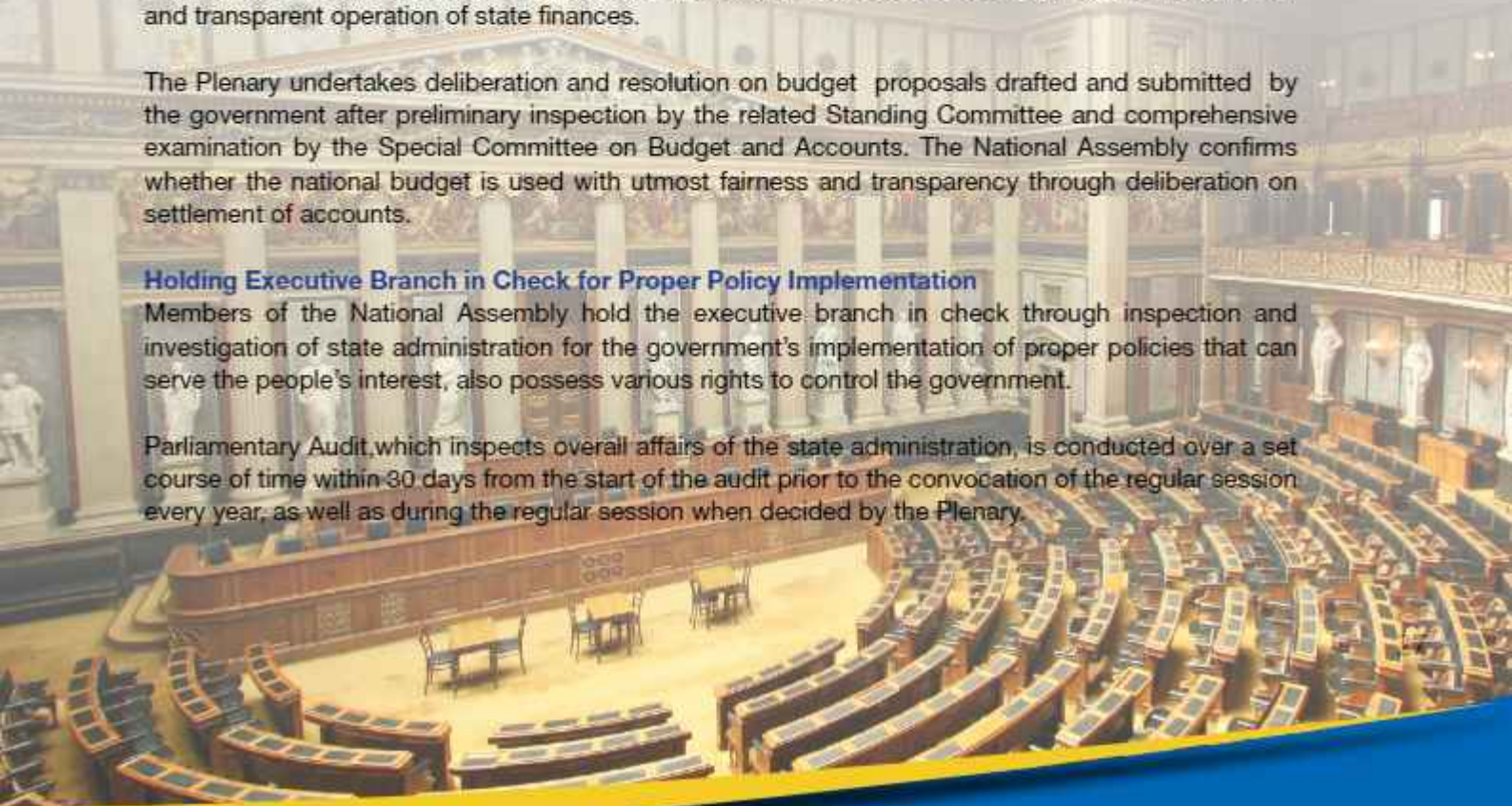
The National Assembly acts as a watchdog of the national budget executed by the government for fair and transparent operation of state finances.

The Plenary undertakes deliberation and resolution on budget proposals drafted and submitted by the government after preliminary inspection by the related Standing Committee and comprehensive examination by the Special Committee on Budget and Accounts. The National Assembly confirms whether the national budget is used with utmost fairness and transparency through deliberation on settlement of accounts.

Holding Executive Branch in Check for Proper Policy Implementation

Members of the National Assembly hold the executive branch in check through inspection and investigation of state administration for the government's implementation of proper policies that can serve the people's interest, also possess various rights to control the government.

Parliamentary Audit, which inspects overall affairs of the state administration, is conducted over a set course of time within 30 days from the start of the audit prior to the convocation of the regular session every year, as well as during the regular session when decided by the Plenary.





NEW ZEALAND PARLIAMENT



H.E. David Carter
*Speaker of the House of
Representatives of New Zealand
Parliament*

MEMBERS

New Zealand's Parliament, the House of Representatives, has a minimum of 120 members. The total number may vary slightly, and the current parliament has 121 members. Members are elected for a term of three years. The most recent election was held in November 2011.

ELECTION OF MEMBERS

Seventy members are elected by simple majority vote from single-member electorates: 63 from general electorates and seven from Maori electorates. 50 members are elected by proportional representation from nationwide party list. Voters have to vote, one (1) for an electorate candidate and one (1) for a party. Parties must obtain at least 5% of the nationwide party vote, or win an electorate seat, to be eligible to be allocated seats.

Seats are allocated on the basis of each eligible party's share of the nationwide party vote. If a party has fewer electorate seats than the total number of seats to which it is entitled, the required number of list seats is added to make up the total. If a party has more electorate seats than the total number of seats to which it is entitled, it retains the extra seats and the overall number of members for that Parliament increases accordingly.


New Zealand citizens and permanent residents aged 18 years or over are eligible to vote in elections. Voting is not compulsory. Maori voters may choose whether to cast their electorate vote in a general electorate or a Maori electorate. Candidates for election to Parliament must be New Zealand citizens aged 18 years or over.

SPEAKER

The Speaker is elected by and from among the members of Parliament.

LEGISLATIVE PROCESS

Most bills are introduced in Parliament by the government. After their First Reading, bills, with a few exceptions, are referred to a select committee. Generally, committees call for public submissions on a bill and hear witnesses. When reporting back to the House, a committee may recommend whether or not a bill should be passed, and it may recommend amendments to a bill. Once a committee



has reported on a bill, the Second Reading takes place and any amendments proposed by committee are voted on. The bill is then examined in detail by the committee of the Whole House. The Third Reading of the bill follows. Once passed, a bill is presented to the Governor-General for the Royal assent.

Members' bills are selected for introduction by ballot. Once a members' bill has been selected, it follows the same procedure as for government bills. Most members' bills do not get passed, but a few are successful and become law.

COMMITTEES

There are 13 subject select committees, each with between seven and 11 members. Subject select committees consider bills and petitions and scrutinize the activities of the executive in their respective subject areas. They may initiate inquiries into matters related to their subject areas. Ad hoc committees may be set up for a particular purpose.

PARLIAMENTARY PARTIES

Registered political parties which have members in Parliament are generally entitled to be recognized as parties for parliamentary purposes. Each parliamentary party is entitled to be represented at the meetings of the Business Committee, which is responsible for making decisions on many aspects of the proceedings of the House and its committees.

Eight parties are currently represented in Parliament. The two largest parties have 58 and 34 seats respectively. As at 31 January 2014, there are 41 women members, 34% of the total membership.

PARLIAMENT AND GOVERNMENT

By constitutional convention, the Governor-General requests the leader of the political party which, on its own or supported by other parties, appears able to command the confidence of Parliament, to form a government. Ministers must be members of Parliament.



FEDERAL ASSEMBLY OF THE RUSSIAN FEDERATION

Introduction



H.E. Mrs Valentina I Matvienko
*Chairperson of the Council of the
Russian Federation*

The Council of the Federation is the upper chamber (the Senate) of the Federal Assembly – the Parliament of the Russian Federation. According to Article 95 of the Constitution of the Russian Federation, two representatives from each constituent entity of the Russian Federation enter the Council of the Federation: one from the representative body and the other from the executive body of the state authority. The initial procedure of formation of the Council of the Federation was defined by Federal Law N192-FZ from 5 December 1995 and was effective until 8 August 2000. The chamber consisted of 178 representatives of the constituent entities of the Federation which were the heads of the legislative (representative) and executive state bodies. All members of the Council of the Federation continued to exercise their powers as officials of the respective local authorities while being members of the federal parliament.

In August 2000, the new Federal Law N113-FZ was adopted and entered into force. Since then, the chamber has been set to comprise representatives elected by the legislative (representative) state authority bodies of the constituent entities of the Federation or appointed by high officials of the constituent entities of the Federation (heads of the regional executive state authority bodies). A citizen of the Russian Federation over 30 years old enjoying the constitutional right to elect or be elected to state authority bodies could be appointed a member of the Council of the Federation.

The Council of the Federation is a permanent acting body. Its sessions are convoked if necessary, but not less than two times a month. Sessions of the Council of the Federation are held in Moscow from 25 January to 15 July and from 16 September to 31 December and are open to the public. The location of sessions could be changed if the Council of the Federation desires so. A closed session could be convoked as well.

The Council of the Federation elects its Chairman, First Deputy-Chairman and Deputy-Chairmen who conduct the sessions and are in charge of the chamber regulations. Since 21 September 2011 the elected Chairman of the Council is HE Mrs Valentina I Matvienko.

Committees of the Council of the Federation are permanent bodies of the chamber. All members of the Council, except for its Chairman, First Deputy-Chairman and Deputy-Chairmen, enter the committees. The Council of the Federation has the following currently working committees:

- Committee on Constitutional Legislation, Legal and Judicial Affairs and Civil Society Development
- Committee on the Federal Structure, Regional Policies, Local Self-Governance

and Affairs of the North

- Committee on Defence and Security
- Committee for Foreign Affairs
- Budget and Financial Markets Committee
- Committee on Economic Policy
- Committee for Agrarian and Food Policy and Environmental Management
- Committee on Social Policy
- Committee on Science, Education, Culture and Information Policy
- Committee on the House Rules and Parliamentary Performance Management.

Powers of the Council of the Federation are defined by the Constitution. The procedure of considering federal constitutional laws and federal laws by the Council of the Federation, accordingly approved or adopted by the State Duma, is stipulated by the Constitution of the Russian Federation and Regulations of the Council of the Federation.

Legislative work of the Council of the Federation is carried out as follows:

The Council of the Federation, in cooperation with the State Duma, participates in completing draft laws, considering laws and taking decisions regarding these laws; Implementing the right of legislative initiative, the Council of the Federation independently drafts federal laws and federal constitutional laws. Federal laws on issues concerning federal budget; federal taxes and duties; financial, currency, credit and customs regulation; money remission; ratification and renunciation of international treaties of the Russian Federation; status and defence of the state border of the Russian Federation; war and peace issues should be considered by the Council of the Federation after they had been adopted by the State Duma.

The following issues are within the competence of the Council of the Federation:

- (a) approval of changes of borders between the subjects (constituent entities) of the Federation;
- (b) approval of Presidential Decrees on introduction of martial law or a state of emergency;
- (c) taking decision on whether the Armed Forces of the Russian Federation should be used outside the territory of the Russian Federation;
- (d) declaring of Presidential elections;
- (e) impeachment of the President of the Russian Federation;
- (f) appointment of judges to the Constitutional Court, the Supreme Court and the Higher Arbitration Court of the Russian Federation;
- (g) appointment and dismissal of the Procurator-General of the Russian Federation;
- (h) appointment and dismissal of the Deputy-Chairman and half of the members of the Accounts Chamber of the Russian Federation.

The Council of the Federation passes resolutions on issues within the chamber's competence by a majority of votes from the total number of members of the Council of the Federation, if another procedure is not stipulated by the Constitution of the Russian Federation.

The Council of the Federation as well as every single member of the Council enjoys the right of legislative initiative. Status of member of the Council of the Federation is defined by the Constitution of the Russian Federation stating that members of the Council of the Federation have the right to inviolability for the term of their commissions. They could neither be detained, arrested or searched, nor could they undergo personal examination, except for cases provided by the federal laws.

The official website of the Council is www.council.gov.ru/en/



AIPA SECRETARIAT

"The Secretariat is the administrative body of AIPA"

*"the **AIPA Secretariat** shall be at the city where the ASEAN Secretariat is located, unless the General Assembly decides otherwise"*

Article 12 of AIPA Statute

SUMMARY OF THE WORK DONE IN FINANCIAL YEAR 2013 - 2014

At the 34th General Assembly held in Brunei Darussalam last year, AIPA Secretariat presented 19 Resolutions, all of which were endorsed by the General Assembly. Most of the Resolutions concerned the Secretariat's reorganisation. The resolutions provided the Secretariat with the necessary mandate to proceed with its vision for an effective, efficient, reliable, competent and functional AIPA Secretariat.

The first task was to change the mindset of the staff from one of merely performing mundane duties to that of embracing change and ready acceptance of new challenges, such as work to be carried out to rigorously discharge whatever commitments and promises that AIPA had undertaken in the Agreements and Arrangements that it had reached and signed with national, regional and international bodies and NGOs, as well as following through with General Assembly Resolutions and pursuing the Awareness Programme. The staff had to be suitably honed to adapt to the fast-moving and ever-changing dynamics in the region, if AIPA is to survive and not be overtaken by events. The Secretariat had to be adequately equipped and properly staffed to be future-ready.

In the reorganisation exercise, three new Directorates, together with new posts of graduate-level Directors, were created to meet these needs.

With a view to empowering its staff, the Statutes and Regulations were also revisited and redrafted and would be put up for the approval of the General Assembly in September 2014. If adopted, the revised Statutes and Regulations would come into force on 1 October 2014. An Instruction Manual for Staff (IMS) was also drawn up to guide them in their work.

The Secretariat office has also been refurbished to keep in step with the reorganisation. This was completed in March 2014 with the financial assistance of the House of Representatives of the Republic of Indonesia.

In Workplan 2013, various targets were set for 2014. Most of the targets have been achieved, with the rest expected to be fulfilled by the end of the year. One of the Resolutions adopted in 2013 was the purchase of a property to house the Secretary General, instead of paying high rentals for a leased apartment which is much more costly in the long run. The property was purchased in April 2014 and has been named "AIPA House" to reflect AIPA's ownership.

In addition to work on the General Assembly, the Secretariat was also actively involved in providing administrative support at the various forums, such as AIFOCOM, AIPA Caucus and the AIPA-ASEAN Interface Meeting.

To create better awareness of its work, AIPA Secretariat has launched a scheme to provide lectures to visitors to the Indonesian Parliament. Due to budget constraints, it hopes that member Parliaments, through their Members of Parliament and grass roots organisations in their respective States, will pursue this project as part of their efforts for ASEAN Community building.

All Member Parliaments have also been approached to provide a space in their library for AIPA and ASEAN materials, including pamphlets and brochures, to be made available by AIPA for the information of their users.

We are now seeing an increasing number of visitors to our revamped website and are in the midst of establishing Intranet connectivity to link up all the Secretariats of Member Parliaments. A training course on Intranet was organised and financed by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in Laos in November last year, and a Standard Operating Procedure is being drafted with the help of the National Secretariat of the Singapore Parliament.

The Joint Declaration of Intent and Implementation Agreement, signed between the German Federal Foreign Office and AIPA through GIZ and Hanns Seidel Foundation (HSF) on 25 March 2014 at the Secretariat's office in Jakarta, will provide financial help for training and workshop projects over two years with effect from this year. The first training course was held in Nay Pyi Taw in June, and another workshop was conducted in Jakarta, Indonesia, in August, with a continuation of the workshop to be held in December 2014. AIPA and HSF are now collaborating on the production of a handbook titled "Variety of the Political and Parliamentary System of the AIPA Member Parliaments."

We are pursuing with the UN Women Regional Office for Asia and the Pacific to organise a Regional Meeting on Promoting Women's Leadership and Political Participation in ASEAN from 7-8 October this year in Jakarta. This Regional meeting will pave the way towards increasing the capacity of the committee on Women Parliamentarians of AIPA (WAIPA).

To further our connectivity with ASEAN Wildlife Enforcement Network (ASEAN-WEN), a draft Resolution has been prepared for the General Assembly's approval to further our Agreement with FREELAND/ARREST entered into in 2012. This will entail Member Parliaments appointing interested Members of Parliaments to work in curbing wildlife crime with ASEAN-WEN.

We have also entered into a Memorandum of Understanding with the ASEAN Foundation in November 2014. However, no joint project is in the pipeline as the Secretariat is cautious not to over commit in its projects, especially with its limited manpower resources.

We have not forgotten our Observer Parliaments and have been constantly in touch with them and have invited them to provide an article for our Workplan regarding their Parliament. Some of them have donated artworks, which are exhibited in our office chamber.

It has been an active year for the staff. Three staff members went on attachment programmes to the Brunei Legislative Council, the European Parliament and Singapore Parliament, while another attended the workshop on Parliamentary Budgeting and Transparency in Nay Pyi Taw, Myanmar. Our AIPA Secretariat committees have also been actively involved in regular meetings to set targets for 2015

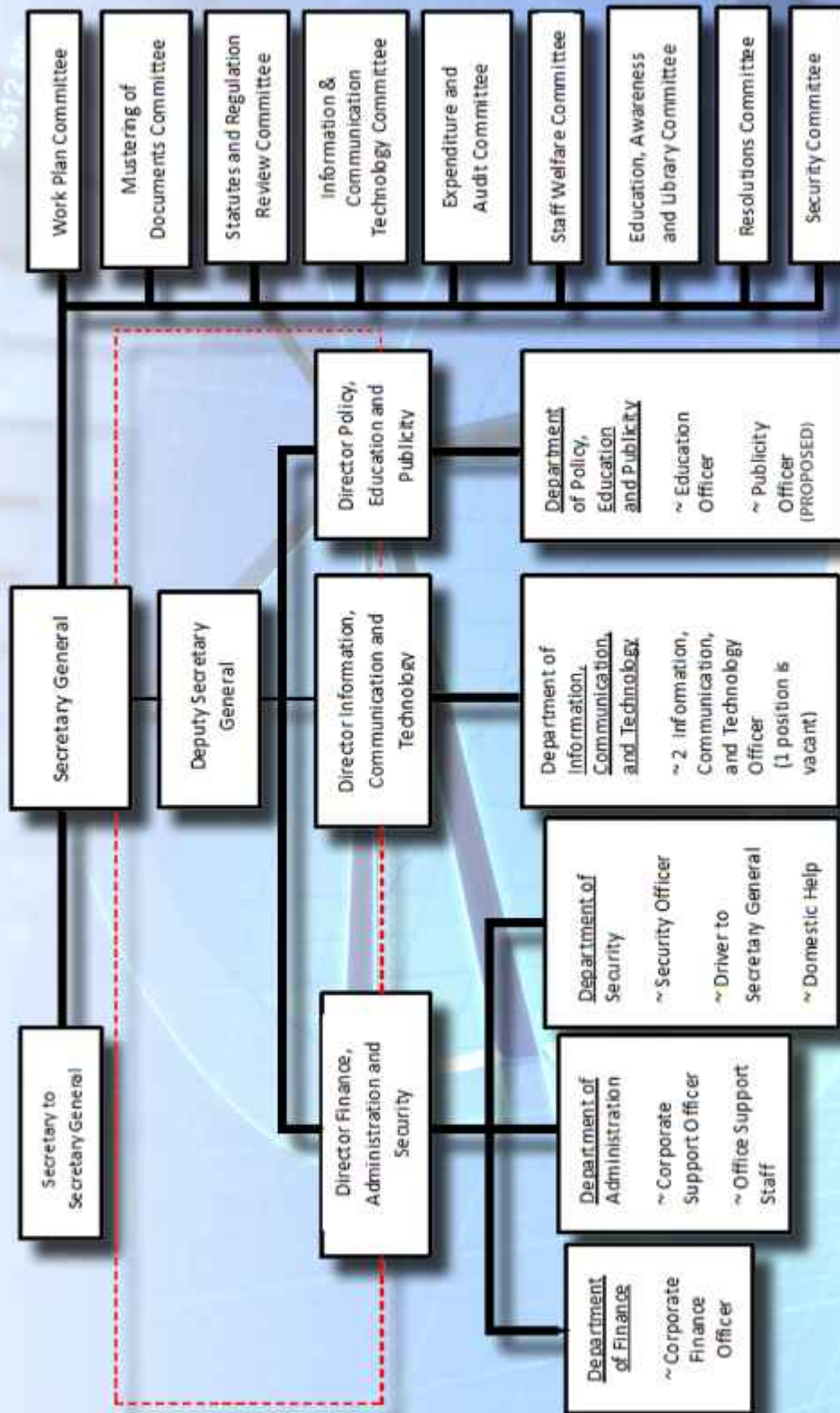
We have submitted a total of 19 Resolutions to the General Assembly for endorsement. One of the Resolutions seeks a small increase in contribution by Member Parliaments. The additional contribution will be placed in a separate account for Member Parliaments' use as well as to maintain AIPA House.

We wish to place on record our gratitude to our donors for their benevolence; the Indonesian Parliament for its generosity; GIZ, HSF and FREELAND for their financial contributions and manpower assistance to organise workshops for our Members of Parliament and the staff of Member Parliaments. We also wish to thank the Brunei Legislative Council, the European Parliament and Singapore Parliament for accepting our staff on attachment.

The Secretariat is also indebted to Mr. Koh Kiang Chay of the Singapore Parliament for his invaluable assistance to the AIPA Secretariat.

P.O.RAM
Secretary General of AIPA

ORGANIZATIONAL STRUCTURE OF AIPA SECRETARIAT



--- line of communication

The Directorate of Finance, Administration and Security REPORT

Overview

Following the creation of the Directorate of Finance, Administration and Security in October 2013, a total review conducted to assess the work of the 3 departments under the Directorate resulted in a massive revamp, leading to a break with some past practices and better deployment of staff. It also led to the birth of the Instruction Manual for Staff (IMS).

Function of the Work of Finance Department

The Directorate of Finance maintains the bank accounts and cash flow of the AIPA Secretariat. The department is also responsible for the payment of staff salaries and gratuity.

It prepares monthly financial statements which include the balance sheet, trial balance, statement of income and expenditure, payment vouchers, receipt vouchers, staff payroll, daily statements of payments and receipts, bank statements and bank reconciliation and submits these as well as monthly reports of Income and Expenditure of the Secretariat to the Deputy Secretary General.

The Department prepared the draft Annual Budget Proposal for the secretariat, monthly and annual financial audit reports and monthly Unaudited Estimated AIPA Income and



Expenditure which was subject to the Secretary General's approval before circulating to all AIPA Member Parliaments.

Function of the Work of Administration Department

The Department has mustered all documents in its archives dating back to 1978. The mustered documents have been digitised and reproduced in Compact Discs (CDs). Only important documents and those of the last six years are kept. The rest have all been destroyed according to set procedures.

On staff matters, the department has drawn up an IMS spelling out the duties and function of the staff, their benefits and rights, together with the AIPA Annual Confidentiality Report Form and Leave Form. It also covers other office procedures, including security matters, usage of official vehicles and airport passes.

The Department maintains a database of all personnel and related records and ensures the enforcement and implementation of guidelines and personnel attendance and discipline, and maintains monthly reports on staff attendance and accomplishment reports. It monitors and evaluates Locally Recruited Staff's adherence to standard procedures, guidelines, duties and work ethics. It is responsible for putting up adverts for job vacancies, shortlisting candidates, preparing interviews and drafting employment contracts.

Its other responsibilities include:

1. Maintaining office equipment and official vehicles in good working order.
2. Inventorising all assets and items donated, such as paintings and souvenirs, into the Fixed Assets Register.
3. Ensuring the availability of office stationery and the production of AIPA Flags and gifts.
4. Ticketing and calculating the subsistence allowance for official travel, etc.

Function of the Work of Security Department

The department ensures that the office is well secured and the staff are well prepared for any emergencies. The Security Officer works closely with the Security Department of the Indonesian Parliament on security matters. The department conducts training on fire drills and has provided staff with guidelines in the event of natural disaster. The department is also responsible for security protocols to do with visitors, including visits by dignitaries, as well as functions and events organised by the AIPA Secretariat.

Other Responsibilities

The Directorate provides inputs for updating information on the website and assists in producing AIPA Workplan and Newsletter and other publications. All staff members of Directorate are also involved in the various Secretariat Committees.

The Directorate of Policy, Education and Publicity

REPORT

The Directorate of Policy, Education and Publicity is responsible for AIPA's internal and external relations as set out in the statutes and regulations of AIPA. Its internal and external communication and consultations with stakeholders helps to put in place an efficient and effective process and mechanism for the speedy implementation of programmes/activities adopted by the AIPA General Assembly. AIPA programmes are officially sanctioned by the General Assembly through resolutions and managed by the AIPA Secretariat under the supervision of the President of AIPA.

Internal

The AIPA Secretariat relays and exchanges information with AIPA National Secretariats. It consults the Secretary General for decision making on the adoption of planned programmes, their purpose and the activities designed by the AIPA Secretariat and national secretariats. Reports on the progress and implementation of programmes/activities are put up and monitored on a regular basis by the Secretary General.

External

The AIPA Secretariat and the ASEAN Secretariat have a reciprocal arrangement whereby the ASEAN Secretariat is invited to the AIPA General Assembly, and AIPA is invited to the ASEAN Summit.

Prior to the recent 24th ASEAN Summit held from 10 - 11 May 2014 in Nay Pyi Taw, Myanmar, the AIPA Secretariat undertook to prepare the draft AIPA Message to be delivered by the President of AIPA, H.E. Madame Pany Yathotou by incorporating and editing the inputs contributed by AIPA Member Parliaments. AIPA Secretariat also assisted the Union Assembly of Myanmar (Pyidaungsu Hluttaw) to organize the AIPA preparatory meeting held to discuss and finalize the AIPA Message, which was delivered at the AIPA-ASEAN Interface.

AIPA reciprocated by inviting the ASEAN Secretariat to attend the 11th AIFOCOM held in Vientiane from 12-16 May 2014, and the 6th AIPA Caucus held in Brunei from 17-19 June 2014. The ASEAN Secretariat is also invited to seminars and workshops organized by AIPA on ASEAN-related issues.

The AIPA Secretariat reaches out to AIPA Observer members and International/Regional Parliament organizations, and receives from time to time requests and expressions of interest from international and regional parliamentary organizations to engage with AIPA.

AIPA Secretariat has received invaluable assistance from the following international organizations:

- AIPA Capacity Development Project by the German Federal Foreign Office since 2012. Renewed in March 2014, it will be in force until the end of 2015. The project covers three objectives, namely: (i) parliamentary institutional reform process,
- (ii) human capacity development, and (iii) public outreach.
- AIPA Secretariat has received an offer from the Office for the Promotion of Parliamentary Democracy of the European Parliaments (OPPD) for attachment programs at the European Parliament for staff of the AIPA Secretariat.



AIPA is also connected with various international organizations, namely:

- ASEAN Wildlife Enforcement Network (WEN), Freeland and Asia's Regional Response to Endangered Species Trafficking (ARREST)
- ASEAN Foundation
- United Nations Special Adviser on the Prevention of Genocide and Responsibility to Response (OSAPG)
- United Nations International Strategy for Disaster Reduction (UNISDR)
- United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)
- Asean Parliamentarians for Human Rights (APHR)
- Asia Pacific Forum on Women, Law and Development (APWLD)

Increased engagement with ASEAN parliamentarians is part of the purpose of these organizations for cooperation with AIPA.

AIPA/AIPA Secretariat received international assistance from the following organisations:

- Federal Government of Germany through its implementing agencies Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Hanns-Seidel Foundation. Pilot project was started in 2012 and 2013 and continues with the first phase of the joint programmes for 2014 and 2015. Trainings and workshops are organized and rotated among the capitals of the ASEAN member states co-hosted by AIPA Member Parliaments. The workplan for Capacity Building under this cooperation designates nine to 10 programmes to be implemented in two years.
- The European Parliament, through its Office for Promotion of Parliamentary Democracy (OPPD) programmes, has offered study opportunities for staff of the AIPA Secretariat at the European Parliament. This attachment aims to enhance the skill and knowledge of the AIPA Secretariat's staff, particularly to better understand the democratic process in the inter-parliamentary mechanism.

Raising Awareness

Its awareness programmes are aimed at disseminating information among parliamentarians, the public and especially young people and students, about ASEAN and AIPA. Particularly with the approaching of the ASEAN Community in 2015, AIPA needs to step up and broaden its awareness efforts.

The AIPA Secretariat encourages its Member Parliaments to programme their special AIPA-ASEAN awareness raising efforts to target the public and students through lectures and visits, and the establishment of a dedicated AIPA-ASEAN corner or division within their parliament library. ASEAN parliamentarians are also strongly urged to disseminate news about AIPA-ASEAN to their constituents. An AIPA-ASEAN corner has been established within the library of the Legislative Council of Brunei Darussalam, the Library of the Indonesian Parliament, the National Assembly of Lao PDR, the library of the Union Assembly of Myanmar and the National Assembly of Thailand.

The AIPA Secretariat took part in lectures given to visiting students at the Indonesian Parliament. The National Assembly of Thailand has even created an awareness programme called "AIPA on Tour" targeted at youth and students. More AIPA Member Parliaments are urged to create an AIPA-ASEAN awareness programme that fits their individual context and aimed at enhancing the spirit of ASEAN and its aim to become a people-oriented community.

Publicity

AIPA maintains a website and publishes news material through its Newsletter and Flyers. Progress reports and activity updates are available from its website.

AIPA website updates include:

- Report of the 34th AIPA General Assembly in Brunei Darussalam, September 2013
- AIPA-Europe Comparative Study Visit under the AIPA Capacity Development Project assisted by Hanns-Seidel Foundation, November 2013
- Workshop on AIPA Intranet in Vientiane, Lao PDR, in November 2013
- AIPA Newsletter, January 2014
- Publication on the Report of Parliamentary Budgeting and Transparency in Six ASEAN Countries, February 2014
- Report of the AIPA-ASEAN Interface at the 24th ASEAN Summit in NayPyiTaw, Myanmar, 10-11 May 2014
- The XI AIFOCOM held in Vientiane, Lao PDR, in May 2014
- AIPA Newsletter, June 2014

AIPA member parliaments also contribute articles and news on their parliament's activities for AIPA publication. This publication aims to reflect developments and proceedings taking place in each respective parliament, and is meant as an information exchange among AIPA Member Parliaments.

The Directorate of Information, Communication and Technology REPORT

Overview

The Directorate of Information, Communication and Technology (ICT) undertakes and manages all computerization projects in the AIPA Secretariat. It is responsible for advising users on computerization initiatives and courses of action. It is also responsible for the provision of computer and information services either directly by its internal resources or through service providers. This includes the acquisition and development of application software as well as the acquisition and operation of appropriate hardware and system software.

Functions

1. Provide computerization and information services to the AIPA Secretariat.
2. Advise users on the use and limitation of ICT, and propose changes in the present operational procedures, where applicable, and to streamline work processes for better efficiency and effectiveness.
3. Support the users on all other technical matters related to AIPA computerization programmes.
4. Advise on the formulation of long-term ICT workplans for computerization, including identification of application systems, hardware and software, and manpower resources required to support the AIPA Secretariat's mission and functions.
5. Advise on the budget required to fund the ICT plan.
6. Monitor and review computerization effort carried out by external parties to ensure specifications are followed and requirements met.
7. Provide for the planning, acquisition, installation, operation, maintenance and security of the computers and network facilities in AIPA Secretariat.
8. Conduct briefings on AIPA's computerization projects to visitors.
9. Provide design for the factsheets, newsletters, workplans, plaques and other reference resources.
10. Maintain and develop the AIPA multi-media collection.
11. Provide up-to-date news relating to AIPA on the website.

Figure of Website's Visitor



January : 1508 Visitor

February: 1941 Visitor

March : 2080 Visitor

April : 2133 Visitor

May : 2419 Visitor

June : 2510 Visitor

July : 2703 Visitor

AIPA Secretariat Official Website : www.aipasecretariat.org



SECRETARIAT COMMITTEES

No	Work Plan Committee	Mustering of Documents Committee	Statutes & Regulation Review Committee	Information and Communication Technology Committee	Expenditure and Audit Committee	Staff Well-being Committee	Education, Awareness, and Library Committee	Resolutions Committee	Security Committee
1	Mr. P.O. Ram (Chairman)	Ms. Darumuti R. (Chairperson)	Ms. Ria Rumata A. (Chairperson)	Mr. Resky Wiwoho (Chairman)	Ms. Darumuti (Chairperson)	Mr. Wahyu Samodra (Chairman)	Mrs. I G A Darsini (Chairperson)	Ms. Ria Rumata A. (Chairperson)	Mr. Sudarsono (Chairman)
2	Mrs. I G A Darsini (Secretary)	Mrs. Dwi Supiana (Secretary)	Ms. Sofa Ariani (Secretary)	Mr. Wahyu Samodra (Secretary)	Mrs. Nyoman A.S. (Secretary)	Mr. Tumiran (Secretary)	Ms. Sofa Ariani (Secretary)	Ms. Darumuti (Secretary)	Ms. Darumuti (Secretary)
	Members:	Members:	Members:	Members:	Members:	Members:	Members:	Members:	Members:
3	Ms. Ria Rumata A.	Mrs. I G A Darsini	Mr. P.O. Ram	Mr. Zulkarnal Hidayat	Mrs. I G A Darsini	Mr. Sudarsono	Ms. Ria Rumata A.	Mr. Resky Wiwoho	Mr. Resky Wiwoho
4	Mr. Resky Wiwoho	Mr. Tumiran	Mr. Zulkarnal Hidayat	Ms. Sofa Ariani	Mr. Tumiran	Mr. Suheri	Mr. Resky Wiwoho	Mr. Zulkarnal Hidayat	Mr. Tumiran
5	Ms. Darumuti R.	Mr. Sudarsono	Mr. Wahyu Samodra	Mr. Suheri				Mrs. Dwi Supiana	Mr. Dwi Marjianto
6	Mr. Zulkarnal Hidayat	Mr. Suheri	Ms. Darumuti						(Representative from the Internal Security Devition of DPR)
7	Mrs. Dwi Supiana	Ms. Riska	Mrs. Dwi Supiana						
8	Mrs. Nyoman A.S.								
9	Mr. Wahyu Samodra								
10	Mr. Sudarsono								
11	Mr. Suheri								
12	Mr. Tumiran								
13	Ms. Sofa Ariani								

FUNCTION OF COMMITTEE

FUNCTIONS OF COMMITTEES

I. WORKPLAN COMMITTEE

To produce Workplan 2014-2015

II. MUSTERING OF DOCUMENTS COMMITTEE

1. Documents to be mustered and reproduced into CDs:
 - General Assembly Resolutions since 1978
 - Reports of the First General Assembly up to 34th General Assembly
 - Reports of the 1st - 11th AIFOCOM meeting
 - Reports of the 1st - 6th AIPA Caucus
 - Reports of Technical Working Group
 - Reports of AIPA Visits
 - Reports of 14th - 24th ASEAN Summit
 - Reports of Seminars
 - Cash-out Voucher, Incoming and Outgoing Email since 1990
2. Create filing system.
3. Destruction of documents.

III. STATUTES & REGULATIONS REVIEW COMMITTEE

Committee will continue to review the AIPA Statutes; the Agreement on the Establishment of an AIPA Secretariat; Staff Regulations; Financial Rules of the AIPA Secretariat; and Security Regulations of the AIPA Secretariat.

IV. INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

- Preparing to install Intranet Program
- Upgrading AIPA Website
- Install program for video conferencing
- Support program Capacity Building
- ICT Workshop

VI. STAFF WELL-BEING COMMITTEE

- To prepare program for the Staff Well-Being for 2014 to suggest amendments to the Staff and Financial Regulations
- To organise events

VII. LIBRARY COMMITTEE

- To complete task on all Parliament's library
- To encourage Observer parliaments to make AIPA Corner at their Parliament's Library
- To source for materials from Observers and Member Parliaments

VIII. EDUCATION AND AWARENESS BUILDING COMMITTEE

Continuing to actively enhance public awareness and promote greater people participation, including civil society, in asean community building

- Lectures for visitors to AIPA Secretariat and Visitor of Member Parliaments
- Provide brochures, factsheets, newsletters to the all guest/visitors
- Invite Member Parliaments to disseminate factsheets etc. to their visitors

IX. RESOLUTIONS COMMITTEE

- To obtain information from AIPA Member Parliaments on the implementation of AIPA Resolutions adopted at General Assemblies
- To suggest amendment to the AIPA Statutes in regard with the implementation of the resolutions.

X. SECURITY COMMITTEE

- To review the Security Regulations
- To implement new Security Regulations
- To enhance the existing relationship with the Security Department of the Parliament of Indonesia

COMMITTEE TARGET FOR 2015

1. Workplan Committee

- To publish a more attractive and useful Workplan

2. Education, Library and Awareness Committee

I. Education

- To provide workshops and training courses for staff and Member Parliaments
- To organise at least one study tour
- To source for attachment programmes for Parliamentary staff
- To extend the Awareness Programme

II. Library

- To pursue the goal to set up an AIPA-ASEAN Library Corner in each Member Parliament's library.
- To look into producing some useful publications
- To embark on a feasibility study of setting up an AIPA Library Corner in Observer Parliaments

III. Awareness

- To pursue with the Awareness Programme
- To invite ASEAN to have a joint Awareness programme
- To produce a video profile on AIPA
- To extend our links with invited participants attending the AIPA General Assembly and turn them into AIPA "Goodwill Ambassadors"

3. ICT Committee

- To relaunch the AIPA website
- To complete the intranet project linking all 10 Member Parliaments and host the intranet system
- To reproduce files in digital format for an e-library
- To complete the establishment of video conferencing facilities
- To promote the establishment of video conferencing facilities in all national secretariats
- To support the Capacity Building Programme

4. Statutes & Regulations

- To make a comparative study of AIPA statutes with the ASEAN Charter.
- To recommend amendments to the the security regulation.

5. Mustering Documents Committee

- To advise on optimising storage space through minimalization of materials for filing

6. Expenditure & Audit Committee

- To have rigorous oversight of the expense account to ensure that all expenditures are strictly in compliance with the Financial Regulations
- To oversee the tender process, from the calling of tenders, to award and performance non-performance
- To check on the tender's contract

7. Resolutions Committee

- To pursue with the AIPA National Secretariats on implementation
- To maintain dialogue with AIPA National Secretariats on the implementation of Resolutions by their respective Parliament
- To ensure that the implemented resolutions are published on AIPA's website

8. Security Committee

- To enlarge the scope of the Security Department
- To ensure that the Security Officer is avid and highly competent in security matters
- To ensure that Fire Drills are conducted periodically

9. Staff Well-being Committee

- To organise at least 4 (four) events a year
- To organise a healthy life style event monthly
- To provide the necessary training outfit
- To send a greeting card to staff on their birthday

Awareness Program a Joint Effort

AIPA Secretariat has set up an Awareness Committee to enhance awareness-building activity on the mission of AIPA and its instrumental role in the development of the ASEAN Community by 2015 as well as post-2015. As a follow up of invitation from the Indonesian Parliament to be involved in the information session for visitor groups, AIPA Secretariat has managed to reach out to around 1,500 people from various institutions in Indonesia (most of the institutions are secondary schools and universities).

Several AIPA Member Parliaments have also arranged their own activities for awareness-building. Thailand, under AIPA

Deputy Secretary General of AIPA Secretariat (center) with teachers after giving a lecture.



Education Officer of AIPA Secretariat (right end) with students.



Division, Bureau of Inter-Parliamentary Organization at Secretariat of the House of Representatives has set up an "AIPA on Tour" for secondary students in various provinces in Thailand. This activity aims to promote better awareness on the role of AIPA and the establishment of ASEAN Community. National Secretariats in Indonesia, Lao PDR, Brunei Darussalam, Singapore, and Thailand have established AIPA Corner in their respective library to reach out to more people and raise greater understanding of AIPA mission.



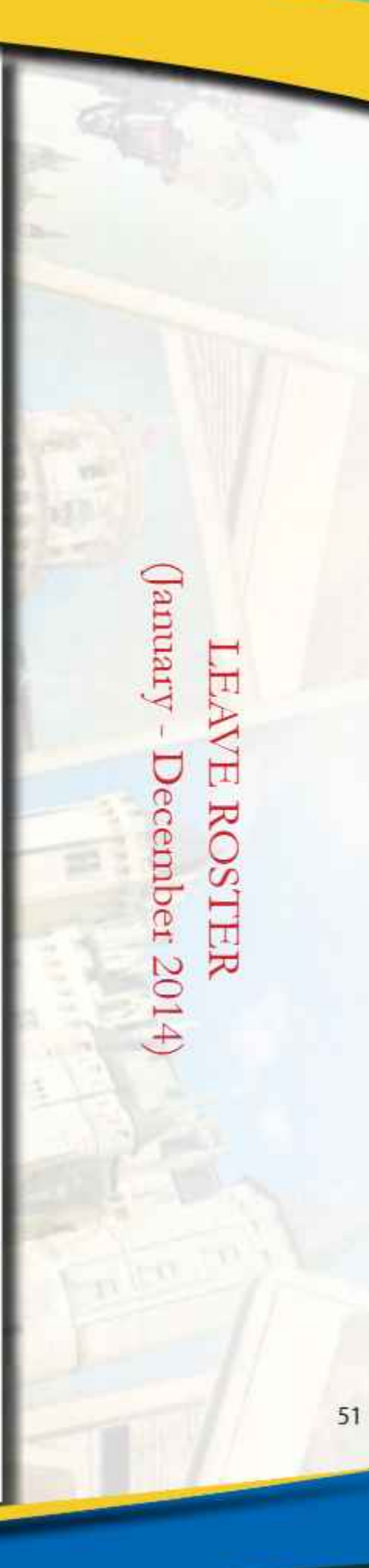
AIPA Corner at the Library of Legislative Council, Brunei Darussalam.



Students from Chiang Rai Province raise questions at "AIPA on Tour", Thailand.

AIPA SECRETARIAT TARGETS 2015

1. To ensure the resolutions passed on the Organizational Matters are implemented
2. Reviewing other resolutions requiring implementation
3. To ensure that all the requirements of all Agreements and Arrangements are met and implemented with regional or international organization
4. Reorganise the existing budgeting method of AIPA
5. To raise the communication profile with the National Secretariats
6. To ensure that the Awareness Program is pursued with the assistance of all Member Parliaments in their respective Parliament
7. To invite our Observer Parliaments to provide Attachment Program for staff of AIPA Member Parliaments
8. Provide administrative support to Member Parliaments on AIPA matters including organising the events
9. To produce the Standard Operating Procedures including scenarios for hosting the various AIPA conferences in the form of softfiles
10. The ensure that directorates are prepared to embrace new challenges in view of the increased workload and if necessary to recruit new staff
11. To upgrade AIPA Website to be compatible with other Parliamentary Organization
12. To have an Intranet System for leasing with staff of Member Parliaments
13. To produce AIPA Virtual Tour
14. To produce Handbooks



LEAVE ROSTER

(January - December 2014)

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OVERSEAS CONFERENCE / VISITS

AUGUST 2013 – JULY 2014

No	Dates	Activities	Venue	Attending Officer
1	20-23 August 2013	Working Visit to Brunei Darussalam	Bandar Seri Begawan, Brunei Darussalam	SG, Secretary to SG
2	3 September 2013	Meeting with Indonesian MPs on documents for 34 th AIPA GA	DPR RI Building 4 th floor	SG, ASGI, ASGII, Secretary to SG
3	4 September 2013	Dinner on introducing new Permanent Representative of Singapore to ASEAN, Mr. Tan Hung Seng	Singapore's Ambassador Residence	SG
4	10-12 September 2013	Workshop on Budget Management/ Transparency by AIPA-FFO Germany	Morrissey Hotel, Jakarta	
5	12 September 2013	Courtesy Call with Myanmar MPs (Lower House) lead by Mr. U Maung Toe	AIPA Secretariat	SG, ASGI, ASGII
6	17-23 September 2013	The 34 th AIPA General Assembly in Bandar Seri Begawan, Brunei Darussalam	Empire Hotel and Country Club, Brunei Darussalam	SG, ASGI, ASGII, Secretary to SG
7	11 October 2013	Courtesy Call with French Senator, Mr. Louis Duvernois and Regional Counsellor: Mr. Andre de Bussy	AIPA Secretariat	SG, ASGI, ASGII, Secretary to SG
8	16 October 2013	Post 23 rd ASEAN Summit Briefing	ASEAN Secretariat	SG
9	17 October 2013	Meeting with the Deputy Secretary General of House of Representative of Indonesia	House of Representative of Indonesia	SG, Secretary to SG, ICT Officer

10	18 October 2013	Meeting with Mrs. Jessica Engel, First Secretary Political Affairs, Embassy of the Federal Republic of Germany to Jakarta	AIPA Secretariat	SG, ASGII, Integrated Expert (IE), Secretary to SG
11	21 October 2013	Meeting with Mr. Daisuke Namioka, Japan Mission for ASEAN	AIPA Secretariat	SG, ASGI, ASGII, Secretary to SG
12	22-24 October 2013	SEAPAC General Assembly	Aryaduta Hotel, Medan, Indonesia	SG
13	24 October 2013	Seminar on Commemorate UN Day 24 October 2013	Indonesian Ministry of Foreign Affairs	ASGI, Secretary to SG
14	28-29 October 2013	Workshop on Complex Information Management (CIM) by AIPA-FFO Germany	Morrissey Hotel, Jakarta, Indonesia	ASGI, ASG II, IE, Secretary to SG
15	2-8 November 2013	European Union Comparative Study visit by AIPA Delegation organised by AIPA and FFO Germany	Bundestag and Bavaria (German and Belgium)	SG and ASGII
16	13-15 November 2013	Workshop on Intranet by AIPA-FFO Germany	Vientiane, Lao PDR	SG, ASGII, IE, ICT Officer, and participants
17	15 November 2013	Meeting with Clerk of Parliament of Singapore	Singapore	SG, IE, German Ambassador to Singapore, Mrs. Angelika Viets
18	20 November 2013	Meeting with Mr. Gert Reinberger, GIZ Bonn, Germany	AIPA Secretariat	SG, ASGII, IE, Secretary to SG
19	21 November 2013	Courtesy Call with Russian Delegation led by Hon. Mr. Nikolai Levichev, Deputy Chairman of the State Duma	AIPA Secretariat	SG, ASGII, Secretary to SG
20	27 November 2013	Courtesy Call with Secretary General of House of Representative of Indonesia, Mrs. Winantuningtyastiti	House of Representative of Indonesia	SG, ASGI, ASGII

21	6 December 2013	Students Visit by University of Muhammadiyah Yogyakarta	Operation Room, House of Representative of Indonesia	ASGII, IE, Secretary to SG, ICT Officer
22	10 December 2013	Courtesy Call with Head of Internal Security Division, House of Representative of Indonesia, Mr. DwiMarijanto	House of Representative of Indonesia	SG, ICT Officer
23	18 December 2013	Signing Ceremony Memorandum of Understanding between AIPA and ASEAN Foundation	House of Representative of Indonesia	SG, ASGI, ASGII, IE and all officers and staff of AIPA Secretariat
24	7 January 2014	Annual Statement of Indonesian Ministry of Foreign Affairs	Indonesian Ministry of Foreign Affairs	SG
25	18 February 2014	Visit by UN Women Representative, Ms. Tiurma Siregar and Ms. Deepa Bharathi	AIPA Secretariat	SG, DSG, Dir.PEP, Dir.FAS, Dir.ICT, Education Officer and Secretary to SG
26	18 February 2014	Public Forum by Habibie Center on Indonesia-Myanmar Dialogue for a Democratic Constitution, Free and Fair Elections and National Reconciliation	JW Marriott Hotel Jakarta	SG
27	20 February 2014	Parliament Briefing to Thai Senate	ASEAN Secretariat	SG, DSG, Dir.PEP, Dir.ICT, Education Officer, ICT Officer
28	21 February 2014	Mid-Term Review of the Implementation of the IAI Work Plan II for Equitable Economic Development and Narrowing the Development	Grand Mahakam Hotel Jakarta	DSG, Dir. PEP
29	27 February 2014	Meeting with DR. Ulrich Klingshirn from Hanns Seidel Foundation	AIPA Secretariat	SG, DSG, Dir. PEP, Dir.FAS, Dir. ICT, Education Officer, Secretary to SG

30	28 February 2014	Courtesy Call with Canadian Ambassador for Jakarta, Mr. Donald Bobiash	AIPA Secretariat	SG, DSG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Secretary to SG
31	7 March 2014	Policy Speech by HE Mohammad Javad Zarif, Minister for Foreign Affairs of Iran on "Foreign Policy of the Islamic Republic of Iran: A Global Perspective"	Borobudur Hotel, Jakarta	Dir. PEP, Education Officer, Secretary to SG
32	11 March 2014	Seminar on "Moderation as a Concept in Foreign Policy and How It Can Put Into Practice by ASEAN", "The Return of Big Power Rivalry and the South China Sea" by The Indonesian Council on World Affairs (ICWA) and The Global Movement of Moderates Foundation (GMMF)	Ministry of Foreign Affairs of Indonesia	SG
33	12 March 2014	Seminar on "Talking ASEAN on Managing Election-Related Risks: Experience Sharing from Sulu, the Philippines" by the Habibie Center in collaboration with Centre for Humanitarian Dialogue	The Habibie Center Building, Jakarta	Education Officer
34	25 March 2014	Signing Joint Declaration of Intent between Federal Foreign Office Germany and AIPA, represented by HE DR Georg Witschel, German Ambassador	AIPA Secretariat	All staff of AIPA Secretariat
35	27-28 March 2014	Meeting on ASEAN Parliament for Human Rights	Bangkok, Thailand	Dir. PEP
36	2 April 2014	Meeting with Lao Delegation (Staff of Lao Parliament) on the preparation of 11 th AIFOCOM and 35 th General Assembly	AIPA Secretariat	SG, DSG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Secretary to SG

37	8 April 2014	Courtesy Call with the Ambassador Mission of Japan to ASEAN, HE Koichi Aiboshi	AIPA Secretariat	SG, DSG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Secretary to SG
38	15 April 2014	"Punjabi Parmesan: An Indian View of a Europe in Crisis" by Indian author Pallavi Aiyar	The Habibie Center, Jakarta	Education Officer
39	16 April 2014	Ambassador of Russia, H.E. Mikhail Galuzin	Residence of the Russian Ambassador, Jakarta	SG, DSG, Dir. PEP
40	29 April 2014	Australian Mission (Ambassador) to ASEAN, H.E. Mr. Simon Merrifield	AIPA Secretariat	SG, DSG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Secretary to SG
41	29 April 2014	Talking ASEAN on "Progress and Further Agendas of the Regional Comprehensive Economic Partnership"	The Habibie Center, Jakarta	Education Officer
42	6 May 2014	"Indonesia-EU Relations: Embracing Shared Values, Building a Stronger Partnership" by the Habibie Center and European Union	Intercontinental Jakarta MidPlaza Hotel	Education officer
43	9-12 May 2014	24 th ASEAN Summit	Nay Pyi Daw, Myanmar	SG, Dir. PEP, ICT Officer
44	12-16 May 2014	11 th AIFOCOM Meeting	Vientiane, Lao PDR	SG, DSG, Dir. FAS, Secretary to SG
45	21 May 2014	"Enhancing Bilateral Cooperation between India and Indonesia" by the Indonesian Council on World Affairs (ICWA Indonesia), the Indian Council of World Affairs (ICWA India) and the Ministry of Foreign Affairs of the Republic of Indonesia	Caraka Loka Building, Ministry of Foreign Affairs of Indonesia	Education Officer

46	26-28 May 2014	9 th Annual Meeting of ASEAN-WEN	Hanoi, Viet Nam	SG
47	4 June 2014	Visit by Cambodian Senator, H.E. Mr. Chit Kim Yeat	AIPA Secretariat and AIPA Residence	All Staff of the Secretariat
48	5 June 2014	Courtesy Call with ASEAN-U.S Partnership for Good Governance, Equitable and Sustainable Development and security (PROGRESS), Ambassador (Ret.) James F. Moriarty as Chief of Party and Mr. Dhannan Sunoto as a Lead Political-Security and Human Development	AIPA Secretariat	SG, DSG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Secretary to SG
49	9 June 2014	Courtesy Call with the Representative of Taipei Economic and Trade Office in Indonesia, Mr. Liang-Jen Chang and the Second Secretary, Ms. Kristy Y.C. Cheng	AIPA Secretariat	SG, DSG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Secretary to SG
50	17-20 June 2014	6 th AIPA Caucus Meeting	Bandar Seri Begawan, Brunei Darussalam	SG, Dir. PEP, Education Officer, Secretary to SG
51	20-23 June 2014	AIPA Workshop on Parliamentary Budgeting, in cooperation with FFO Germany	Nay Pyi Daw, Myanmar	SG, Dir. PEP, Education Officer
52	5 June 2014	Talking ASEAN on "Myanmar's Chairmanship of ASEAN: Updates and Reflections"	The Habibie Center Building	Education Officer
53	2 July 2014	Courtesy Call with the First Secretary of Germany Embassy, Mrs. Jessica Engel	AIPA Secretariat	SG, DSG, Dir. PEP, Dir. FAS, Education officer
54	4 July 2014	"Dialogue on the Peace and Policy: Violence during 2014 Election" by the Habibie Center	Jakarta, Indonesia	Secretary to Secretary General

55	7-8 July 2014	Regional Workshop on Elections as a Means to Promote Democracy and Security in ASEAN: Experiences and Best Practices, by Indonesian Ministry of Foreign Affairs, ASEAN and Institute for Peace and Democracy	JW Marriott Hotel, Jakarta	DSG, Dir. FAS
56	7-8 July 2014	"UN Women Regional Consultation to Share Findings of Evaluation of Regional Mechanisms to protect the Human Rights of Women and Girls in Southeast Asia (2010 – 2014) and to Seek Inputs for Phase II of Regional Mechanisms to Protect the Human Rights of Women and Girls in Southeast Asia (2015 – 2018)"	Gran Mahakam Hotel, Jakarta	Dir. PEP, Education Officer
57	15 July 2014	Ms. Shanna Tissen, Project Manager of GIZ Bonn, Germany	AIPA Secretariat	SG, DSG, Dir. PEP and Education Officer
58	14 August 2014	Post-47th ASEAN Foreign Ministers Meeting (47th AMM) Briefing	ASEAN Secretariat	SG
59	18 August 2014	ASEAN Day Reception : 47th Anniversary of ASEAN	ASEAN Secretariat	SG
60	19 – 20 August 2014	1st Workshop on "Strengthening Scientific/Research Services of AIPA Member Parliaments" co-organized by AIPA and Hanns Seidel Foundation Indonesia and co-hosted by Indonesia's House of Representative	House of Representative of the Republic of Indonesia, Nusantara III Building, 4th Floor, Meeting Room I, Jakarta, Indonesia	SG, Dir. PEP, Dir. ICT, Education Officer

FINANCE

"It shall be the duty of every Member Parliament to make financial contributions to AIPA and the Nature or amount of such contributions shall be determined by the General Assembly"

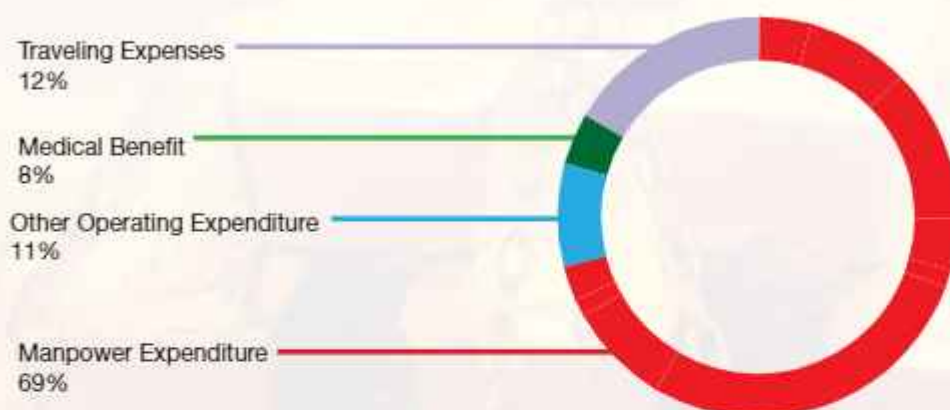
"AIPA shall have the power to accept donations which shall form part of its funds"

"The financial rules and procedures as laid down by the General Assembly shall be adhered to"

Article 15 of AIPA Statute

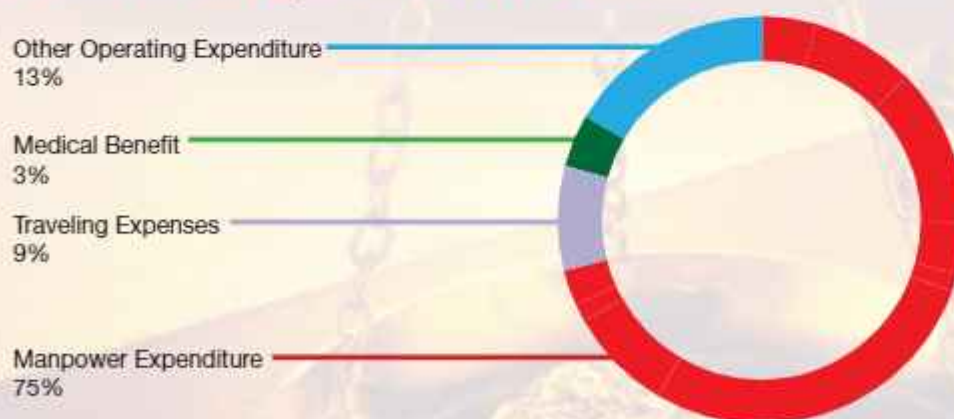
EXPENDITURE

AIPA Secretariat Expenditure for FY 2010/2011



Manpower Expenditure	US\$	213,940.00
Traveling Expenses	US\$	36,587.00
Medical Benefit	US\$	22,792.43
Other Operating Expenditures	US\$	35,244.27
Total Expenditure	US\$	308,563.70

AIPA Secretariat Expenditure for FY 2011/2012



Manpower Expenditure	US\$	224,715.00
Traveling Expenses	US\$	25,791.58
Medical Benefit	US\$	9,198.39
Other Operating Expenditures	US\$	39,260.30
Total Expenditure	US\$	298,965.27

AIPA Secretariat Expenditure for FY 2012/2013

Other Operating Expenditure
23%

Medical Benefit
3%

Traveling Expenses
5%

Manpower Expenditure
69%

Manpower Expenditure	US\$ 211,008.93
Traveling Expenses	US\$ 14,264.51
Medical Benefit	US\$ 9,959.30

Other Operating Expenditures	US\$ 71,659.71
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Total Expenditure **US\$ 306,892.45** +

AIPA Secretariat Expenditure for FY 2013/2014

Other Operating Expenditure
14,49%

Medical Benefit
0,31%

Traveling Expenses
9,90%

Manpower Expenditure
75,30%

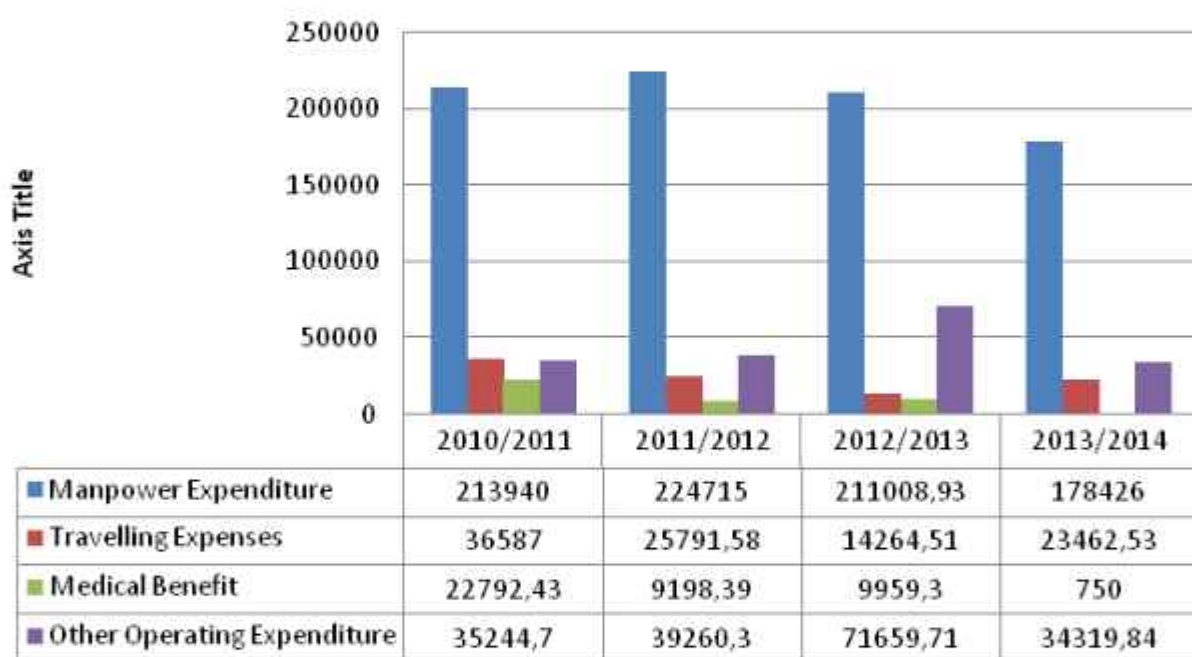
Manpower Expenditure	US\$ 178,426.00
Traveling Expenses	US\$ 23,462.53
Medical Benefit	US\$ 750.00

Other Operating Expenditures	US\$ 34,319.84
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Total Expenditure **US\$ 236,958.37** +

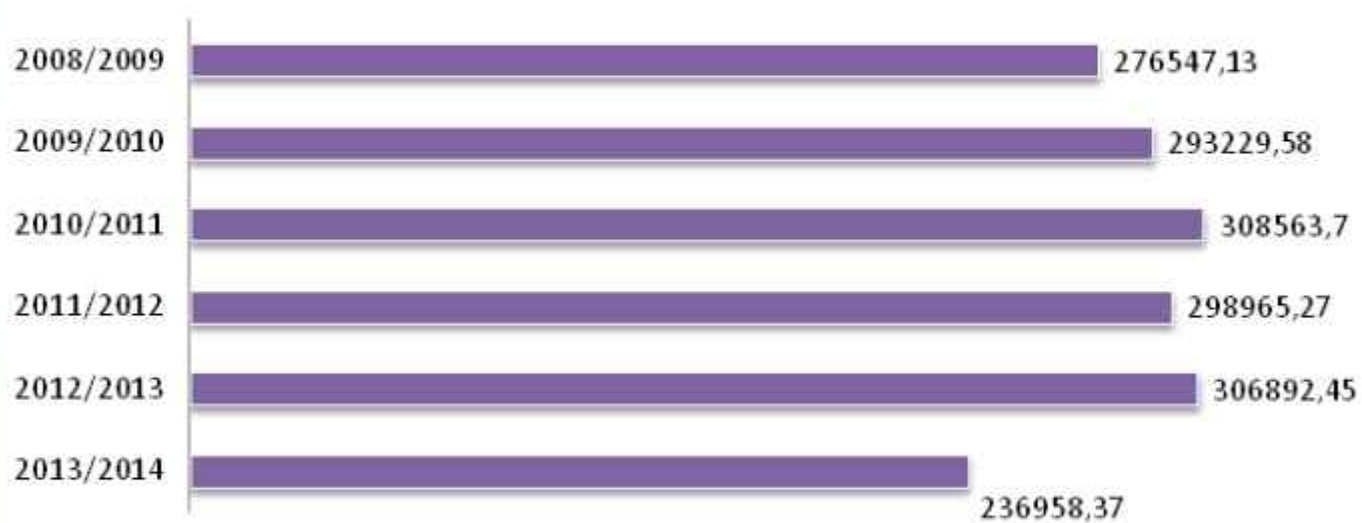
SALARIES, BENEFITS AND OTHER EXPENDITURE

**Secretariat's Expenditure
from 2010/2011 - 2013/2014**



Total Expenditure from 2008/2009 - 2013/2014

■ Total Expenditure



INCOME AND EXPENDITURE

For the Period 1 October 2010 - 30 September 2013

NO	DESCRIPTION	FY 2010/2011 US\$	FY 2011/2012 US\$	FY 2012/2013 US\$	FY2013/2014 US\$
	Beginning Balance	1,444,114.62	1,410,748.45	1,416,919.95	1,417,387.88
A. INCOME					
1.	Contribution from AIPA Member Countries	270,000.00	298,675.20	299,421.41	299,694.25
2.	Interest Income	5,197.53	5,663.17	5,355.19	3,191.13
3.	Other Income	0.00	798.40	2,583.78	1,146.22
	TOTAL INCOME	275,197.53	305,136.77	307,360.38	304,031.60
B. EXPENDITURE					
Manpower Expenditure					
1.	Secretary General	106,800.00	106,800.00	103,900.00	86,300.00
2.	Salaries of Locally Recruited Staff	76,155.00	85,860.00	80,650.78	80,280.00
3.	Entertainment Allowance	6,000.00	6,000.00	6,000.00	-
4.	Transportation Allowance	6,840.00	7,200.00	5,940.00	5,940.00
5.	Chief Information Officer	13,200.00	13,200.00	10,138.15	1,546.95
6.	Thirteenth Month Salary	4,945.00	5,655.00	4,380.00	5,906.00
	SUB TOTAL I	213,940.00	224,715.00	211,008.93	179,972.95
C. OTHER OPERATING EXPENDITURE					
1.	Travelling Expenses	36,587.00	25,791.58	14,264.51	23,462.53
2.	Cost of Attendance President of AIPA to the ASEAN Summit		2,500.00		
3.	Office Stationary and Supplies	3,883.21	5,241.30	4,536.77	5,508.87
4.	Office Maintenance				
5.	Utility Charges				
6.	Office Vehicle, Maintenance and Fuel	1,301.09	3,019.99	2,681.47	1,496.68
7.	Equipment	758.80		118.41	1,925.82

8. Miscellaneous				
-Household Expenditure	2,623.88	3,642.29	3,034.68	3,099.12
-Accountant Fee	1,370.57	1,450.97	1,606.00	1,655.81
-Stamp Duty Fee	91.20	93.35		
-Stamp Air Mail	697.67	800.87	731.24	250.41
-AIPA Website	1,500.00	1,500.00	1,500.00	1,500.00
-Overtime Job	1,675.46			94.65
- Gift				100.00
9. Medical Benefit for HBS, LRS and Co-Terminus Staff	22,792.43	9,198.39	9,959.30	750.00
10. Contingencies	2,580.40	696.73	1,817.72	
11. Bank Charges	437.45	314.80	258.31	216.03
12. Cost of Part Financing for AIFOCOM	20,000.00	20,000.00		
13. Gratuity Payment for Executive Secretary			11,655.00	
14. Gratuity for Outgoing Secretary General upon Completion of Service			18,900.00	
15. Airfare for Outgoing Secretary General			1,097.00	
16. Thirteenth Month Salary of Outgoing Secretary General			9,000.00	
17. Shipment of Personal Effect of Outgoing Secretary General			4,466.00	
18. Outfit and Installation of Incoming Secretary General			1,000.00	
19. Airfare for Incoming Secretary General			649.80	
20. Accommodation for Incoming Secretary General on the Occasion of the Handing Over of Secretary General of AIPA			764.35	
21. Per diem of Secretary General of AIPA on the Occasion of the Handing Over of Secretary General of AIPA			375.00	
22. Gratuity for Chief Information Officer			5,792.50	
23. Staff Well Being				4,986.46
24. Termination Allowance				975.00
25. Awareness Program				4,814.04
26. Workplan				2,250.00
27. Undergraduate Attachment Program				
28. Performance Bonus				
29. Residence Regular Expenditure				2,400.00
30. Purchasing and Renovation AIPA House				603,373.05
SUB TOTAL II	94,623.70	74,250.27	95,883.52	56,985.42
TOTAL EXPENDITURE	308,563.70	298,965.27	306,892.45	840,331.42
SURPLUS / (DEFICIT)	(33,366.17)	6,171.50	467.93	(536,299.82)
ENDING BALANCE	1,410,748.45	1,416,919.95	1,417,387.88	881,088.06

BUDGET PROPOSAL F.Y. 2013/2014

INCOME

(a)	Contribution from Member Parliaments			
	- Brunei Darussalam	US\$	30.000,00	
	- Cambodia	US\$	30.000,00	
	- Indonesia	US\$	30.000,00	
	- Laos	US\$	30.000,00	
	- Malaysia	US\$	30.000,00	
	- Myanmar	US\$	30.000,00	
	- Philippines	US\$	30.000,00	
	- Singapore	US\$	30.000,00	
	- Thailand	US\$	30.000,00	
	- Viet Nam	US\$	30.000,00	
(b)	Bank Interests			
	- Savings Account	US\$	30,00	
	- Time Deposits	US\$	5.000,00	
(c)	Other Income		-	
	Total Income	US\$	305.030,00	

EXPENDITURE

(a)	Manpower Expenditure			
(i)	HOME BASED STAFF (HBS)			
	1. Secretary General			
	- Salary	12 x US\$ 3,000.00	=	US\$ 36.000,00
	- Overseas Cost of Living Allowances (OCLA)	12 x US\$ 1,400.00	=	US\$ 16.800,00
	- Entertainment Allowance	12 x US\$ 1,000.00	=	US\$ 12.000,00
	- Housing Allowance (rental plus cost of utilities, telephone and internet connection)			
	1 (one) year housing allowance in advance @ 12 x US\$ 3,500.00 =			US\$ 42.000,00
	- Bonus (13th Month Salary)			3.000,00
	Sub Total I			US\$ 109.800,00

(II) LOCALLY RECRUITED STAFF (LRS)

1. Assistant to Secretary General I

- Salary	1 x 12 x US\$ 1,300.00 =	US\$ 15.600,00
- Entertainment Allowance	1 x 12 x US\$ 300.00 =	US\$ 3.600,00
- Bonus (13th Month Salary)		US\$ 1.300,00

2. Assistant to Secretary General II

- Salary	1 x 12 x US\$ 1,200.00 =	US\$ 14.400,00
- Entertainment Allowance	1 x 12 x US\$ 200.00 =	US\$ 2.400,00
- Bonus (13th Month Salary)		US\$ 1.200,00

3. Executive Secretary (Personnel, Finance and Administration)

- Salary	1 x 12 x US\$ 925.00 =	US\$ 11.100,00
- Transportation Allowance	1 x 12 x US\$ 60.00 =	US\$ 720,00
- Bonus (13th Month Salary)		US\$ 925,00

4. Secretary to Secretary General

- Salary	1 x 12 x US\$ 650.00 =	US\$ 7.800,00
- Transportation Allowance	1 x 12 x US\$ 60.00 =	US\$ 720,00
- Bonus (13th Month Salary)		US\$ 650,00

5. Financial Staff

- Salary	1 x 12 x US\$ 450.00 =	US\$ 5.400,00
- Transportation Allowance	1 x 12 x US\$ 60.00 =	US\$ 720,00
- Bonus (13th Month Salary)		450,00

6. General Administration Staff

- Salary	1 x 12 x US\$ 450.00 =	US\$ 5.400,00
- Transportation Allowance	1 x 12 x US\$ 60.00 =	US\$ 720,00
- Bonus (13th Month Salary)		US\$ 450,00

7. Information and Communications Officer

- Salary	1 x 12 x US\$ 450.00 =	US\$ 5.400,00
- Transportation Allowance	1 x 12 x US\$ 60.00 =	US\$ 720,00
- Bonus (13th Month Salary)		US\$ 450,00

8. Office Security Staff

- Salary	1 x 12 x US\$ 375.00	=	US\$	4.500,00
- Transportation Allowance	1 x 12 x US\$ 60.00	=	US\$	720,00
- Bonus (13th Month Salary)			US\$	375,00

9. Driver to Secretary General

- Salary	1 x 12 x US\$ 370.00	=	US\$	4.440,00
- Transportation Allowance	1 x 12 x US\$ 60.00	=	US\$	720,00
- Bonus (13th Month Salary)			US\$	370,00

10. House Keeper (Maid)

- Salary	1 x 12 x US\$ 206.00	=	US\$	2.472,00
- Bonus (13th Month Salary)			US\$	206,00

11. Office Hospitality Staff

- Salary	1 x 12 x US\$ 300.00	=	US\$	3.600,00
- Transportation Allowance	1 x 12 x US\$ 60.00	=	US\$	720,00
- Bonus (13th Month Salary)			US\$	300,00
Sub Total II			US\$	98.548,00

(b) Other Operating Expenditure

(i)	Traveling Expenses including travel insurances		US\$	25.000,00
(ii)	Cost of the attendance of the President of AIPA to the ASEAN Summit		US\$	2.500,00
(iii)	Office Stationery and Supplies		US\$	5.500,00
(iv)	Office Maintenance		--	
(v)	Utility Charges		--	
(vi)	Office Vehicles Maintenance and Fuel		US\$	3.000,00
(vii)	Car Insurance		US\$	1.500,00
(viii)	Equipment		US\$	2.000,00
(ix)	Miscellaneous:			
	- Household Expenditure		US\$	3.200,00
	- Yearly Website		US\$	1.500,00
	- Accountant Fee		US\$	2.000,00
	- Cost of sending Documents by Courier Service		US\$	300,00
(x)	Medical Benefits for Home Based Staff and Locally Recruited Staff and their Family		US\$	10.500,00
(xi)	Contingencies		US\$	2.500,00
(xii)	Bank Charges		US\$	1.000,00
(xiii)	Salary of Integrated Expert Staff from GIZ	3 x US\$ 620.00	US\$	1.860,00
(xiv)	Awareness Program		US\$	5.000,00
(xv)	Staff Well Being		US\$	3.500,00

(xvi)	Workplan:		
	- Printing Workplan Books	US\$	1.500,00
	- Mustering/Binding/Printing/Production of CD	US\$	2.750,00
(xvii)	Increment :		
	- Salaries	US\$	1.836,00
	- Bonuses	US\$	153,00
(xviii)	Termination Allowance	US\$	975,00
(xix)	Undergraduates Attachment Program	US\$	1.000,00
(xx)	Cost of Part-Financing	US\$	0,00
	Sub Total III	US\$	79.074,00
	Total Expenditure	US\$	287.422,00
	Estimated Surplus for FY 2013/2014	US\$	17.608,00

INCOME & EXPENDITURE

OCTOBER 2013 TO JUNE 2014

NO	DESCRIPTION	TOTAL
	BEGINNING BALANCE as of October 1, 2013	1.417.387,88
A	INCOME	
1.	Contributions from AIPA Member Countries	119.694,25
2.	Interest Income	2.458,37
3.	Other Income	1.146,22
	Total Income	123.298,84
B	EXPENDITURE	
1.	Home Based Staff	70.100,00
2.	Co-Terminus Position	1.546,95
3.	Salaries for Locally Recruited Staff	58.911,00
4.	Transportation Allowance	4.140,00
5.	Bonuses	2.706,00
6.	Traveling Expenses	14.462,53
7.	Cost of The Attendance of The President of AIPA to The ASEAN Summit	0,00
8.	Office Stationery and Supplies	3.708,87
9.	Office Maintenance	
10.	Utility Charge	
11.	Office Vehicles Maintenance and Fuel	1.046,68
12.	Equipment, Furniture and Fixtures	125,82
13.	Miscellaneous	3.229,99
14.	Medical Benefits for Home Based Staff, Co-Terminus Position and Locally Recruited Staff	0,00
15.	Contingencies	0,00
16.	Bank Charges	171,03
17.	Staff Well Being	1.786,46
18.	Termination Allowance	975,00
19.	Awareness Program	314,04
20.	Work Plan	0,00
21.	Undergraduate Attachment Program	0,00
	TOTAL	163.224,37



C	ADDITIONAL EXPENDITURE	
1.	AIPA Residence for Secretary General	603.373,05
	TOTAL EXPENDITURE	766.597,42
D	SURPLUS (DEFICIT)	(643.298,58)
	ENDING BALANCE	
	as of June 30, 2014	774.089,30

See accompanying notes on explanations to income and expenditure statement which are an integrated part of income and expenditure statement as a whole.

Estimated Income & Expenditure For July To September 2014

	DESCRIPTION		TOTAL
A	INCOME		180,000.00
1	Contributions from AIPA Member Parliaments		
2	Interest Income		732.76
3	Other Income		
		Total Income	180,732.76
B	EXPENDITURE		
	Manpower Expenditure		
1	Home Based Staff		16,200.00
2	Salaries for Locally Recruited Staff		21,369.00
3	Entertainment Allowance		-
4	Transportation Allowance		1,800.00
5	Thirteenth Month Salary		3,200.00
		Subtotal I	42,569.00
	OTHER OPERATING EXPENDITURE		
1	Travelling Expenses		9,000.00
2	Cost of the attendance of the President of AIPA to the ASEAN Summit		-
3	Office Stationery and Supplies		1,800.00
4	Office Maintenance		-
5	Utility Charges		-
6	Office Fuel		450.00
7	Car Insurance		1,500.00
8	Equipment		1,800.00

9	Miscellaneous - Household Expenditure - Gift - Accountant Fee - Yearly Website - Cost of sending Documents		800.00 100.00 950.00 1,500.00 120.00
10	Medical Benefits for Home Based Staff and Locally Recruited Staff		750.00
11	Bank Charges		45.00
12	Contingencies		-
13	Awareness Program		4,500.00
14	Staff Well Being		3,200.00
15	Workplan: - Printing Workplan Books - Mustering / Binding / Printing / Producing of CD		2,000.00 250.00
16	Termination Allowance		-
17	Undergraduate Attachment Program		-
18	Performance Bonuses		-
19	Cost of Part Financing		-
20	AIPA Residence for Secretary General		2,400.00
		SUBTOTAL II	31,165.00
		TOTAL EXPENDITURE	73,734.00
		SURPLUS	106,998.76
		ENDING BALANCE	

BUDGET PROPOSAL F.Y. 2014/2015

A. INCOME

(a)	Contribution from Member Parliaments		
	- Brunei Darussalam	US\$	30.000,00
	- Cambodia	US\$	30.000,00
	- Indonesia	US\$	30.000,00
	- Laos	US\$	30.000,00
	- Malaysia	US\$	30.000,00
	- Myanmar	US\$	30.000,00
	- Philippines	US\$	30.000,00
	- Singapore	US\$	30.000,00
	- Thailand	US\$	30.000,00
	- Viet Nam	US\$	30.000,00
(b)	Bank Interests		
	- Savings Account	US\$	65,00
	- Time Deposits	US\$	3.000,00
(c)	Other Income	-	
	Total Income	US\$	303.065,00

B. EXPENDITURE (1 OCTOBER 2014 - 31 JULY 2015)

(a)	Manpower Expenditure		
(i)	HOME BASED STAFF (HBS)		
	1. Secretary General		
	- Salary	10 x US\$ 6,000.00 =	US\$ 60.000,00
	- Overseas Cost of Living Allowances (OCLA)	10 x US\$ 1,400.00 =	US\$ 14.000,00
	- Entertainment Allowance	10 x US\$ 1,000.00 =	US\$ 10.000,00
	- Bonus (13th Month Salary)		US\$ 6.000,00
	Sub Total I		US\$ 90.000,00

(II) **LOCALLY RECRUITED STAFF (LRS)**

1. Deputy Secretary General

- Salary	1 x 10 x US\$ 1,450.00	=	US\$	14,500,00
- Bonus (13th Month Salary)			US\$	1,450,00

2. Director Policy, Education and Publicity

- Salary	1 x 10 x US\$ 1,250.00	=	US\$	12,500,00
- Bonus (13th Month Salary)			US\$	1,250,00

3. Director Personnel, Finance and Administration

- Salary	1 x 10 x US\$ 450.00	=	US\$	4,500,00
- Transportation Allowance	1 x 10 x US\$ 60.00	=	US\$	600,00
- Bonus (13th Month Salary)			US\$	450,00

4. Director Information, Communication and Technology

- Salary	1 x 10 x US\$ 450.00	=	US\$	4,500,00
- Transportation Allowance	1 x 10 x US\$ 60.00	=	US\$	600,00
- Bonus (13th Month Salary)			US\$	450,00

5. Secretary to Secretary General

- Salary	1 x 10 x US\$ 400.00	=	US\$	4,000,00
- Transportation Allowance	1 x 10 x US\$ 60.00	=	US\$	600,00
- Bonus (13th Month Salary)			US\$	400,00

6. Education Officer

- Salary	1 x 10 x US\$ 400.00	=	US\$	4,000,00
- Transportation Allowance	1 x 10 x US\$ 60.00	=	US\$	600,00
- Bonus (13th Month Salary)			US\$	400,00

7. Corporate Finance Officer

- Salary	1 x 10 x US\$ 473.00	=	US\$	4,730,00
- Transportation Allowance	1 x 10 x US\$ 60.00	=	US\$	600,00
- Bonus (13th Month Salary)			US\$	473,00

8. Corporate Support Officer

- Salary	1 x 10 x US\$ 473.00	=	US\$	4,730,00
- Transportation Allowance	1 x 10 x US\$ 60.00	=	US\$	600,00
- Bonus (13th Month Salary)			US\$	473,00

9. Information and Communications Officer

- Salary	1 x 10 x US\$ 473.00 =	US\$ 4.730,00
- Transportation Allowance	1 x 10 x US\$ 60.00 =	US\$ 600,00
- Bonus (13th Month Salary)		US\$ 473,00

10. Security Officer

- Salary	1 x 10 x US\$ 394.00 =	US\$ 3.940,00
- Transportation Allowance	1 x 10 x US\$ 60.00 =	US\$ 600,00
- Bonus (13th Month Salary)		US\$ 394,00

11. Driver to Secretary General

- Salary	1 x 10 x US\$ 389.00 =	US\$ 3.890,00
- Transportation Allowance	1 x 10 x US\$ 60.00 =	US\$ 600,00
- Bonus (13th Month Salary)		US\$ 389,00

12. Office Support Staff

- Salary	1 x 10 x US\$ 315.00 =	US\$ 3.150,00
- Transportation Allowance	1 x 10 x US\$ 60.00 =	US\$ 600,00
- Bonus (13th Month Salary)		US\$ 315,00

13. Domestic Help

- Salary	1 x 10 x US\$ 220.00 =	US\$ 2.200,00
- Bonus (13th Month Salary)		US\$ 220,00

14. Publicity Officer

- Salary	1 x 10 x US\$ 400.00 =	US\$ 4.000,00
- Transportation Allowance	1 x 10 x US\$ 60.00 =	US\$ 600,00
- Bonus (13th Month Salary)		US\$ 400,00

Sub Total II US\$ 89.507,00

(b) Other Operating Expenditure

(i) Traveling Expenses including travel insurances	US\$ 20.000,00
(ii) Office Stationery and Supplies	US\$ 5.000,00
(iii) Car Fuel	US\$ 1.500,00
(iv) Car Insurance	US\$ 0,00
(v) Equipment	US\$ 4.000,00
(vi) Miscellaneous:	
- Household Expenditure	US\$ 3.000,00
- Gift	US\$ 200,00
- Yearly Website Subscription	US\$ 1.500,00
- Accountant Fee	US\$ 2.000,00
- Cost of sending Documents by Courier Service	US\$ 500,00

(vii)	Medical Benefits for Home Based Staff and Locally Recruited Staff	US\$	5.500,00
(viii)	Bank Charges	US\$	200,00
(ix)	Awareness Program	US\$	4.000,00
(x)	Staff Well Being	US\$	2.500,00
(xi)	Workplan:		
	- Printing Workplan Books	US\$	2.000,00
	- Mustering/Binding/Printing/Production of CD	US\$	1.200,00
(xii)	Performance Bonus (12 Staff)	US\$	3.500,00
(xiii)	AIPA House Regular Expenditure	US\$	7.000,00
	Sub Total III	US\$	63.600,00
	Total Expenditure	US\$	243.107,00

**AIPA BUDGET PROPOSAL (SUPPLEMENTARY)
FOR 1 AUGUST 2015 TO 30 SEPTEMBER 2015 FY. 2014/2015**

B. EXPENDITURE (1 AUGUST 2015 - 30 SEPTEMBER 2015)

(a) Manpower Expenditure

(i) HOME BASED STAFF (HBS)

1. Secretary General

- Salary	2 x US\$ 6,000.00	=	US\$	12.000,00
- Overseas Cost of Living Allowances (OCLA)	2 x US\$ 1,400.00	=	US\$	2.800,00
- Entertainment Allowance	2 x US\$ 1,000.00	=	US\$	2.000,00

Sub Total I US\$ 16.800,00

(ii) LOCALLY RECRUITED STAFF (LRS)

1. Deputy Secretary General

- Salary	1 x 2 x US\$ 1,450.00	=	US\$	2.900,00
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2. Director Policy, Education and Publicity

- Salary	1 x 2 x US\$ 1,250.00	=	US\$	2.500,00
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3. Director Personnel, Finance and Administration

- Salary	1 x 2 x US\$ 450.00	=	US\$	900,00
-Transportation Allowance	1 x 2 x US\$ 60.00	=	US\$	120,00

4. Director Information, Communication and Technology			
- Salary	1 x 2 x US\$ 450.00	= US\$	900,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
5. Secretary to Secretary General			
- Salary	1 x 2 x US\$ 400.00	= US\$	800,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
6. Education Officer			
- Salary	1 x 2 x US\$ 400.00	= US\$	800,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
7. Corporate Finance Officer			
- Salary	1 x 2 x US\$ 473.00	= US\$	946,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
8. Corporate Support Officer			
- Salary	1 x 2 x US\$ 473.00	= US\$	946,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
9. Information and Communications Officer			
- Salary	1 x 2 x US\$ 473.00	= US\$	946,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
10. Security Officer			
- Salary	1 x 2 x US\$ 394.00	= US\$	788,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
11. Driver to Secretary General			
- Salary	1 x 2 x US\$ 389.00	= US\$	778,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
12. Office Support Staff			
- Salary	1 x 2 x US\$ 315.00	= US\$	630,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
13. Domestic Help			
- Salary	1 x 2 x US\$ 220.00	= US\$	440,00
14. Publicity Officer			
- Salary	1 x 2 x US\$ 400.00	= US\$	800,00
-Transportation Allowance	1 x 2 x US\$ 60.00	= US\$	120,00
Sub Total II		US\$	16.394,00

(b)	Other Operating Expenditure		
(i)	Traveling Expenses including travel insurances	US\$	10.000,00
(ii)	Office Stationery and Supplies	US\$	1.000,00
(iii)	Car Fuel	US\$	500,00
(iv)	Car Insurance	US\$	1.500,00
(v)	Equipment	US\$	1.000,00
(vi)	Miscellaneous:		
	- Household Expenditure	US\$	500,00
	- Gift	US\$	0,00
	- Yearly Website Subscription	US\$	0,00
	- Accountant Fee	US\$	0,00
	- Cost of sending Documents by Courier Service	US\$	500,00
(vii)	Medical Benefits for Home Based Staff and Locally Recruited Staff	US\$	2.000,00
(viii)	Bank Charges	US\$	100,00
(ix)	Awareness Program	US\$	2.000,00
(x)	Staff Well Being	US\$	1.000,00
(xi)	Workplan:		
	- Printing Workplan Books	US\$	0,00
	- Mustering/Binding/Printing/Production of CD	US\$	300,00
(xii)	Performance Bonus (12 Staff)	US\$	0,00
(xiii)	Residence Regular Expenditure	US\$	1.400,00
	Sub Total III	US\$	21.800,00
	Total Expenditure	US\$	54.994,00
	GRAND TOTAL	US\$	298.101,00
	Estimated Surplus for FY 2014/2015	US\$	4.964,00

AIPA BUDGET PROPOSAL FOR CONTINGENCY FUND
FOR 1 OCTOBER 2014 TO 31 JULY 2015
AND FOR 1 AUGUST 2015 TO 30 SEPTEMBER 2015 (SUPPLEMENTARY)

FY. 2014/2015

A. INCOME

(a) Contribution from

Member Parliaments

- Brunei Darussalam	US\$	5.000,00
- Cambodia	US\$	5.000,00
- Indonesia	US\$	5.000,00
- Laos	US\$	5.000,00
- Malaysia	US\$	5.000,00
- Myanmar	US\$	5.000,00
- Philippines	US\$	5.000,00
- Singapore	US\$	5.000,00
- Thailand	US\$	5.000,00
- Viet Nam	US\$	5.000,00

Total Income	US\$	50.000,00
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B. EXPENDITURE

(i)	Cost of the attendance of the President of AIPA to the ASEAN Summit	US\$	5.000,00
(ii)	Cost of Part-Financing AIFOCOM	US\$	20.000,00
(iii)	Cost of Part-Financing of hosting Study/Ad Hoc Committees and Sub Committees of the Standing Committees and Expert Research	US\$	10.000,00
(iv)	Renovation and refurbishment of AIPA House	US\$	5.000,00
(v)	Undergraduates Attachment Program	US\$	1.000,00
(vi)	Other Expenditure as instructed by General Assembly	US\$	5.000,00

	US\$	46.000,00
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BALANCE	US\$	4.000,00
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CONTRIBUTION

Contributions in kind and services provided by Indonesian Parliament

No	ITEM	TOTAL
1	Health Facilities for 14 staff / year	IDR 137.620.000
2	Refurbishing of AIPA Secretariat	IDR 149.684.000
3	Maintenance AIPA Official Vechiles	IDR 32.740.000
TOTAL		IDR 320.044.000

Gift from Indonesian Regional Representatives Council as fees

No	ITEM	TOTAL
1	Donation Cash	IDR 1.275.000
TOTAL		IDR 1.275.000

Contributions provided by Government of Federal Republic of Germany for Training/ Workshop Activities

In 2013 the Federal Republic of Germany has expended a total amount of EUR 425,000.00 on various projects/workshop for Parliamentarians and staff of AIPA Member Parliaments. For the project covering the year of 2014-2015, the Federal Republic of Germany is contributing EUR 575,000.00.

AIPA and other Organizations



“Act as a channel of formal communication between AIPA and ASEAN and other international and regional organization, governments and parliaments”
Article 13-F of AIPA Statute

AIPA and ASEAN

AIPA and ASEAN through their Secretariats share an adjacent relationship to enhance communication, cooperation, and coordination for the goal attainment of establishing ASEAN Community in 2015. Both secretariats enact reciprocal attendance to meetings that are related to the affairs of ASEAN region. At the AIPA-ASEAN Interface which formed part of the programme of ASEAN Summit, Speakers of AIPA Member Parliaments meet Heads of the Government/State of ASEAN to further discuss mutual concerns and elaborate endeavors toward an integrated community and post-2015 commitment. ASEAN Secretariat delegation also attends AIPA General Assembly, AIPA Fact-Finding Committee to Combat the Drug Menace (AIFOCOM) meeting, AIPA Caucus, and other AIPA-related meetings. Current endeavors of ASEAN show an increasing acknowledgment to AIPA as its associated entity. It is demonstrated from ASEAN's initiative to involve AIPA in briefings and important meetings of the organization.

Assistant Director

ASEAN Foundation, AICHR, AIPA and Entities Associated with ASEAN

AIPA and IPU

AIPA and IPU have been associated since 1997, when the IPU invited the then-ASEAN Inter Parliamentary Organization (AIPO) to attend its 97th Inter-Parliamentary Conference in Seoul, Republic of Korea, in April 1997. IPU has been invited to the AIPA General Assembly from then on to deliver remarks.

In a speech delivered at the 33rd AIPA General Assembly in Lombok, Indonesia, in 2012, the Hon MP Nhem Thavy, Vice President of the Executive Committee of the IPU, said: "IPU views Parliament as the cornerstone of democracy, which needs to be empowered to carry out its constitutional tasks, and should embody democratic values in its work. Aimed at strengthening parliament and bringing a significant contribution to democracy, the IPU aspires to become a better tool for inter-parliamentary cooperation".

Mr Martin Chungong, the current Secretary General of the IPU who attended the 34th AIPA General Assembly in Brunei, Darussalam, in 2013, reiterated that "IPU strongly believes in strong and empowered parliaments as pillars of democracy and has dedicated much of its efforts to strengthening the capacities of parliaments". He added that "a strong parliament is representative, transparent, accessible, accountable and effective, and there is an opportunity for forging a strategic partnership between the IPU and AIPA"

Both the IPU and AIPA are invited to attend and address each others' respective assemblies. The two organizations are committed to closer cooperation in tackling the major issues facing countries and communities at both regional and global levels.

Ambassador Anda Filip

Director, Member Parliaments & External Relations

AIPA and FREELAND on Combating Wildlife Crime

On September 19, 2012, over 400 parliamentarians, senior government and parliamentary officials, convened for the 33rd ASEAN Inter-Parliamentary Assembly (AIPA) in Lombok, Indonesia, and approved a resolution to strengthen law enforcement and regional cooperation to combat wildlife crime: Res33GA/2012/Org07 "Strengthening Law Enforcement and Regional Cooperation to Combat Wildlife Crime and on Partnership Development with ASEAN-WEN/ ARREST Program/ FREELAND Foundation". The resolution specifically endorses the efforts of the ASEAN Wildlife Enforcement Network (ASEAN-WEN), as well as its support program, "ARREST" (Asia's Regional Response to Endangered Species Trafficking), administered by FREELAND Foundation and sponsored by the United States Agency for International Development (USAID) in partnership with ASEAN. The resolution calls on parliaments to strengthen and harmonize legislation in support of law enforcement task forces operating under the ASEAN-WEN. This will include the formation of new parliamentary working groups to explore the establishment of a common CITES mechanism in preparation for the ASEAN Economic Community (AEC) in 2015. The resolution also calls upon AIPA Member Parliaments to place wildlife crime onto the permanent agenda of the ASEAN Senior Officials Meeting on Transnational Crimes (SOMTC) and ASEANAPOL (ASEAN Chiefs of Police).

on 4 December 2012, FREELAND Foundation signed a cooperation agreement with AIPA in Bangkok, Thailand, to join hands in fighting the illegal trade in wild plants and animals. With dignitaries, conservationists and public and private sector partners in attendance, the then AIPA Secretary General executed a "Letter of Cooperation" (LOC) with the Executive Director of FREELAND Foundation. The LOC will help strengthen and harmonize legislation across ASEAN and assist parliaments in joining ARREST partners in supporting the ASEAN Wildlife Enforcement Network (ASEAN-WEN), counting FREELAND as its formal partner. Among other provisions, the LOC promotes cooperation and collaboration between AIPA and FREELAND in "areas of research, policy/legislation development and review, inter-parliamentary partnerships and linkages, communications and public awareness, and such other areas as may be beneficial in pursuing this partnership". AIPA National Committee for Thailand witnessed the LOC signing.

ACTION PLAN TO IMPLEMENT AIPA RESOLUTION RES33GA/2012.Org07 -

Strengthening Law

Enforcement and Regional Cooperation to Combat Wildlife Crime and on Partnership Development with ASEAN-WEN/ARREST/FREELAND

Project Components	Expected Outcomes	Expected Outputs	Activities
Policy reform and capacity building	Regulatory environment adequate for effective protection of wildlife and biodiversity	<p>a) Decrees and/or implementing regulations to improve protection of wildlife (including resolutions or decrees creating a regional or national wildlife protection caucus)</p> <p>b) Participation of AIPA MPs or staff in upcoming ARREST/ASEAN-WEN initiatives on legal review and analysis</p>	<p>a) Conduct specialized workshops or seminars on wildlife law enforcement vis-à-vis national legislation to specifically relevant as well as interested AIPA Member Parliaments, new wildlife-specific caucuses and other related ASEAN agencies, if needed (open to all AIPA Member Parliaments, but especially to those countries with existing opportunities, such as in Vietnam, Cambodia and Thailand)</p> <p>b) Support in the review of national legislation of policies through secretariat staff exchange and learning missions (ARREST and AIPA Jakarta).</p> <p>c) Send MPs and/or their staff to ASEAN Legal Studies and Support Program sponsored by ARREST and the National University of Singapore's Asia-Pacific Centre for Environmental Law (Dec 2014) to get exposure to all the laws and regulations available in ASEAN to prevent and prosecute criminal exploitation of wild flora and fauna).</p>

Project Components	Expected Outcomes	Expected Outputs	Activities
	a) New partnerships developed to support AIPA and its member parliaments	<p>a) New parliamentary bodies (eg, US ICC) or other emerging partners attending AIPA events focused on wildlife protection</p> <p>c) Joint missions and meetings with other parliamentary bodies</p> <p>d) Joint statements of action plans with other allied parliamentary bodies on combating wildlife crime</p>	<p>a) Missions, workshops and meetings</p> <p>b) Staff exchange between ARREST, AIPA and AIPA Member Parliaments</p> <p>c) Support in the logistics and technical requirements in the drafting of aide memoires, minutes or statements.</p>
Public Awareness and Outreach	<p>a) More informed and active pro-conservation AIPA Member Parliaments</p> <p>b) Better understanding of the scale of consumption and the effects of wildlife crime to human security and wellbeing</p> <p>c) Improved inter-agency communication, coordination and cooperation</p> <p>d) Transparent monitoring and evaluation mechanism of policy vis-a-vis enforcement practices</p>	<p>a) Exchange of information, documentary outputs or publications with regard to best practices in legislation on biodiversity, conservation, wildlife law enforcement, including announcements of respective programs, initiatives and achievements;</p> <p>b) Collaboration on public awareness and media outreach initiatives in coordination with AIPA Leaders and Members of Parliaments (MPs) with their respective government officials;</p>	<p>a) FREELAND/ARREST can join AIPA to create new educational material for AIPA members, i.e., brochure, flyers and background papers. ARREST has a budget to produce new materials, including info packages).</p> <p>b) FREELAND has budget and personnel time to recruit Key Opinion Leaders (KOLs) from AIPA member bodies to record their views on wildlife trade and produce TV/ internet Public Service Announcements, as well as print advertisements that summarize their statements. This is part of a growing regional campaign called "ITHINK" (see www.ithink-now.org). Ads will be placed on the Internet, regular media, and at selected airports in ASEAN countries. Freeland/ARREST can also provide other public platforms for MPs to speak out on this issue, especially in Thailand, Vietnam, Laos and Cambodia.</p>

Project Components	Expected Outcomes	Expected Outputs	Activities
Further Cooperation	<p>a) Stronger working relationship and partnership base between AIPA, its Member Parliaments with ARREST / FREELAND and ASEAN-WEN</p> <p>b) Sustained efforts by ARREST and AIPA partners in promoting good governance and combatting wildlife crime</p>	<p>a) Staff exchanges amongst the partner organizations</p> <p>b) Visibility of each partner in their respective meetings and partnership initiatives</p> <p>c) Joint fundraising efforts in support of AIPA efforts to support national governments in combating wildlife crime</p>	<p>a) AIPA Secretariat and FREELAND will initiate, with availability of funds, staff exchanges and/or staff secondment arrangements to both FREELAND Foundation in Bangkok and AIPA Secretariat in Jakarta, for the purpose of exchanging information and of building the capacity of each organization to implement this LOC.</p> <p>b) Attendance of partner organizations at their respective General Assemblies, Annual Meetings or Meetings</p>

FREELAND Foundation is an international organization dedicated to stopping human and wildlife trafficking. Founded in 2000, it works in partnership with governments, communities, corporations and other NGOs worldwide. FREELAND is the only international environmental and human rights organization headquartered in Asia with multi-national staff from diverse fields, such as law enforcement, conservation biology, communications, and policy. Freeland protects marine and terrestrial ecosystems by building innovative responses to combat the illegal wildlife and timber trade and habitat destruction. Through comprehensive enforcement training programs, alternative livelihood development, educational outreach to local communities, and behavior change campaigns that have reached over 700 million people, Freeland directly implements activities that help decrease poaching and illegal logging in protected areas, smuggling, and the subsequent sale and consumption of wildlife across the region and worldwide. Since 2005, FREELAND Foundation has provided expertise and direct support to the Association of Southeast Asian Nations Wildlife Enforcement Network (ASEAN-WEN), a regional inter-governmental initiative to combat wildlife crime; and its national task forces and currently leads the US Agency for International Development-supported coalition called, "Asia's Regional Response to Endangered Species Trafficking" (ARREST).

Steven R. Galster
Executive Director of FREELAND

AIPA and German Federal Foreign Office Joint Project

Introduction

This Project is the successor to the 2012-2013 agreement. The Federal Republic of Germany has seen the successful completion / implementation of five pilot activities. It is fully funded by the Federal Foreign Office of Germany and implemented through Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Hanns Seidel Foundation under the Joint Declaration of Intent and the Implementation Agreement signed on 25 March 2014 at the AIPA Secretariat.

The objectives of the project are as follows :

1. Enhancing parliamentary institutional reforms;
2. Strengthening human capacity development; and
3. Developing public outreach.

So far, five training workshops have been completed:

(1) The Workshop on "Complex Information Management", 27-30 October 2013 in Jakarta, Indonesia aimed to:

- Enhance knowledge and comprehension on transnational policy development with a focus on the upcoming "ASEAN Community" 2015 and its three pillars;
- Identify institutional constraints within the national parliaments and related institutions; and
- Broaden (through focused dialogue and exchange) the perception of workshop participants on political advisory, information management and research in the parliamentary context.

The workshop was attended by 28 participants from nine AIPA member parliaments (Brunei Darussalam, Cambodia, Indonesia, Lao PDR,



Malaysia, Myanmar, the Philippines, Thailand and VietNam) including officers of the AIPA Secretariat.

(2) An AIPA-European Union/European Parliament Comparative Study was organized from 2-8 November 2013. Nine AIPA member parliaments, namely, Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines,

Singapore, Thailand and VietNam, and the AIPA Secretariat (comprising 21 participants) took part in the study visit to Munich, Berlin and Brussels.

The aim of the study visit titled "Parliamentary Control Functions", was to enhance participants' awareness of the functions, structures and legislative processes of the European Parliament, the German Federal Parliament (Bundestag) and the Bavarian Federal Parliament (Landtag) and about their interactions in the European multi-level governance system. The programme also aimed to inform participants on the parliamentary information services that ensures high standards in parliamentary decisions and law-making in the European multi-level governing system.

The trip was also to enable participants to draw lessons from the development of inter-parliamentary cooperation and models of supra-national organization highlighting its advantages and disadvantages and to support participants in establishing linkages with members of committees affiliated to ASEAN in the German Federal Parliament and the European Parliament.

Delegation members had a good insight of the operations in the European Parliament and its connectivity with its members' national parliaments. Further interaction and cooperation on areas of mutual interest between the European Parliament and AIPA have yet to be developed and enhanced.

(3) A Workshop on "AIPA Intranet Design" was held in Vientiane, Lao PDR, from 13-15 November 2013, hosted by the National Assembly of Lao PDR.

The intended outcome of the workshop was to provide a Project Plan Proposal, System Proposal and System Specification (Grand Design) on the future AIPA Intranet, including the implementation of the road map, documentation and communication. The Workshop also identified institutional constraints (within national parliaments) regarding the implementation of an AIPA Intranet, including recommendations addressed to AIPA national parliaments.

The goals of the workshop were to pursue the establishment of a professional network within AIPA to initiate regular exchanges of information among AIPA national secretariats and the AIPA Secretariat.

The 24 participants who attended the workshop came from the nine AIPA member parliaments (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Thailand, VietNam) and the AIPA Secretariat.

(4) A Workshop on "Parliamentary Budgeting and Transparency" was organized in NayPyi Taw, Myanmar, from 20-23 June 2014 and hosted by Pyidaungsu Hluttaw (the Union Assembly of Myanmar).

The workshop aimed at facilitating participants from AIPA Member Parliaments to support the approach to formulate "norms in (or standards for) parliamentary budgeting and transparency, which could be reasonably achieved to enhance budget authority and transparency in ASEAN Member States. The purpose of the workshop was to create an opportunity for a shared understanding on parliamentary budget authority and effective ways of how to enhance fiscal transparency in ASEAN Member States.

This is part of a series of workshops following the first workshop held in Jakarta in September 2013 and the next is to be implemented in early 2015.

The workshop in Nay Pyi Taw, Myanmar, was attended by six AIPA member parliaments (Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines and VietNam) and officers from the AIPA Secretariat.

(5) A series of training workshop on "Parliamentary Scientific/Research Services" was mooted by the House of Representatives of Indonesia. The first workshop was held from 18-21 August 2014, emphasizing on "Current State of Affairs and Development Opportunities". The second workshop is planned to be held in Jakarta in December 2014 and the final workshop is planned to be held in February 2015.

The workshop series is set out to strengthen the national parliamentary scientific/research services, especially with a to provide and use ASEAN related information in the national AIPA Member Parliaments. AIPA Member Parliaments require access to ASEAN related information to enable AIPA member parliaments to advance its support towards the establishment of the ASEAN Community.

AIPA - GIZ - Hanns Seidel Foundation CAPACITY DEVELOPMENT

During the two years project pilot phase (2012 & 2013) numerous capacity building activities have been conducted under the focal areas (project components) of: a) Developing effective AIPA-ASEAN Dialogue Mechanisms; b) Human Capacity Development activities for AIPA staff / parliamentarians on specialized skills and c) Development and introduction of an AIPA-Intranet and improvement of public relations of AIPA (Networking and Outreach). By taking into account the achievements and initiated institutional strengthening processes during the project's pilot phase, the proposed consecutive project phase (Phase II) targets to broaden and deepen its support in three jointly agreed intervention areas. This view was seconded by the 34th AIPA General Assembly (Brunei Darussalam, 17. – 23. Sep., 2013) and resulted in the unanimously approved resolution No. 10 "Continuation of the Joint Program between AIPA and the German Federal Foreign Office (FFO) through GIZ and Hanns Seidel Foundation (HSF)" by the Committee of Organizational Matters.

The project aims at strengthening the parliamentary normative and control functions of ASEAN Member States (AMS). The target group of the Project are the relevant staff of the AIPA Secretariat in Jakarta/Indonesia, the National AIPA Secretariats, selected staff and members of Parliaments (MPs), e.g. members of national budget committees, as well as selected representatives of the Women Parliamentarians of AIPA (WAIPA). The two-year project phase (2014-2015) pursues a three-pronged capacity development strategy:

- Support to AIPA institutional reform processes;
- Advanced training measures for parliamentarians/ staff of relevant AIPA Committees, of the AIPA Secretariat as well as of the National AIPA Secretariats; and
- Support to enhanced AIPA Information and Communication Management (AIPA Intranet, Awareness building).



Also with support of the project, the Secretary General of AIPA will pursue and enhance partnership and cooperation with the European Parliament (EP) and the German Bundestag, as initiated during the 'Comparative AIPA – EU Study Visit' in November 2013.

With the aim to further enhance AIPA ownership on the project and to ensure that planned activities are relevant and beneficial to members, to emphasize on skills learning, team building and awareness, AIPA member parliaments have volunteered to act as 'focal parliaments' (2014) :

- Parliamentary Scientific Services - Indonesian Parliament
- Parliamentary Budgeting and Transparency – Myanmar Parliament
- Review of AIPA Standard Operational Procedures (SOP) – Singapore Parliament
- AIPA Human Capacity Development Framework – National Assembly of Cambodia
- Networking and Outreach towards Civil Society Organizations – National Assembly of Thailand

The Secretary - General of AIPA and his staff will continue as the focal contact for the project implementing partners Deutsche Gesellschaft für Internationale Zusammenarbeit/ German International Cooperation (GIZ), Hanns Seidel Foundation (HSF) and focal parliaments alike.

Mr. Gert Reinberger
Principal Advisor

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Website: <http://www.giz.de>



ART GALLERY



*Donated by the Legislative Council
of Brunei Darussalam, March
2014*



*Donated by the National Assembly
of Cambodia, March 2014*



*Donated by the Parliament of the
Republic of Indonesia, April 2014*



*Donated by the National Assembly
of Lao PDR, April 2014*



*Donated by the Union Assembly
of Myanmar, May 2014*



*Donated by the Singapore
Parliament House, June 2014*



*Donated by the House Representative
of Philippines, August 2014*



*Donated by the National Assembly
of Thailand, April 2014*



*Donated by the Parliament
of Australia, April 2014*



*Donated by the Lok Sabha
of India, May 2014*



*Donated by the Governor of North
Sumatera, Indonesia, October 2013*



*From the Chairperson of the Council of the Federation
of the Federal Assembly of the
Russian Federation, April 2014*



Delegations at The 34th AIPA General Assembly hosted by the Legislative Council of Brunei Darussalam on 17 - 23 September 2013.



Delegations from AIPA Member Parliaments at AIPA - ASEAN Interface at the 24th ASEAN Summit, Nay Pyi Taw, Myanmar on 10 - 11 May 2014.



President of the National Assembly of Lao PDR and President of AIPA, H.E. Madame Pany Ya-photou opened the 11th AIFOCOM Meeting, 12th - 16th May, 2014, Vientiane Capital, Lao PDR



Delegations at the 6th AIPA Caucus hosted by Legislative Council of Brunei Darussalam on 17 - 19 June 2014.

REPRESENTATIVE OF NATIONAL SECRETARIAT



Mrs. Rose Aminah Ismail
*Legislative Council of
Brunei Darussalam*



Dr. Myat Soe
*Pyidaungsu Hluttaw of the Union
Myanmar*



Mr. Uy Visal
*Natioanal Assembly of the
Kingdom of Cambodia*



Ms. Rajini Rye
*House of the Representative of the
Philippines*



Mrs. Endah Retnoastuti
*House of Representative of
Indonesia*



Ms. Chua Lin Hwee
Parliament of Singapore



**Mr. Viengthavisone
Thephachanh**
National Assembly of Lao PDR



**Ms. Steejit
Taipiboonsuk**
*National Legislative Assembly of
Thailand*



Mr. Adam Bin Abu Hanipah
*House of Representative of
Malaysia*



Mrs. Tran Kim Chi
National Assembly of Viet Nam