

The image features a large, colorful geometric logo in the upper left corner, composed of various triangles in shades of red, orange, yellow, green, and blue. The background is a faded photograph of the AIPASecretariat building, which has a sign that reads "AIPA SECRETARIAT". In front of the building, there are several flags, including the Romanian flag (blue, yellow, and red vertical stripes) and the European Union flag (a circle of twelve gold stars on a blue field). A large bouquet of flowers is visible in the foreground.

AIPA SECRETARIAT

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AIPA ANTHEM

For friendship and mutual cooperation

Regional peace and prosperity

ASEAN Parliamentarians formed AIPA

A...I...P...A...

AIPA

(*) Conceived in Jakarta

Nurtured in Kuala Lumpur

Manila, Singapore and Bangkok

Cherished in Bandar Seri Begawan, Ha Noi

Vientiane, NayPyiTaw and Phnom Penh

With great expectations through one vision one community

we have a common ASEAN identity

A...I...P...A

AIPA

Back to (*)

With abiding sense of belonging, a great purpose to achieve shared destiny, goals and values

A...I...P...A

AIPA

Back to (*)

A...I...P...A

AIPA

Our ASEAN Parliament

FOREWORD

PRESIDENT OF AIPA



**H. E. Tan Sri Datuk
Seri Panglima Pandikar
Amin Mulia**
*Speaker of the House
of Representatives
of Malaysia and AIPA
President*

It gives me great pleasure to host the 36th AIPA General Assembly this year in Malaysia. It is with much joy that I look forward to this gathering of our sister and brother Parliamentarians, especially so as 2015 marks a particularly important milestone for ASEAN in its efforts to establish the ASEAN Community. As such, there is no better time than this for us to launch policies that are truly people-centred, by AIPA for ASEAN.

As parliamentarians, we deal directly with the grassroots organisations and people in this region. It is we who can create the awareness among our ASEAN citizens for closer cooperation, irrespective of our race, language or religion. It is a window for us to promote solidarity, understanding, cooperation and close relations among the Parliaments of ASEAN to help facilitate the achievement of ASEAN's goals.

AIPA has, over a period of time, grown into a strong association, as envisaged at the time of its formation. We have come a long way and we have enhanced our friendship and mutual cooperation on matters affecting our region in order to promote regional peace, stability and prosperity. We have bonded well, giving concrete substance to our desire for brotherhood and friendship in meeting the new challenges confronting us in this modern age.

Closer cooperation among the legislatures in this region has led to better understanding and the closing of ranks among the ASEAN Member States. We have also been mindful that the resolutions we adopt in AIPA contribute towards ASEAN integration and ASEAN Community building.

With time, our horizon has also extended beyond just ASEAN Community building to having closer relations with other Parliaments, Parliamentary Organisations as well as regional and international organisations, so as to be in sync with the goals, interests and aspirations of ASEAN. This is a natural development and a natural extension of its role. We cannot afford to be a closed organisation in the digital age.

I am glad to note that our AIPA Secretariat has kept in step and has grown from merely assisting the President of AIPA and the General Assembly, to being an effective body, providing the necessary support to AIPA in its mission to create one vision, one identity and one community, and as a channel of formal communication between AIPA and ASEAN, and other international and regional organisations, governments and parliaments.

Its Workplans, which are now produced annually, provide detailed and useful insights into the workings of AIPA and the Secretariat, hence furthering transparency in the discharge of its functions and budget expenditures. The Workplan also sets out the goals for the future. This third Workplan produced by the AIPA Secretariat is laudable and I congratulate the Secretary General and his officers for their efforts and dedication.

May I conclude by inviting all our parliamentarians at the General Assembly to participate robustly in deliberating on the matters before it as the AIPA General Assembly is a one-stop knowledge reservoir and knowledge exchange centre for Member Parliaments.

It is my fervent hope that all participants at the meeting will have a memorable stay in Malaysia. I wish all of you "Selamat Datang ke Malaysia."

H. E. TAN SRI DATUK SERI PANGLIMA PANDIKAR AMIN MULIA

Speaker of the House of Representatives of Malaysia and AIPA President



SPEAKERS

AIPA MEMBER PARLIAMENT



**H. E. TAN SRI DATUK SERI
PANGLIMA PANDIKAR AMIN
MULIA,**
*SPEAKER OF THE HOUSE
OF REPRESENTATIVES OF
MALAYSIA AND AIPA PRESIDENT*



H.E. THURA U SHWE MANN,
*SPEAKER OF UNION ASSEMBLY
OF MYANMAR*



**H.E. PORNPETCH
WICHITCHOLCHAI,**
*PRESIDENT OF NATIONAL
LEGISLATIVE ASSEMBLY OF
THAILAND*



**H.E. PEHIN ORANG KAYA SERI LELA DATO
SERI SETIA AWANG HJ. ABD. RAHMAN BIN
DATO SETIA HJ. MD. TAIB,**
*SPEAKER OF THE LEGISLATIVE COUNCIL
OF BRUNEI DARUSSALAM*



**SAMDECH AKKA MOHA PONHEA
CHAKREI HENG SAMRIN,**
*PRESIDENT OF THE NATIONAL
ASSEMBLY OF THE KINGDOM OF
CAMBODIA*



H.E. FELICIANO R. BELMONTE, JR.,
SPEAKER OF THE HOUSE OF
REPRESENTATIVES OF THE
PHILIPPINES



H.E. MADAM HALIMAH YACOB,
SPEAKER OF THE PARLIAMENT OF
SINGAPORE



H.E. NGUYEN SINH HUNG,
PRESIDENT OF THE NATIONAL
ASSEMBLY OF VIETNAM



H.E. SETYA NOVANTO,
SPEAKER OF THE HOUSE OF
REPRESENTATIVES OF INDONESIA



H.E. MADAME PANY YATHOTTOU,
PRESIDENT OF THE NATIONAL
ASSEMBLY OF LAO PDR



UPPER HOUSE

OF AIPA MEMBER PARLIAMENTS



**SAMDECH VIBOLSENA
PHEAKDEI SAY CHHUM,**
President of Senate of the
Kingdom of Cambodia



**H.E. SENATOR TAN SRI ABU
ZAHAR UJANG,**
President of the Senate of the
Parliament of Malaysia



H.E. U KHIN AUNG MYINT,
Speaker of the House of
Nationalities of the Union
Assembly of Myanmar

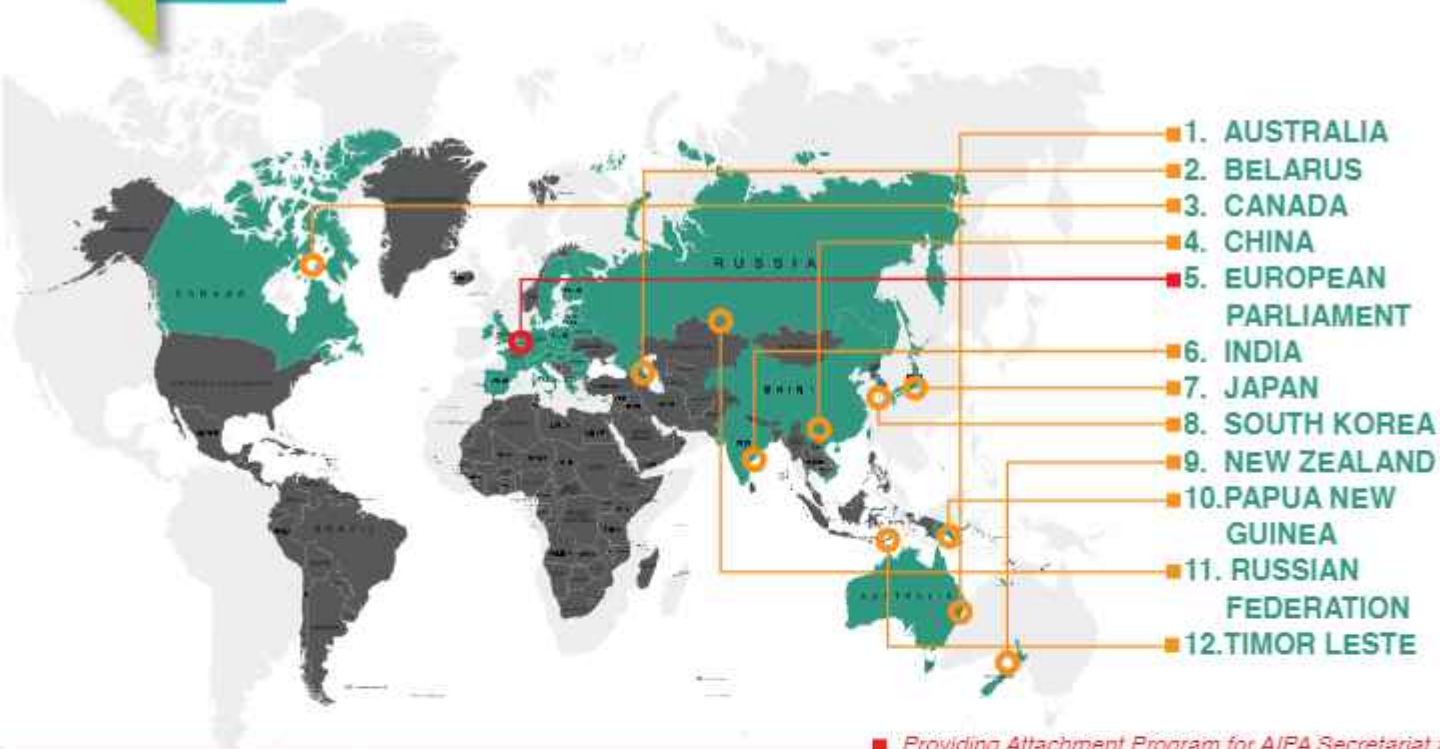


**H.E. SENATOR FRANKLIN M.
DILLON,**
President of Senate of the
Philippines



OBSERVER

PARLIAMENTS



■ Providing Attachment Program for AIPA Secretariat Staff

“to promote solidarity, understanding, cooperation and close relations among parliaments of ASEAN Member States, other parliaments and parliamentary organisations”

Article 3 of AIPA Statute



AUSTRALIA



BELARUS



CANADA



CHINA



EUROPEAN PARLIAMENT



INDIA



JAPAN



SOUTH KOREA



NEW ZEALAND



PAPUA NEW GUINEA



RUSSIAN FEDERATION



TIMOR LESTE



**HON. PEHIN DATO HAJI
JUDIN BIN HAJI ASAR,**
*SECRETARY TO COUNCIL
OF CABINET MINISTERS OF
BRUNEI DARUSSALAM*



MRS. ROSE AMINAH ISMAIL,
*REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT*

“continuously improve the working environment and enhance quality in organizing and facilitating the privy council, cabinet ministers council and legislative council”

1. INTRODUCTION

The Department of Councils of State is one of the departments under The Prime Minister's Office. Its function is to facilitate meetings of the Privy Council, Cabinet Ministers Council and Legislative Council. Literally, this department provides services in preparing meeting documents; disseminating information, compiling reports and ensuring their safe and proper custody.

2. BACKGROUND

The philosophy of Brunei Darussalam is “Melayu Islam Beraja (MIB) or Malay Muslim Monarchy”. His Majesty the Sultan and Yang Di-Pertuan is the supreme Executive authority. In performing his duties, His Majesty the Sultan and Yang Di-Pertuan is guided by Brunei Darussalam's written Constitution of 1959, which was amended extensively in 2004. He is also advised by the three branches of government and other bodies established under the Constitution to help him to discharge his responsibility to the nation in accordance with the MIB philosophy. These three branches of government, comprising the Executive, Judiciary and Legislative, though having separate powers and functions, are inter-related to one another. Other bodies or councils advising His Majesty in accordance to their expertise and responsibilities include the Religious Council, the authority responsible for advising His Majesty the Sultan on matters relating to the Islamic Religion; and the Adat Istiadat Council which is responsible in advising His Majesty the Sultan relating to Adat Istiadat or State Custom. This is to ensure that His Majesty is well-advised in all matters and to sustain high standards of integrity and transparency of the government. His Majesty, as the pillar of the government and embodiment of the MIB philosophy, is, therefore, performing as the essential element that weaves together social harmony, stability and consensus in the country. The uniqueness of Brunei's administrative and political system is a distinctive one firmly based on tradition.

3. VISION AND MISSION

The vision of our Department is to develop and upgrade the Council of State, equivalent to other reputable Parliaments in the region. Its mission is to continuously improve the working environment and enhance the quality in organizing and facilitating the work of the Privy Council, Cabinet Ministers' Council and Legislative Council.

The organization chart of the department is as shown. At present, the established posts comprise 56 officers and staff recruited by the Public Service Commission. The posts of Speaker, Clerks to Legislative Council and the Privy Council, and Secretary to Cabinet Ministers' Council and also Deputy Clerk of Councils are Constitutional Appointments made by His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam. In addition to that, the post of The Clerk I (First) to Legislative Council, The Clerk to Privy Council and The Secretary to Cabinet Ministers' Council are entirely separate entities, but they can be held by one person, as is presently practised.



BRUNEI DARUSSALAM

4. MANAGEMENT SYSTEM

For administrative purposes, the Department of Councils of State is divided into three sections, namely, the Office of the Speaker, the Office of the Clerk I (First) of the Legislative Council and the Office of the Clerk II (Second) of the Legislative Council. The Clerk I (First) is responsible for administration and operational matters. In addition to that, he is also looking after the Privy Council and Cabinet Ministers' Council. Clerk II (Second) is designated to render assistance in the work of the Legislative Council, especially to the Speaker of the Legislative Council. The office of the Speaker, on the other hand, is responsible for ensuring the smooth running of Legislative Council meetings, and the Speaker himself is answerable directly to His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam.

The driving force for implementing the vision, mission and strategy of the department comes from the input of ideas and opinions of the middle management, discussed and endorsed during the meeting of section heads with the Clerks.

The administration and operation of the Legislative Council and Privy Council are run and managed by the present holder of Jurutulis I (The Clerk First of the Council). The Cabinet Ministers' Unit is also administered and managed by the present designated Secretary to Ministers' Council, with a few officers and staff created in established posts. The Clerk of the Privy Council and the Secretary to the Cabinet Ministers are answerable directly to His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam in his capacity as the Chairman for both Councils.

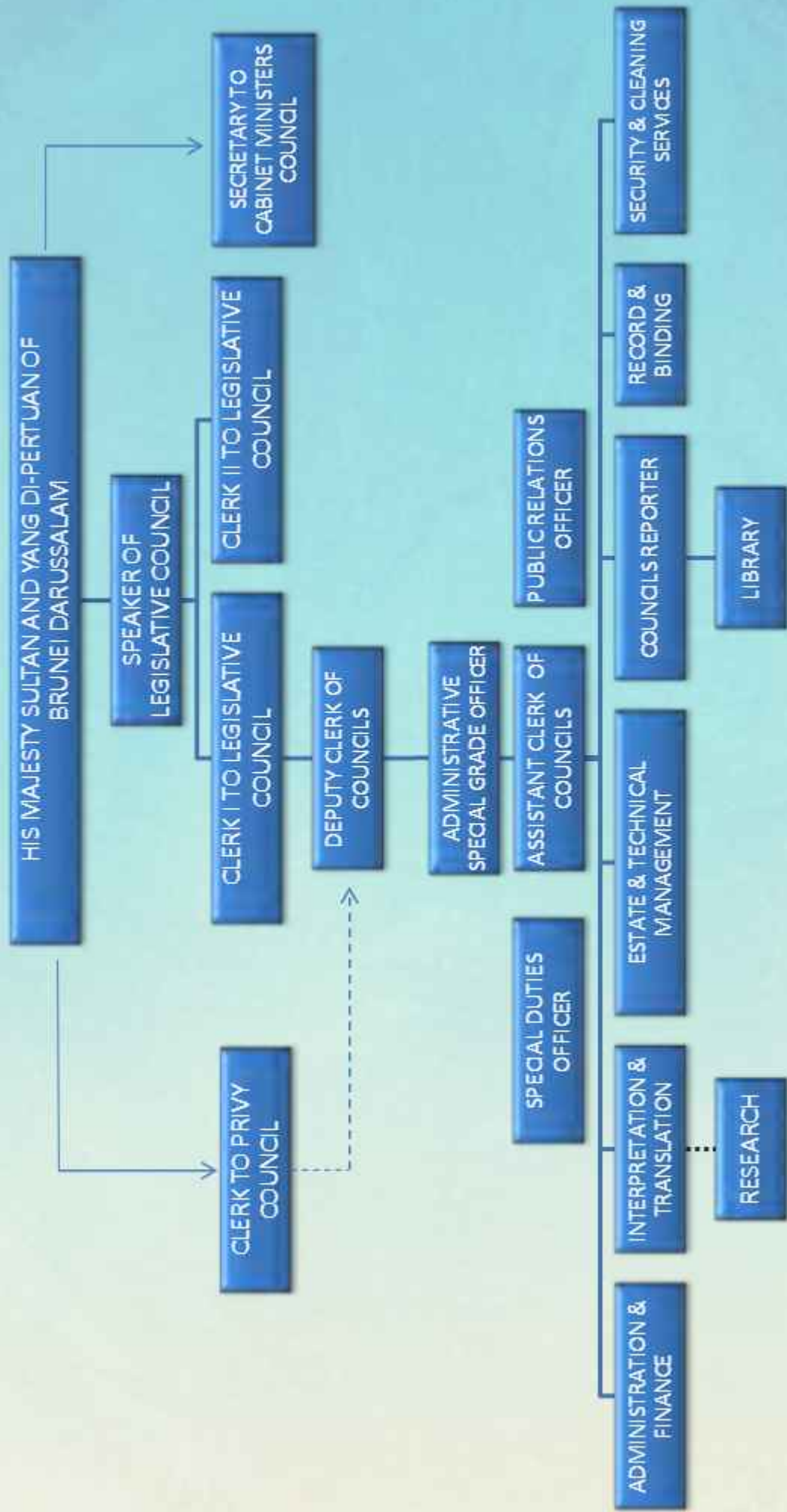
Human resource management decisions are considered and made by The Clerks, Deputy Clerk and Administrative Special Grade Officer.

5. NURTURING SYSTEM

To uphold the values of the department's mission, vision and strategy, efficiency, quality of services and accountability are of paramount importance. As the department handles classified information, such as secret and confidential papers, all the documents have, therefore, to be handled efficiently and effectively. The credibility of the person in charge is an important criteria in order to ensure that the duties entrusted to him/her are carried out in accordance with the rules and regulations.

From the human resource management perspective of developing, nurturing and inspiring its officers to work effectively, recommendation was made that they be given awards and honours in the form of medals and decorations, such as Bintang and Pingat, to recognize their contributions to the nation. To develop and enhance their knowledge and skills capabilities, the department also sends its officers for training and workshops both locally at the Public Service Institute, Islamic Dakwah Centre or Parliament, and overseas.

BRUNEI DARUSSALAM ORGANISATION STRUCTURE





“providing all minutes or procedural, legal and technical services to members of parliament, the permanent committee, and commissions of the national assembly”



HON. LENG PENG LONG,
SECRETARY GENERAL OF
THE NATIONAL ASSEMBLY
OF CAMBODIA



MR. HEANG THUL,
REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT

The General Secretariat of the National Assembly of the Kingdom of Cambodia

The Kingdom of Cambodia has a bicameral Parliament, comprising the National Assembly and the Senate. The National Assembly has a permanent General Secretariat which manages and administers the affairs for all parliamentarians. The General Secretariat is led by a Secretary General, assisted by a number of Deputy Secretaries General.

The Secretary General and Deputy Secretaries General are chosen from senior officers with at least 10 years of administrative experience. They are appointed by Royal Decree on the proposal of the President of the National Assembly. He/she has to act neutrally and can neither be a member of parliament nor of a political party. The staff of the General Secretariat of the National Assembly are nominated by the President of the National Assembly on the proposal of the Secretary General.

The General Secretariat is an institution responsible for keeping records of the National Assembly's affairs as well as providing legal services to the leaders of the National Assembly, chairpersons of commissions and members of parliament. The General Secretariat supports the work of the National Assembly by providing it with services related to administration, procedure, security, finance, technical affairs, protocol, public, library, research and external relations of the National Assembly.

All records and documents of the National Assembly are kept in the General Secretariat and are not to be disclosed to the public without the express permission of the President of the National Assembly.

I. Structure of the General Secretariat (attached)

- General Department of Administration and Finance
- General Department of Services and Techniques
- General Inspectorate
- Information and Communication Technology Center
- Research Center
- Department of Internal Audit
- Office of Secretaries
- Office of Security

II. Recruitment of General Secretariat Personnel

National Assembly staff enjoy an independent status as Royal Government Civil Servants and are separately governed by a statute called "Law on the Status of the Civil Servants of the Legislative Body" which was adopted on 3 January 2003 by the National Assembly.



C A M B O D I A

This law covers the personnel staff of the three Legislative Institutions: the National Assembly, the Senate and the Constitutional Council.

The number of Civil Servants in the National Assembly has grown over the years, from the first legislature to the fifth legislature, due to the expanded scope of work in the General Secretariat of the National Assembly.

III. Roles and Duties

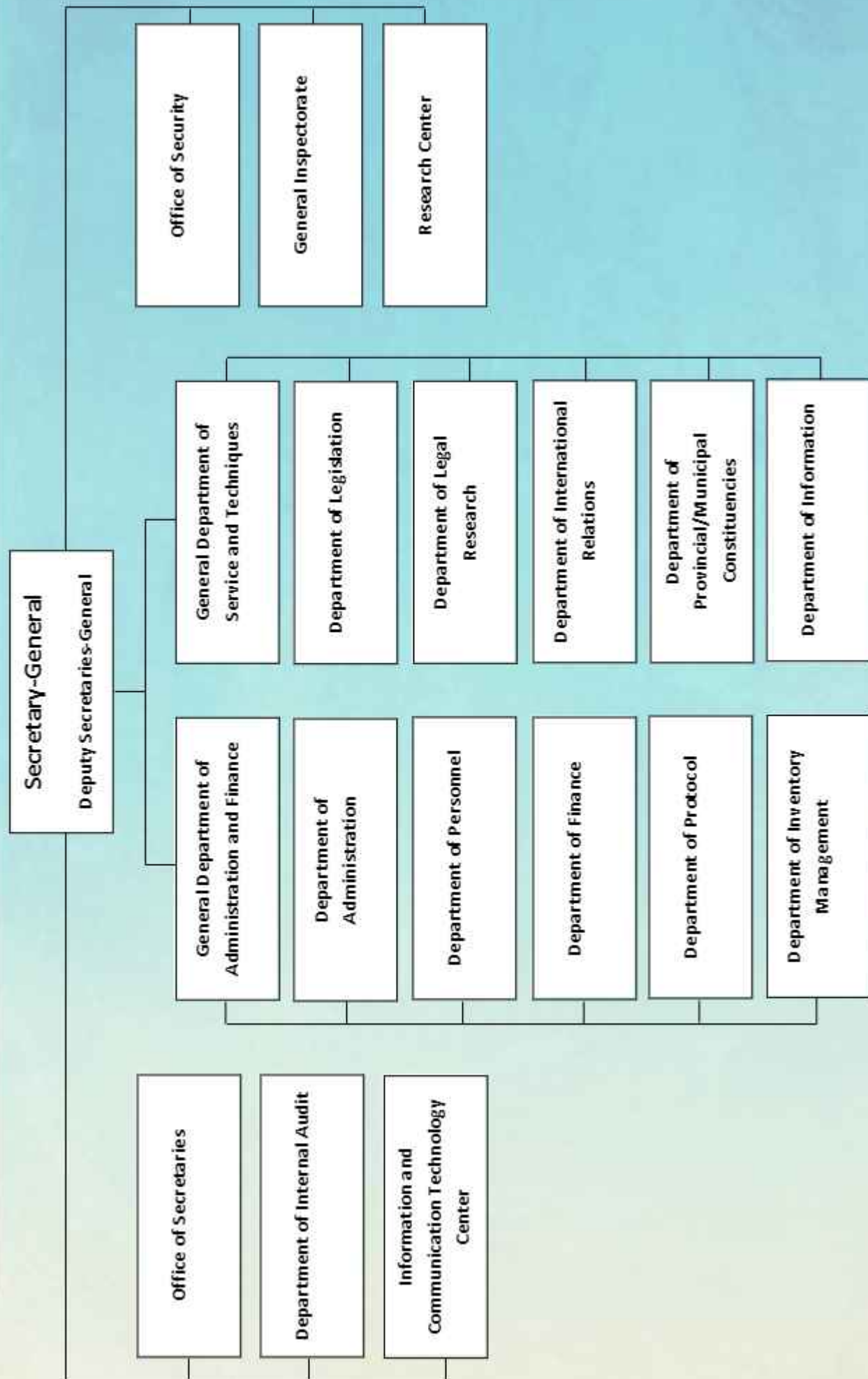
The General Secretariat of the National Assembly is governed by a separate statute as a permanent and neutral mechanism to ensure the normalcy and continuity of the National Assembly's affairs for every legislature.

The General Secretariat is responsible for taking notes and compiling minutes of debates of National Assembly proceedings and Sessions, as well as those of the Permanent Standing Committees, the various Commissions of the National Assembly, in addition to managing general administration issues and external relations with other institutions.

The General Secretariat has accountability and oversight of the following activities of the National Assembly:

1. Providing administrative and logistics Support:
 - General administrative affairs;
 - Drafting and preparing the annual budget, developing expenditure procedures, reporting on the balance and expenditure of the National Assembly;
 - Managing and maintaining the National Assembly's properties;
 - Keeping confidential minutes and documents of the National Assembly, and not disclosing them without the approval of the President of the National Assembly.
2. Providing technical and professional services:
 - Reviewing, analysing and researching on draft laws and proposed laws and other legal research issues;
 - Supporting and provisioning technical, legal and procedural assistance;
 - Advising on preparation of meetings;
 - Supporting and provisioning protocol advice and assistance for international activities and internal legislative procedures.
 - Managing staff and developing human resources, and equipping them with basic material, facilities and technical skills;
 - Providing all minutes or procedural, legal and technical services to Members of Parliament, the Permanent Committee, and Commissions of the National Assembly.

CAMBODIA ORGANISATION STRUCTURE





“to create an effective and transparent organization to carry out oversight function and to create a strong, aspiration, responsive, and accommodative organization of DPR RI”



HON. DR.
WINANTUNINGTYASTITI
SWASANANI, M.SI.,
SECRETARY GENERAL
OF THE HOUSE OF
REPRESENTATIVES OF
INDONESIA



MR. CHAIRIL PATRIA SIP., MSI.,
REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT

THE SECRETARIAT OF DEWAN PERWAKILAN RAKYAT, REPUBLIC OF INDONESIA

OVERVIEW

The history of the DPR Secretariat is inseparable from that of the Indonesian House of Representatives (DPR-RI). After the proclamation of the Independence of Indonesia on 17 August 1945, the first legislative body in Indonesia was the Central Indonesian National Committee (KNIP) which was established on 29 August 1945 with 137 Members. At the same time, the Secretariat, headed by a Secretary General and assisted by a Vice Secretary General, was established. The Secretariat then consisted of three departments. The secretariat was reorganised on several occasions, and the present structure is as set out in the organisation chart in accordance with the Presidential decree.

VISION, MISSION AND OBJECTIVE



ORGANIZATION STRUCTURE & HUMAN RESOURCES

The Secretariat serves the DPR-RI and is headed by a Secretary General. The current Secretary General is Dr Winantuningtyastiti. The Secretary General is answerable to the Speaker of the DPR-RI. The Secretary General is assisted by a Vice Secretary General and a number of line Deputies who are appointed by the President upon the recommendation of the Speaker of the DPR-RI.

The Secretary General is the chief executive officer of the Secretariat of the DPR-RI and is responsible for the administrative support of the House. It is also the duty of the Secretary General to be responsible for security and library support. The Secretary General is also responsible for issues and matters pertaining to external bodies, such as Government Ministries, Non-Governmental Organisations, and other parliaments or parliamentary organisations.



The Secretary General is assisted by a Vice Secretary General. The Vice Secretary General is also responsible for coordinating the implementation of the internal directives of the Secretariat of the DPR-RI, as well as any other activities assigned by the Secretary General.

On the international stage, the Secretary General and Vice Secretary General are commissioned to obtain membership in the various forums for Secretaries General organised by other parliaments or parliamentary organisations.

FUNCTIONS OF DEPARTMENTS

1. **Deputy for Legislation** consists of 3 bureaus and is tasked to provide technical, administrative and expertise support in the implementation and drafting of law and regulations.
2. **Deputy for Budget and Oversight** consists of 3 bureaus and is tasked to provide technical, administrative, and expertise support and has oversight of Parliament's budget.
3. **Deputy for Sessions and Inter-Parliamentary Cooperation** consists of 4 bureaus and has the task of directing and providing technical and administrative support for sitting of Parliament and its committees and other inter-parliamentary bodies.
4. **Deputy for Administration** consists of 5 bureaus and is responsible for directing and conducting planning and supervision, Human Resource Development (HRD), finance, logistics support, and maintaining good housekeeping of the Indonesian House of Representatives.

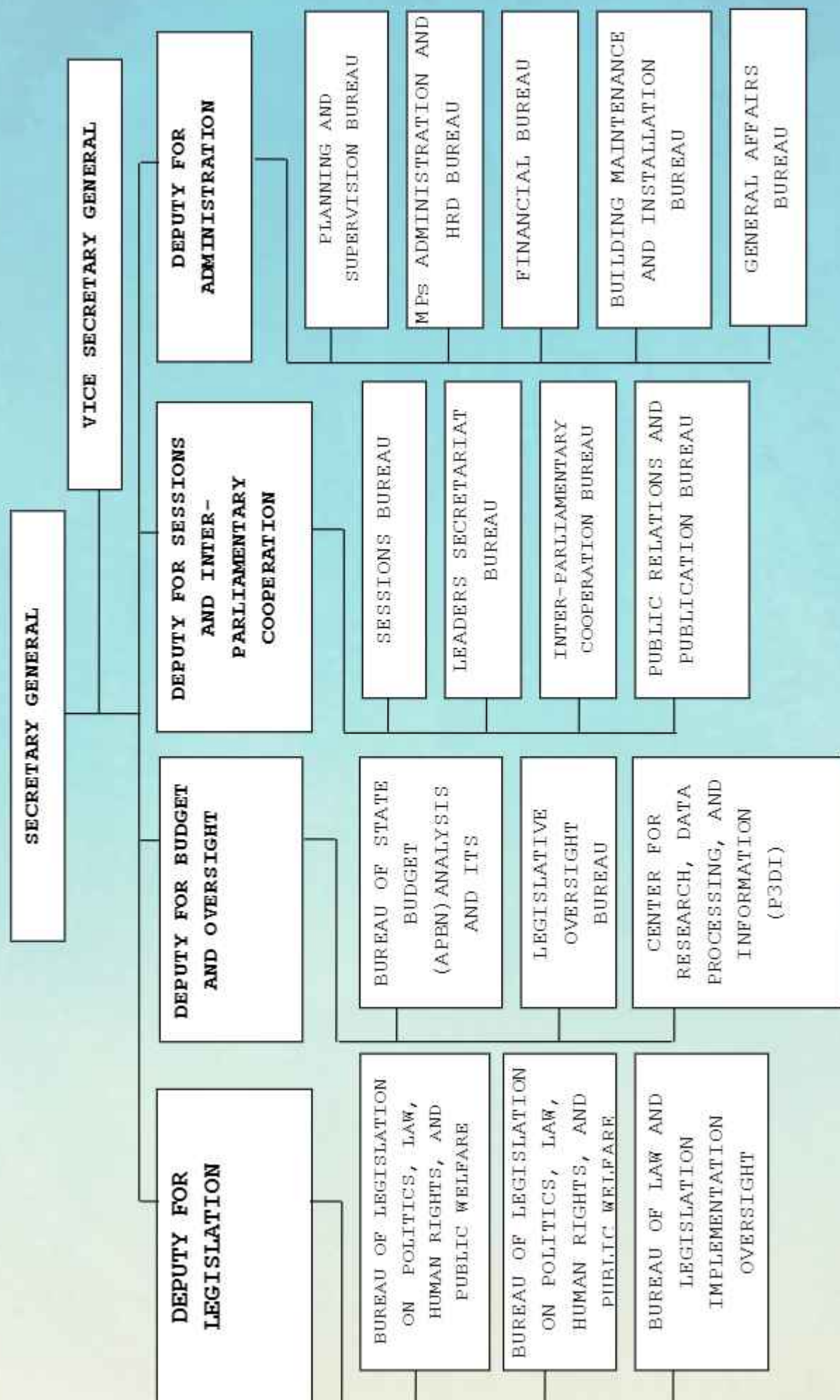
The existing staff strength of the Secretariat of DPR-RI is 1,751, comprising 1,356 permanent staff, 300 outsourced staff and 95 temporary staff, most of whom are graduates. To improve the capability and capacity of human resources, continuous efforts are being taken to develop and train and retrain the employees through inhouse training programs and external training courses, including providing scholarships to deserving officers.

THE SECRETARIAT OF REGIONAL PARLIAMENTARY ORGANIZATIONS AS NATIONAL SECRETARIAT OF AIPA

The Secretariat of Regional Parliamentary Organization (OPR), which is under the Bureau of Inter-Parliamentary Cooperation, is required to analyze regional issues, provide meeting services for the desk of AIPA/ASEAN and the Asian Parliamentary Assembly, and other regional parliamentary organisations.

OPR also plays the role as the Indonesian National Secretariat of AIPA. OPR maintains regular contacts with AIPA Secretariat in discharging its duties, particularly to keep AIPA Secretariat informed of our parliamentary activities based on the resolutions and policies adopted at AIPA General Assemblies.

INDONESIA ORGANISATION STRUCTURE





“to decide on ratification or abolition of treaties and agreements signed with foreign countries in accordance with international law and regulations”



**HON. DR. OUNKEO
VOUTHIRATH,**
*CHIEF OF THE CABINET
SECRETARY GENERAL OF
THE NATIONAL ASSEMBLY
OF LAO PDR*



**MR. VIENGTHAVISONE
THEPHACHANH,**
*REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT*

BRIEF HISTORY OF THE NATIONAL ASSEMBLY OF LAO PDR

Since the 18th century, the Lao people have been struggling for their independence. The Lao People's Revolutionary Party eventually achieved the complete liberation of the country on 2 December 1975 with the foundation of the Lao People's Democratic Republic and the establishment of the Supreme People's Assembly by a nationwide People's Representatives Congress.

The Supreme People's Assembly's First legislature had 45 members, of whom four were women. The Standing Committee consisted of five persons and, at that time, there were three committees, namely: 1) the Constitution Drafting Committee; 2) the Presidential Decrees and Election Laws Drafting Committee; and, 3) the Planning and State Budget Committee.

The Constitution of Lao PDR was promulgated on 15 August 1991 and enabled the National Assembly to exercise its representative legislative oversight and consideration of issues of national significance.

The National Assembly is currently in its seventh legislature which was elected in 2011, comprising 132 members, 33 of whom are women, with Madame Pany Yathotou being elected as the first women Assembly President. The seventh legislature's Standing Committee has 10 members and six functional committees. As the legislative organ, its mandate includes the right to decide the fundamental issues of the Nation, as follows:

- To establish, approve or amend the constitution;
- To consider, approve, amend, or abrogate laws;
- To determine, change, or abolish taxes and duties;
- To consider and approve strategic plans of socio-economic development and the budgets of the States;
- To elect or remove the President of the Republic and the Vice-President of the Republic on the recommendation of the National Assembly;
- To consider and approve the appointment or removal of members of the government on the recommendation of the President of the Republic;
- To elect or remove the President of the People's Supreme Court and the Public Prosecutor-General on the recommendation of the National Assembly Standing Committee;
- To approve the establishment or dissolution of the ministries, ministry equivalent organizations, provinces and municipalities and to determine the boundaries of provinces and municipalities on the recommendation of the Prime Minister;
- To decide on granting general amnesties;



LAO P D R

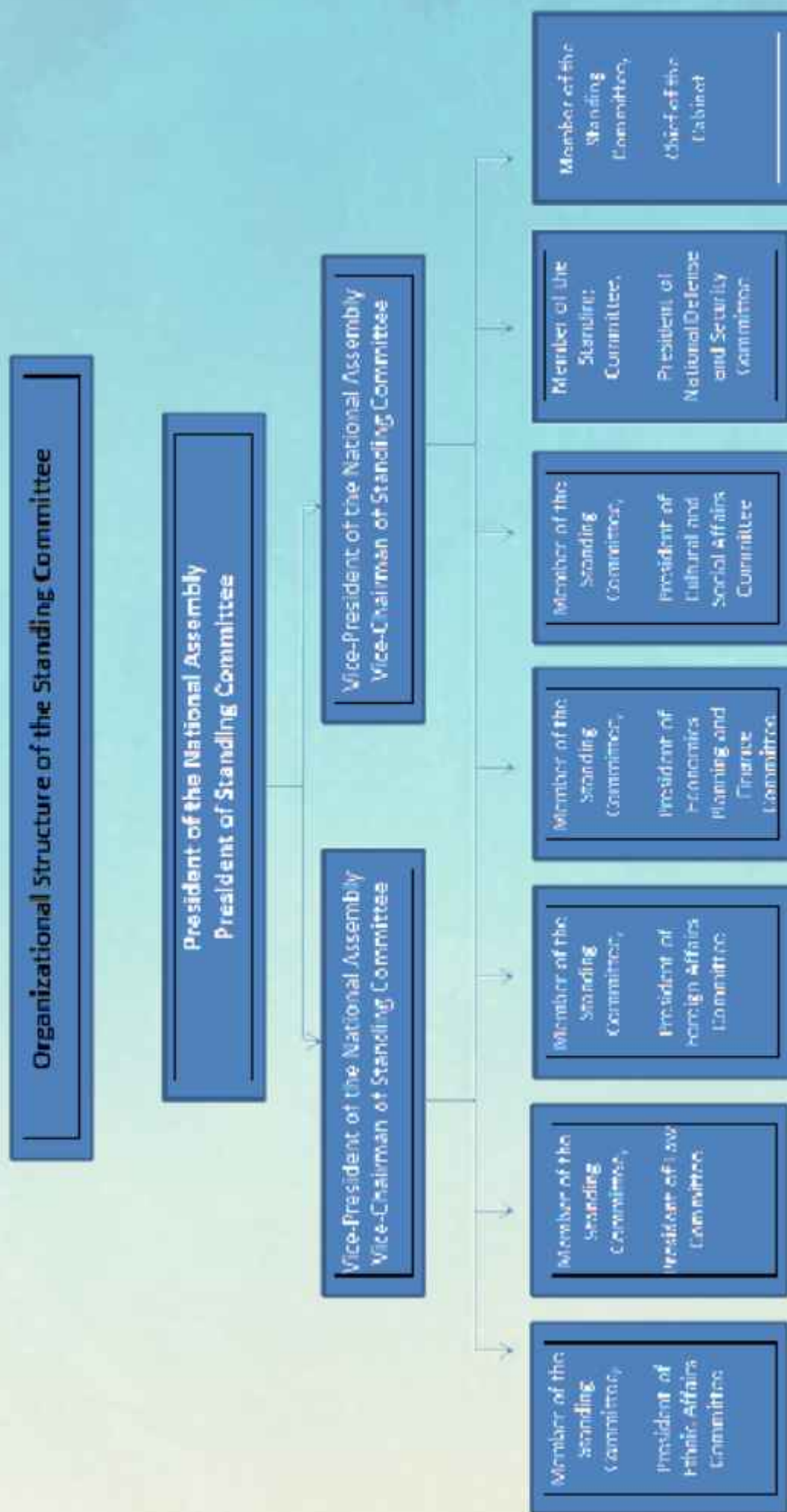
- To decide on ratification or abolition of treaties and agreements signed with foreign countries in accordance with international law and regulations;
- To decide on matters of war or peace;
- To supervise the observance of the Constitution and the law;
- To exercise other rights and execute other duties as prescribed by law.

Since the first legislature until the seventh legislature, it has been emphasized that the numbers of parliamentarians, especially women parliamentarians, have constantly been increased. Achievements and activities accomplished by the Assembly have been valuable for the current legislature as well as for future legislatures.

The National Assembly is a state organ representing the rights and interests of the Lao multi-ethnic people. The National Assembly is the supreme organ of state powers and is also the legislative branch with the power to make decisions on the fundamental issues of the country as a whole, to oversee the activities of the executive organs, thereby, building confidence of state officials and the people from all walks of life to strengthen its peoples' respect for the Party and State which have introduced a system where laws guarantee people's rights and obligations in society. The election of National Assembly members is carried out on the basis of the principles of universality, equality, direct suffrage and secret ballot.

Currently, the National Assembly consists of six Committees, 16 Departments, one Training Centre and one Information Centre.

LAO PDR ORGANISATION STRUCTURE





“to develop the applications for parliament for the smooth running of daily operations in terms of work process and service quality”



HON. DATUK ROOSME HAMZAH,
SECRETARY OF THE HOUSE
OF REPRESENTATIVES OF
MALAYSIA



MS. LAVINIA VYVEGANATHAN,
REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT

THE MALAYSIAN PARLIAMENT SECRETARIAT

INTRODUCTION

The Administration of Parliament is led by the Chief Administrator of Parliament, who is responsible for its administration and financial affairs. He is assisted by the Deputy Chief Administrator and two Secretaries of the House, namely, the Secretary of the Senate and the Secretary of the House of Representatives. The Secretary of the Senate is responsible for all affairs related to the Senate, while the Secretary of the House of Representatives is responsible for all affairs related to the House of Representatives.

The Secretariat of the Parliament of Malaysia consists of eleven divisions which are made up of 353 positions as shown below:

- Deputy Chief Administrator
- Legal Advisor's Office
- Corporate Communication Division
- Research Division
- Senate Division
- House of Representatives Division
- Management Division
- International Relations and Protocol Division
- Building Facilities and Landscape Maintenance Division
- Information Technology Division
- Security Division

LEGAL ADVISOR'S OFFICE FUNCTION

1. LEGAL ADVICE

- To give legal opinions/advice in written or oral form in line with the provisions of the Federal Constitution and other laws on matters related to the administration of Parliament, especially those related to the interpretation of Acts, Statutes, Method, Regulations, Subsidiary Legislation or judicial decisions.
- To review all provisions in agreements/contracts that involve the administration of Parliament.
- To give advice to Parliament's Administration regarding any disciplinary cases.
- To implement instructions given by the Attorney-General on any laws relating to Parliament's Administration.
- To give legal opinions/advice in written or oral form in line with the provisions of the Federal Constitution and other laws on legal issues raised in the Senate and the House of Representatives.
- To assist the Secretary of both Houses in interpreting the provisions of the Standing Orders.

2. ENACTMENT

- To prepare and review drafts of International Agreements/Memorandum of Understanding between the Parliament of Malaysia and foreign countries, draft Agreements/Memorandum of Understanding between the Parliament of Malaysia and Ministries/other agencies, Letters of Intent, terms for Committees and Standing Orders of the Senate/House of Representatives.

3. PROSECUTION AND LEGAL ADVISORY

- To inform the Administration of Parliament and the Secretaries of both Houses relating to any court cases involving the Malaysian Parliament.
- To review summonses, sign affidavits and legal documentation to be submitted to the courts.



M A L A Y S I A

- To inform, prepare documents and gather evidence of criminal and civil cases to be sent to the Prosecution Division and Legal Advisory Division, Attorney General's Chambers.

4. LEGAL REVIEW

- To conduct research and review of any main regulations, subsidiary legislation or judicial decisions related to Parliament's Administration.

CORPORATE COMMUNICATION DIVISION FUNCTION

- To manage the media during official functions and proceedings of Parliament.
- To manage the media during official functions, proceedings and international seminars hosted by Parliament.
- To monitor the management of complaints.
- To manage customer service.
- To manage photographic and visual publications
- To manage the Customer Service and One-Stop Centre.

RESEARCH DIVISION FUNCTION

- To analyze Bills tabled and prepare Bills analysis reports.
- To prepare abstracts and speaking notes for Members of Parliament attending local and overseas conferences/meetings and seminars.
- To assist Members of Parliament to obtain information and statistics, and prepare notes for debate in the House.
- To manage Parliament's Library.
- To manage and index databases for Bills tabled and newspaper cuttings.
- To manage multimedia collection on interactive web.
- To manage and implement research tasks according to area of interest, ie, economic, social, energy, science, security, international, etc, for Members of Parliament.

SENATE DIVISION FUNCTION

To manage the Senate proceedings, such as producing notice of meetings to Members and government agencies, provide Order Papers, process and edit questions for oral and written answer, as well as to prepare the minutes of meetings (votes and running of meetings).

HOUSE OF REPRESENTATIVES DIVISION FUNCTION

- To manage the proceedings of the House of Representatives, such as producing notice of meetings to Members and government agencies, issuing Order Papers, processing and editing questions for oral and written answer, as well as preparing minutes of meetings (votes and running of meetings).
- To manage Committee Meetings (Public Accounts Committee, Special Select Committees, etc) and prepare the minutes of meetings (votes and running of meetings).

MANAGEMENT DIVISION FUNCTION

To manage general administration matters, including the management of human resources and services of staff and Members

of Parliament, and management of finance and accounts.

BUILDING FACILITIES AND LANDSCAPE MAINTENANCE DIVISION FUNCTION

- To manage and administer the building and infrastructure maintenance contracts concerning the Parliament Building and Speakers' Official Residences for civil, structural, mechanical and electrical engineering works.
- To plan, manage, monitor and coordinate the maintenance, restoration and upgrading works for Parliament Building and Speakers' Official Residences for civil, structural, mechanical and electrical engineering.
- To prepare and issue specifications and process quotations for immediate works for maintenance and upgrading of Parliament Building and Speakers' Official Residences for all Civil & Structural, Mechanical and Electrical Engineering matters works.
- To coordinate and manage the logistics preparation for Parliament's official functions.
- To prepare the estimated annual budget for all maintenance works for Civil & Structural, Mechanical and Electrical Engineering works.
- To provide consultation and relevant technical support.
- To manage the maintenance of landscape, compound and cleanliness of the building.
- To provide professional consultation for contract and quantity survey for development and maintenance projects.
- To be the secretariat for the sale of quotation form and provide consultation service to the contract administration secretariat.
- To update the cost information for building materials, manpower and plants.

INFORMATION TECHNOLOGY DIVISION FUNCTION

- To develop, manage and maintain the computer system of Parliament.
- To develop the applications for Parliament for the smooth running of daily operations in terms of work process and service quality.
- To provide consultation service to the Chief Administrator regarding the implementation of fast-paced information technology.
- To provide skills training to the staff and provide IT facilities to assist the Members of Parliament with their work.
- To set up and maintain the database and promote information sharing.
- To manage and update the portal system of Parliament.
- To be responsible for the implementation and maintenance of physical security system of buildings, finance, portal, asset management and Members of Parliament's record system.
- To implement the Transfer of Technology (TOT).
- To manage the audio-visual operation system during the proceedings of the Senate and the House of Representatives, Committee Meetings and official functions.
- To manage the preparation and management of ICT security policy for Parliament.
- To plan, manage and monitor the expenses and implementation of ICT development projects.
- To manage the preparation, implementation and update of ICT Strategic Plan for Parliament.
- To be responsible for and monitor the current ICT projects.

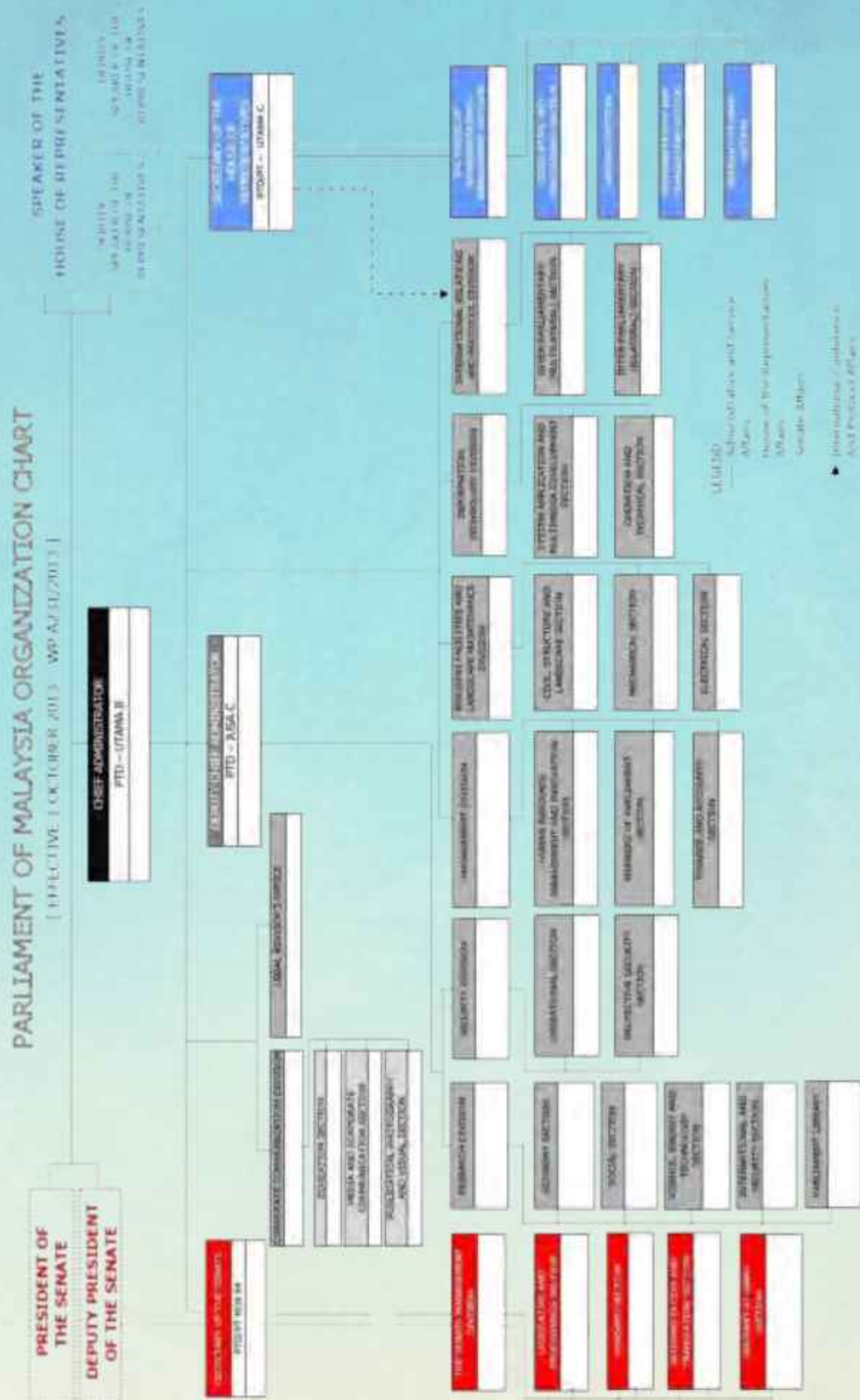
SECURITY DIVISION FUNCTION

- To provide advice regarding security protection to all units under Parliament.
- To coordinate and ensure security control and to monitor physical and document security system in Parliament building runs accordingly with cooperation by PDRM.
- To conduct inspection and spot checks and to provide recommendations to overcome the weaknesses of physical, document and personal security.
- To manage and process application/security pass issuance (permanent, temporary, visitor, etc).
- To enforce regulation and physical, document and personal security measures outlined in the safety instructions.
- To serve as security secretariat for conferences hosted by Parliament.
- To enforce all regulations and physical security in line with the requirements by the Protected Areas and Protected Places Act 1959 and directives issued by Parliament.

INTERNATIONAL RELATIONS AND PROTOCOL DIVISION FUNCTION

- The permanent secretariat and coordinator for all conferences and events in relation to Parliament of Malaysia, eg, AIPA, CPA and IPU
- The permanent secretariat for CPA MALAYSIA and IPU MALAYSIA
- To manage overseas official visits for the President of the Senate, the Speaker of the House of Representatives, Deputy President of the Senate and Deputy Speakers of the House of Representatives.
- To manage all overseas working visits for Members of Parliament.
- To manage and coordinate all international official/working visits to Parliament.
- To manage all courtesy calls on the President of the Senate, the Speaker of the House of Representatives, Ministers, Deputy President of the Senate and Deputy Speakers of the House of Representatives.
- To advise and coordinate all matters related to protocol in functions/programmes organised by Parliament
- To assist in all matters related to protocol in functions/programmes in Parliament of Malaysia or organized by other agencies
- To be the secretariat for the Parliamentary Friendship Group.
- To manage local and international visits by the Parliamentary Friendship Group

MALAYSIA ORGANISATION STRUCTURE





“official or working visits of the Speakers and some committee chairs for enhancing friendship and bilateral cooperation among the parliamentary partners”



HON. MR. KYAW SOE,
DIRECTOR GENERAL OF
THE UNION ASSEMBLY OF
MYANMAR



DAW NI NI AYE,
REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT

The History of the Office of Pyidaungsu Hluttaw (Union Assembly)

On 2 December 2010, the Pyithu Hluttaw Office (Peoples' Parliament Office) was reorganized and renamed the Hluttaw Office (Parliament Office) in compliance with the direction of the State Peace and Development Council.

The Parliament Office was headed by a Director General, and had three Departments, each headed by a Deputy Director General: the Union Assembly Department, the House of Representatives Department and the House of Nationalities Department. These three Departments were responsible for the administration of the three Houses of Parliament.

On 31 January 2011, the Union Assembly, the House of Representatives and the House of Nationalities started convening their respective meetings. After two years, it was identified that, in the long-term, it would be difficult to effectively manage the three Houses through a single Parliament Office. Therefore, three separate offices were created, each led by a Director General. The transformation of the House of Representatives Office and the House of Nationalities Office was designed on 1 October 2013. On 31 January 2014, the Parliament Office was transformed into the Pyidaungsu Hluttaw Office (the Union Assembly Office).

The Heads of the present three parliamentary Offices are as follows:

- (a) U Kyaw Soe (Director General, the Office of the Union Assembly)
- (b) U Tin Win Aung (Director General, the Office of the House of Representatives)
- (c) U Kyi Min (Director General, the Office of the House of Nationalities)

According to the law relating to the Pyidaungsu Hluttaw (Section 3, Sub Section g), the Office of the Pyidaungsu Hluttaw is a parliamentary secretariat totaling 590 staff (currently about 285 staff).

The Pyidaungsu Hluttaw Office designates staff functions and administration work in conformity with following aims and objectives;

Aims

- (a) To promulgate laws relevant to the present period and system placing the people at the head, who are the original owner of the three branches of power;
- (b) To perform the task of making laws in accordance with the Constitution regardless of national race, regions and policies;

Objectives

- (a) To carry out the rule of law and tranquility;
- (b) To implement freedom, equality and justice;
- (c) To carry out the upgrading of the capacity of the MPs and staff of the Pyidaungsu Hluttaw Office;
- (d) To co-ordinate with the Union-level Organizations.

The Office of the Pyidaungsu Hluttaw is made up of three main divisions:



M Y A N M A R

- (a) Division of International Relations, Research and Library
- (b) Division of Plenary Session
- (c) Division of Administration

The Division of International Relations, Research and Library comprises 4 Departments: International Relations; Information Communication Technology; Research; and Library and Archive. The International Relations Department has the responsibility to undertake the tasks related to AIPA, IPU, ASEP, UNDP and other organizations. It is also in charge of:

- (a) engagement and negotiations between the Myanmar Parliament and other partners;
- (b) courtesy calls on Speakers;
- (c) official and working visits of Speakers and committee chairs to enhance friendship and bilateral cooperation among parliamentary partners.

Technical and other support services are provided by the Information Communication Technology Department. The Research Services Department provides information and impartial research for Members of Parliament and committees. The Library and Archive Department provides services on borrowing of books in all subjects for both Members of Parliament and staff.

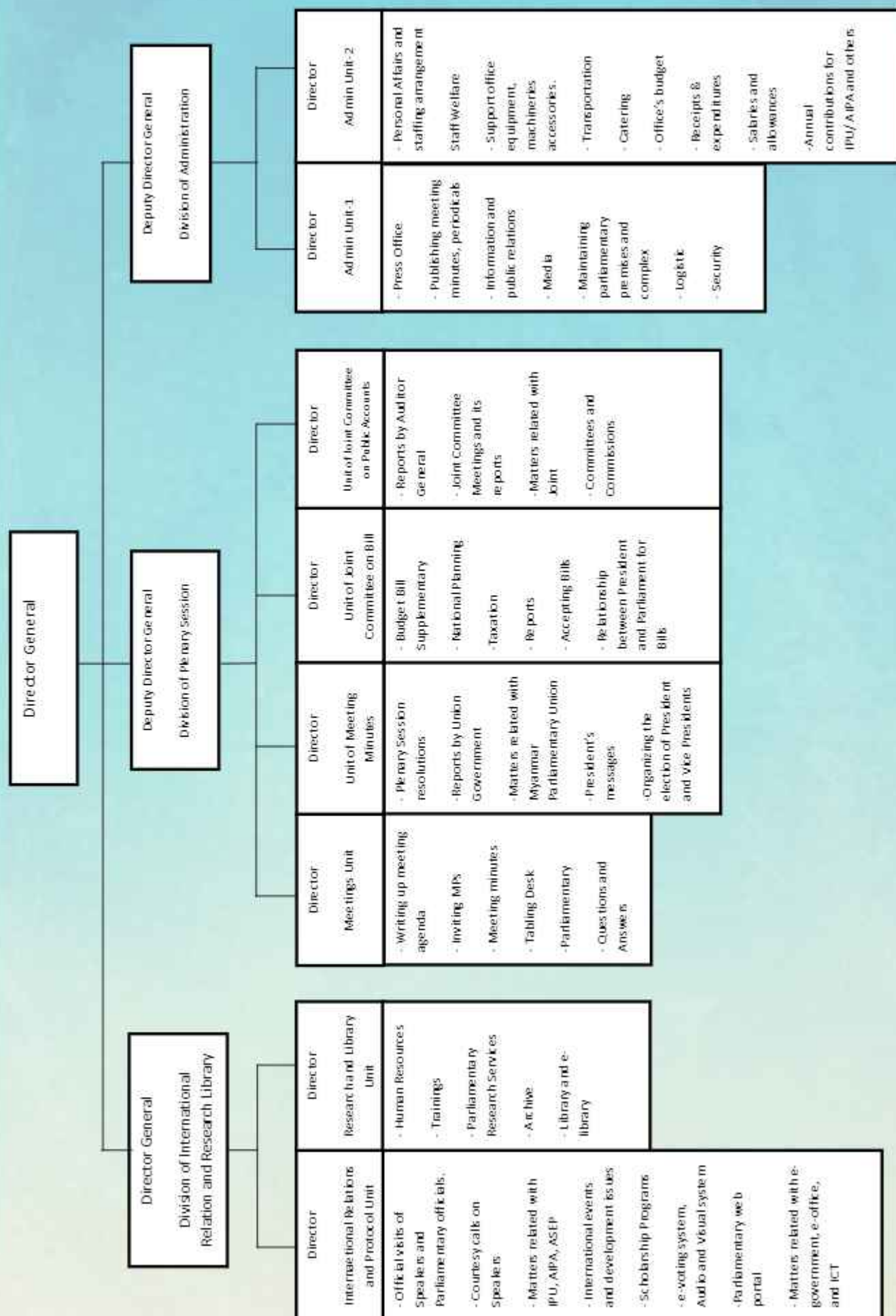
Plenary Session, Script, Joint Bill Committee and Joint Committee on Public Accounts are combined under the Division of Plenary Session. They have their own respective tasks which are crucial to plenary sessions, like planning the detailed agendas and writing minutes and the script.

Division of Administration sets out all the administrative work of the Pyidaungsu Hluttaw Office. Staff affairs, finance, maintenance and repair, transportation and publishing all come under the wings of this Division.

AIPA and related tasks are handled by the International Relations Unit. The International Relations Unit has established relations with numerous partners both inside and outside the Myanmar Parliament, like AIPA. This Unit organises workshops and oversees capacity development projects and meetings related to AIPA which are hosted by Myanmar Parliament and organized by AIPA. It also provides logistics and other support to Members of Parliaments and staff who participate in workshops, capacity development projects and meetings related to AIPA which are held in other countries. It also works hand-in-hand with AIPA to publish the AIPA Handbook, AIPA Coffee-table book and AIPA Work Plan.

The three Offices seek to successfully meet the Aims and Objectives set out above, and to meet the needs of legislators going forward.

MYANMAR ORGANISATION STRUCTURE





“to provide efficient and effective services to the House of Representatives, and its Members in the performance of their mandate with integrity, competence, transparency, and accountability in the service of the Filipino people”



HON. ATTY. MARILYN BARUA YAP,
*SECRETARY GENERAL
OF THE HOUSE OF
REPRESENTATIVES OF
THE PHILIPPINES*



MS. LOURDES RAJINI RYE,
*REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT*

THE HOUSE SECRETARIAT OF THE PHILIPPINES

MISSION

The Secretariat is committed to providing efficient and effective services to the House of Representatives and its Members in the performance of their mandate with integrity, competence, transparency and accountability in the service of the Filipino people.

VISION

The Secretariat of the House of Representatives is an organization of career public servants providing comprehensive, strategic, innovative, efficient, environmentally responsible, ethical and citizen-friendly services to the House of Representatives (HREP), its Members and the general public and committed to sustaining a work culture of excellence, continuous learning, team work, transparency and accountability.

STRATEGIC DIRECTIONS

1. Strengthening the linkage between planning and budget systems of the institution towards the optimum utilization of available resources.
2. Rationalizing systems and processes, functions and organizational structure of the Secretariat.
3. Promoting continuing human resource development programs.
4. Institutionalizing mechanisms for regular information sharing on legislative and Secretariat concerns between the House leadership and the Secretariat.
5. Establishing communication and feedback mechanisms to strengthen public participation in the legislative process.
6. Continuously improving the hiring and promotion, performance evaluation, incentives and rewards, welfare and retirement systems of the Secretariat.
7. Intensifying the use of information and communication technology for more efficient and effective delivery of services.

DEPARTMENTS AND BUREAUS OF THE HOUSE SECRETARIAT

The Office of the Secretary General (OSG)

Mandate: The OSG, as the principal coordinating center of all legislative and administrative support services, supports the Secretary General in the performance of her role in the strategic management of parliamentary services.

Finance Department (FD)

Mandate: The FD manages the financial resources of the HREP in accordance with the provisions of the General Appropriations Act (GAA) as to its appropriations; the Commission on Audit (COA) as to financial reporting; the Department of Budget and Management (DBM) as to budget allotment and cash allocations; and the House leadership as to approval of plans, programs, policies and procedures. The FD oversees (1) Accounting Service, (2) Budget Service, and (3) Cashiering Service.

Administrative Department (AD)

Mandate: The Administrative Department is responsible for the formulation, administration and implementation of comprehensive plans, programs and policies relating to personnel and other administrative matters. The AD oversees (1) Human Resource Management Service, (2) Medical and Dental Service, (3) Procurement and Supply Management Service, (4) Printing and Reproduction Service, and (5) Records and Management Service.



THE PHILIPPINES

Engineering and Physical Facilities Department (EPFD)

Mandate: The EPFD is responsible for the formulation, administration and implementation of plans and programs for the construction, maintenance and improvement of HREP buildings, grounds and facilities. The EPFD oversees (1) Building and Grounds Maintenance Service, and (2) Engineering Service.

Legal Affairs Department (LAD)

Mandate: The LAD provides timely and relevant legal advice and opinions as critical inputs for legislative and management actions. It specifically provides the following services:

- Appears as counsel for the HREP in cases where it is a party;
- Conducts legal research and renders legal opinions on matters referred to it by the Office of the Speaker, House Members, Officials and employees on concerns and issues arising in committee hearings, legislative investigations and Secretariat activities to ensure compliance with laws, rules and regulations;
- Drafts, formulates and reviews contracts, deeds, instruments and other documents involving the HREP;
- Ensures that administrative investigations and disciplinary actions are conducted in accordance with the prescribed rules and procedures; and
- Assists in grievance and conflict resolutions.

Legislative Operations Department (LOD)

Mandate: The LOD provides technical and other legislative support services specifically in the areas of legislative research and counselling, bill drafting, registration, indexing, monitoring and enrolment of bills and resolutions, preparation of the Daily Order of Business, documentation and publication of plenary proceedings. The LOD consists of two bureaus, namely (1) Plenary Affairs Bureau and (2) Reference and Research Bureau.

1. Plenary Affairs Bureau (PAB) provides legislative support service in the areas of registration, indexing, monitoring and enrolment of bills and resolutions, handles the preparation of the daily Order/Calendar of Business, as well as the documentation and publication of plenary proceedings and debates. The PAB oversees (1) Bills and Index Service, (2) Journal Service, (3) Publication and Editorial Service, and (4) Plenary Support Service.
2. Reference and Research Bureau (RRB) provides technical and legal services to Members of the House of Representatives in connection with their legislative activities. These services include the drafting of legislative measures, review and analysis of bills, research, and rendition of legal opinions on certain legislative issues. The RRB oversees (1) Bill Drafting Service, (2) Legislative Research Service, and (3) Legislative Counselling Service.

Office of the Sergeant-at-Arms (OSAA)

Mandate: The OSAA is responsible for the formulation, administration and implementation of plans, programs and projects for the security and personal safety of House Members and their staff, Secretariat personnel, guests and visitors while inside the HREP premises. The OSAA has a bureau, namely, the Legislative Security Bureau/Service (LSB) which is tasked to provide physical security and protection to all House Members, Congressional Staff and Secretariat personnel; safeguard House property, and secure the Legislative Complex.

Internal Audit Department (IAD)

Mandate: The IAD formulates, administers and implements approved audit programs that ensure compliance with existing rules and regulations for an efficient and effective fiscal administration, including the installation of internal control measures to safeguard funds and properties. The IAD oversees (1) Fiscal Control Service, and (2) Management Audit Service.

Legislative Information Resources Management Department (LIRMD)

Mandate: The LIRMD is the institutional hub for the generation, processing and delivery of legislative information and information-related services to the House Members and the general public.

1. Archives and Museum Management Bureau and Archives and Museum Management Service

Function: The Archives and Museum Management Bureau and Archives and Museum Management Service are responsible for managing the archives and museum facilities of the HREP.

2. Congressional Library Bureau and Legislative Library Service

Function: The Congressional Library Bureau and Legislative Library Service are responsible for providing an orderly, well-classified and comprehensive collection of legislative and legislation-related information materials and services by employing efficient acquisition, processing, retrieval, maintenance, delivery, and archival techniques to support the legislative research needs of the House Members, the House Secretariat and the general public.

Committee Affairs Department (CAD)

Mandate: The CAD provides technical and administrative services to the Standing and Special Committees of the House of Representatives. It assists in the formulation of the Committees' respective legislative agenda, including the Committees' Calendar of Business, and is responsible for the administration of these concerns.

CAD is organized into 11 Services, 10 of which perform direct technical support functions and one of which provides critical administrative support to the 10 line Services.

Congressional Policy and Budget Research Department (CPBRD)

Mandate: CPBRD provides advisory services to the Speaker and House Members in the formulation and enactment of socio-economic legislation. The CPBRD oversees (1) Economic Planning and Policy Research Service, (2) Fiscal Policy Research Service, and (3) Social Policy Research Service.

Inter-Parliamentary Relations and Special Affairs Bureau (IPRSAB)

Mandate: The IPRSAB is the external relations arm of the House of Representatives. It is responsible for establishing, promoting and maintaining the relations of the House with foreign legislative bodies and inter-parliamentary organizations. It participates in the formulation and execution of policies and plans related to the interactions of the House with the larger parliamentary world and extends technical and administrative support to diplomatic initiatives of the leadership of HREP and the Committee on Inter-Parliamentary Relations and Diplomacy (CIPRD). The IPRSAB oversees (1) Inter-Parliamentary Relations Service, (2) Protocol and Special Affairs Service, and (3) Travel Support Service.

Public Relations and Information Bureau (PRIB)

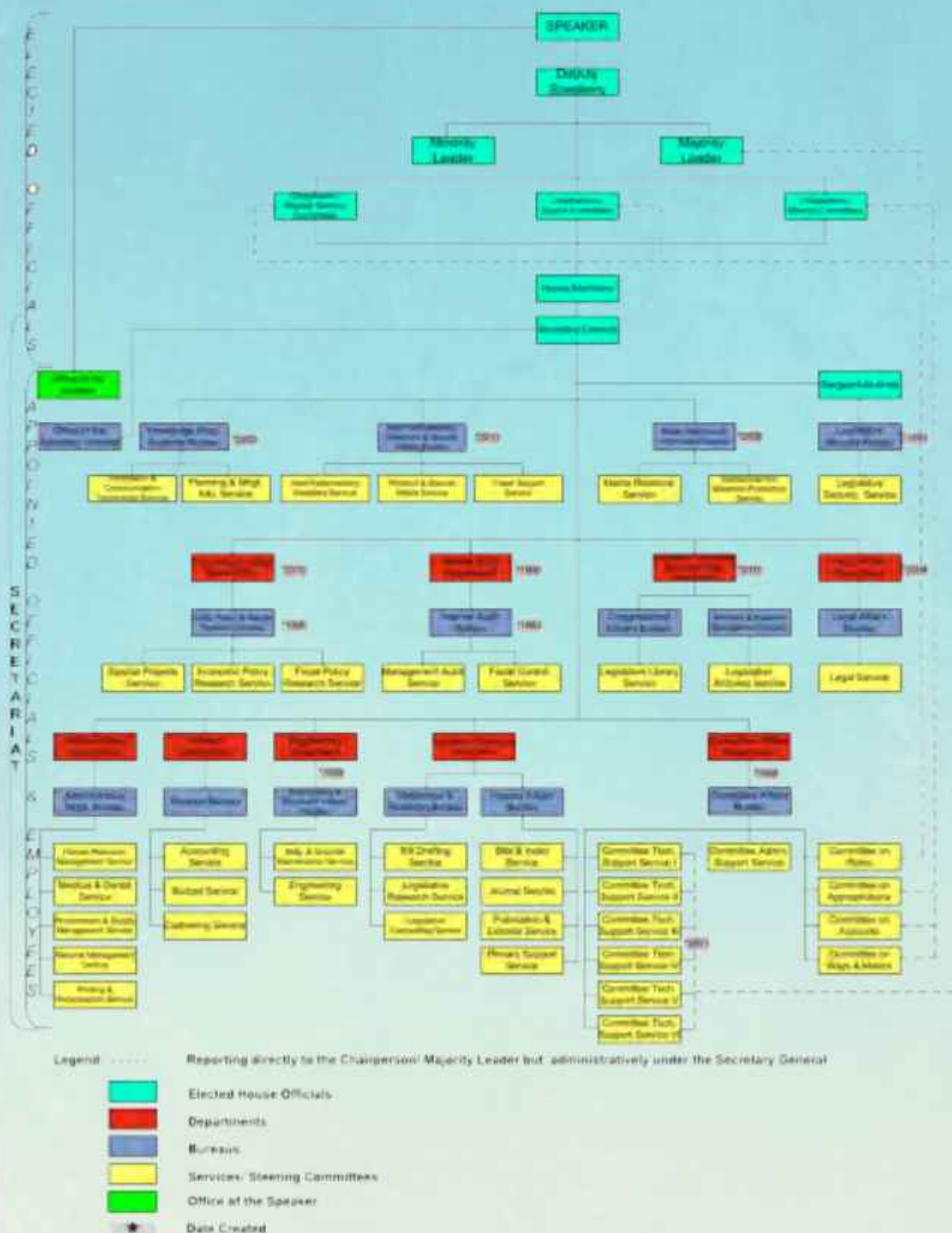
Mandate: The PRIB is responsible for the formulation, implementation and management of an integrated public information program that systematically disseminates timely, accurate and comprehensive information on the activities and concerns of the House of Representatives. The PRIB oversees (1) Media Relations Service, and (2) Institutional Information Materials Production Service (IIMPS)

Knowledge Management Systems Bureau (KMSB)

Mandate: The KMSB is a provider of the following services to the Secretariat and House Members:

1. Relevant, timely and cost-effective ICT services in their computerized systems, network, connectivity and equipment requirements;
2. Organizational development staff support services offering recommendations focused on improving organizational structures, performance and work processes to enable more effective, efficient and productive delivery of services; and
3. Providing the public easy and convenient access to legislative information through information and communication technology.

The KMSB oversees (1) Planning and Management Information Service, and (2) Information and Communication Technology Service.





“to develop and upgrade the Council of State, equivalent to other reputable parliament house in the region”



HON. MS. NG SHEAU JUAN,
CLERK OF PARLIAMENT OF THE
PARLIAMENT OF SINGAPORE



MS. CHUA LIN HWEЕ,
REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT

SINGAPORE PARLIAMENT SECRETARIAT'S PROFILE

Introduction

The Secretariat assists Singapore Parliament in its functions and in all matters related to its procedures and practices, the organisation of its business and proceedings, the work undertaken by its Committees, and inter-parliamentary activities.

History

The Singapore Parliament Secretariat traces its roots to the secretariat supporting the Legislative Council which later became the Legislative Assembly. Many of the officers in the Legislative Council were posted to serve the Legislative Assembly when it was established in 1955. One of them is Mr Abilio Lopez who was posted to the Legislative Assembly on 1 April 1956 as Second Clerk-Assistant of the Legislative Assembly. Mr Lopez later went on to become the longest-serving Clerk of Parliament from 1965 to 1995.

Management System

The Clerk of Parliament is the Chief Executive of the Secretariat and serves as the principal adviser on parliamentary procedures and practices. The Clerk of Parliament is appointed under the provisions of the Constitution. As the Chief Executive of the Secretariat, the Clerk oversees the management of the Secretariat and is supported by nine departments led by their respective heads. The nine departments within the Secretariat are:

(1) *Parliamentary Clerks*

The Parliamentary Clerks Department deals with all matters pertaining to the conduct of parliamentary business and proceedings in the House and its Select Committees. The Department is responsible for giving advice on parliamentary law and procedure to the Speaker, Deputy Speakers, Members of Parliament and Ministries.

(2) *Official Reports*

The Official Reports Department transcribes words spoken in Parliament during sittings and at Select Committee meetings and collates these reports into an official document known as the Official Report of Singapore Parliamentary Debates, and publishes them as the Speaker may direct.

(3) *Language Services*

The Language Services Department serves a crucial role during parliament



sittings by interpreting speeches simultaneously, expeditiously and accurately into the 4 official languages of Singapore – English, Malay, Mandarin and Tamil.

(4) *Security*

The Security Department works with various internal and external stakeholders to create a secure and safe environment for Members of Parliament, staff and visitors. Its main mission is to ensure that the House, its Committees and Members can conduct their business without disturbance or interruption from any threat or situation.

(5) *Corporate Services*

The Corporate Services Department supports the Parliament Secretariat's mission and strategic goals by delivering efficient support and advice in financial and budgetary control, employee and human resources management and development, and general office administration.

(6) *Estate and Facilities*

The Estate and Facilities Department is the custodian and manager of the infrastructure and physical environment of Parliament House. It is responsible for ensuring the operational efficiency of all building services that support parliamentary businesses.

(7) *Education and Publicity*

The Education and Publicity Department builds bridges with the public in an engaging and positive manner. Besides managing the Parliament visitor centre called ParConnect, the Department also oversees visits to Parliament House by students, new citizens, Government agencies and other groups, and acts as the custodian of the Singapore Parliament's education mascot, Parley.

(8) *Library/ Research*

The Library/Research Department maintains a rich repository of information related to parliamentary processes and procedures in Singapore and other Parliaments, and reference materials on current affairs and international relations. It also keeps an extensive collection of Official Reports (Hansards) from various Parliaments and audio-visual records of Singapore Parliamentary proceedings. The Parliament Library serves the research and information needs of Members of Parliament, their Legislative Assistants and resource panels, officials in the Ministries and statutory boards, and Parliament Secretariat staff.

(9) *Computer Information Systems.*

The Computer Information Systems Department (CISD), with its team of IT officers assigned from the Infocomm Development Authority (IDA), oversees the day-to-day operations of Parliament Secretariat's IT infrastructure and works closely with all departments to evaluate, propose and develop new ICT solutions that support the functions and mission of the Secretariat in compliance with ICT related security policies, Government Instruction Manuals, technical standards and procedures, and Singapore Government IT strategies.

Together, these departments support the Secretariat in their role as the provider of specialist advice on House proceedings and other operational support services.

The Secretariat has 43 permanent staff who are responsible for a wide range of parliamentary and administrative duties. They are supplemented by about 140 outsourced staff. The Secretariat also pays the allowances for 95 Legislative and Secretarial Assistants who are employed directly by the Members of Parliament (MPs) to assist them in their parliamentary duties.

Besides supporting Parliament and its Committees, the Secretariat also organises inter-parliamentary conferences, meetings and workshops, and conducts study visit programmes for visiting staff from other legislatures. The Secretariat maintains and runs a Parliament Visitor Centre called ParlConnect for walk-in visitors. ParlConnect engages visitors through its interactive multimedia displays and provides a public access point for visitors to learn about the various aspects of Parliament. The Secretariat also conducts tours for community groups and regular educational visits for Singapore students of different age groups, encompassing observations of sittings and role-play in moot Parliament settings.

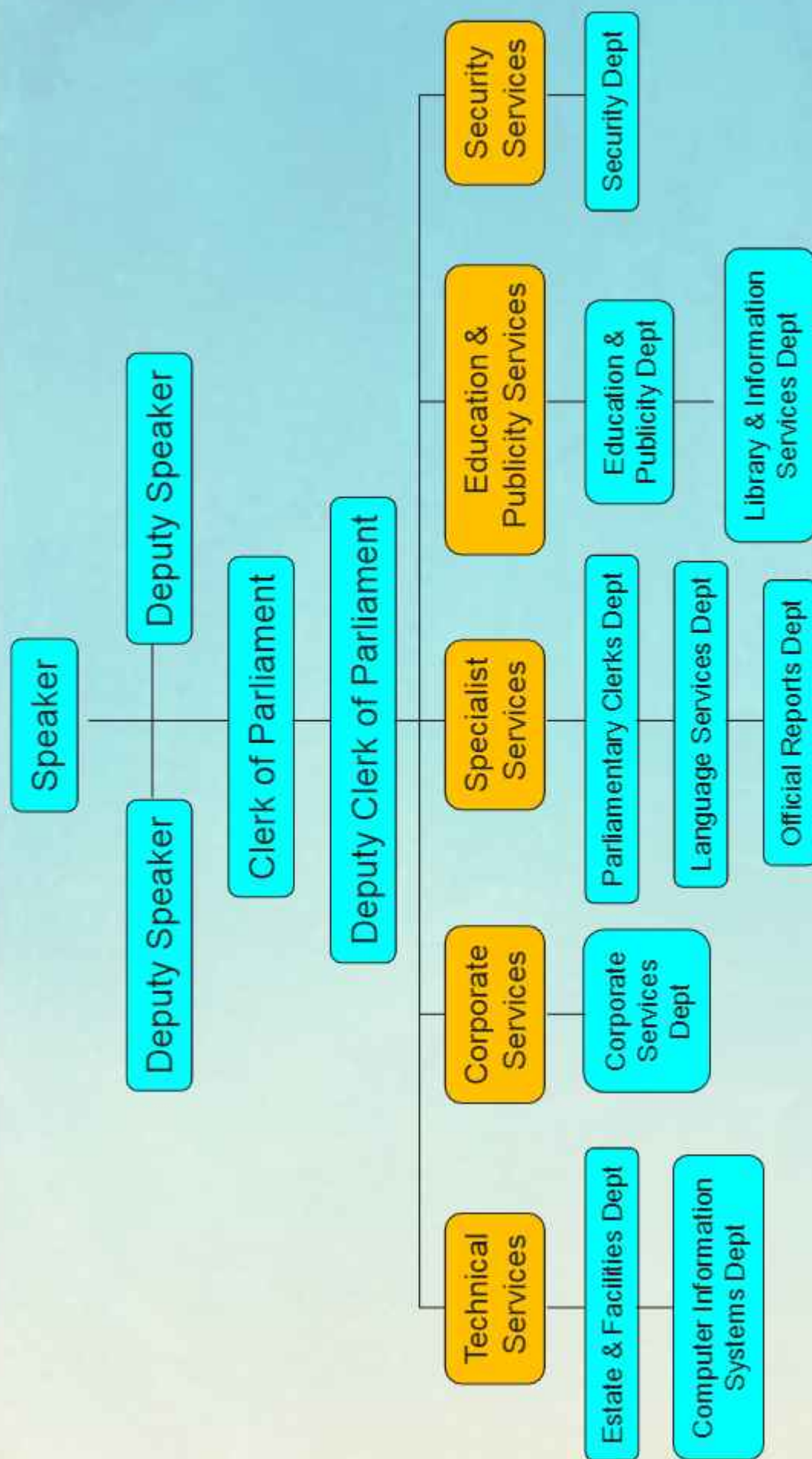
Certified under the ISO 9001 Standard, the Secretariat ensures a consistent level of performance and consistency in its delivery of services to the MPs. The Secretariat polls visit groups, Ministries and MPs every year to get their feedback on the services offered so as to continuously enhance the services provided by the Secretariat. The Secretariat is also certified under the People Developer Business Excellence Niche Standard for its focus on building capability amongst the staff. In February 2015, the Secretariat received the local Building and Construction Authority (BCA)'s Green Mark (Platinum) Award in recognition of its achievement of the highest standard of energy and water efficiency, and provision of quality indoor environment in its management of Parliament House.

Singapore AIPA National Secretariat

Singapore Parliament is one of the founding members of AIPA. As one of the first 5 AIPA Member Parliaments, Singapore has the honour to host the 1st General Assembly of AIPO from 26 to 28 September 1978. Since then, Singapore has hosted six General Assemblies of AIPO/AIPA, namely, in 1983, 1990, 1995, 2000 and 2008. Besides hosting AIPA General Assemblies, Singapore also plays host to many other AIPA activities and meetings, such as the 10th AIFOCOM and the 2nd AIPA Caucus meetings.

The role of Singapore AIPA National Secretariat is undertaken by the Singapore Parliament Secretariat under the charge of the Parliamentary Clerks Department.

SINGAPORE ORGANISATION STRUCTURE





“To become an excellent organization in promoting and supporting progressive, fair and transparent functioning of the legislature in the best interest of the people.”



HON. MR. CHARAE PANPRUANG,
SECRETARY GENERAL
OF THE HOUSE OF
REPRESENTATIVES OF
THAILAND



**MS. STEEJIT
TAIPIBOONSUK,**
REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT

The Secretariat of the House of Representatives of the Kingdom of Thailand

Historical Background

After Thailand changed its government from absolute monarchy to the democratic form of constitutional monarchy on 24 June 1932, the House of Representatives convened for the first time on 28 June 1932 at the Ananta Samakom Throne Hall. Since then, 28 June 1932 has been taken as the day that the parliamentary system was firmly established in Thailand, as well as the inception date of the House's Secretariat.

Later, on 9 November 1933, the government proposed an amendment to the Act for the Establishment of Ministries and Departments, allowing the administrative functions of the House of Representatives to be carried out smoothly by a group of officials within a bureaucratic framework known as The Secretarial Department of the House of Representatives. The amendment was approved and enacted into law, resulting in the permanent establishment of the House's administrative office.

That same year, the Department had its name changed to the Secretariat of the House of Representatives by a new law. It is now composed of three divisions, namely, Secretarial Division, Information Division, and Library and Committee Service Division.

Since then, the Secretariat of the House of Representatives has been reorganized many times. Following the Notification of the National Assembly on the Official Organization of the Secretariat of the House of Representatives, B.E. 2545 (2002) and its amendment, the organization structure of the Secretariat presently consists of 23 Bureaus and five Divisions.

Organization Structure

The Secretariat of the House of Representatives is led by the Secretary General. He is assisted by the Deputy Secretaries General and the Advisors.

The Official Organization Structure of the Secretariat of the House of Representatives is divided as follows:

- (1) Office of the Speaker of the House of Representatives
- (2) Office of the Secretary to the Parliamentary Officials Commission
- (3) Bureau of General Affairs Administration
- (4) Bureau of Human Resources Development
- (5) Bureau of Finance and Budget
- (6) Bureau of Printing Services
- (7) Bureau of Security
- (8) Bureau of Public Relations
- (9) The National Assembly Radio and Television Broadcasting Station
- (10) Bureau of Inter-Parliamentary Organizations
- (11) Bureau of International Relations
- (12) Bureau of Academic Services
- (13) Bureau of Information Technology
- (14) Bureau of Parliamentary Proceedings



THAILAND

- (15) Bureau of Legal Affairs
- (16) Bureau of Minutes and Stenography
- (17) Bureau of Committee 1
- (18) Bureau of Committee 2
- (19) Bureau of Committee 3
- (20) Bureau of Foreign Languages
- (21) Bureau of Policy and Planning
- (22) Bureau of Parliamentary Medical Services
- (23) Parliamentary Budget Office
- (24) Internal Audit Group
- (25) Division of President of the National Assembly
- (26) Division of the Leader of the Opposition in the House of Representatives
- (27) Inspection Group
- (28) Secretary General Affairs Division

The ASEAN Inter-Parliamentary Assembly Division

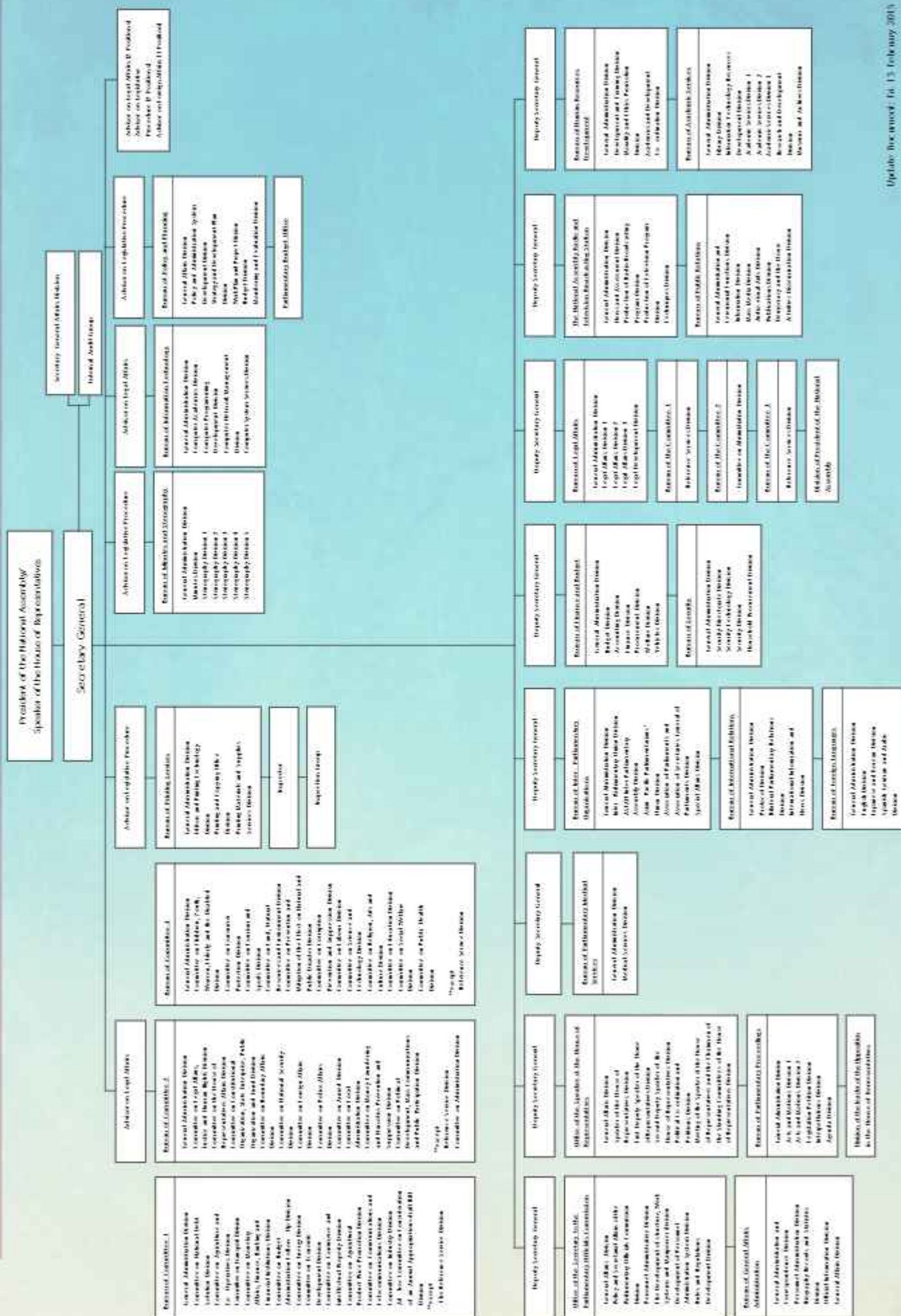
The Division related to AIPA is the ASEAN Inter-Parliamentary Assembly Division which is under the Bureau of Inter-Parliamentary Organizations. This division comprises 10 staff as follows:

1. Director of the Division
2. Foreign Affairs officers (7 positions)
3. General Service officers (2 positions)

The ASEAN Inter-Parliamentary Assembly Division is responsible for:

- (1) Performing the work of the House of Representatives and the Thai AIPA National Group;
- (2) Compiling data, studying, analyzing and monitoring political, economic and social situations for consideration at the AIPA meetings;
- (3) Translating documents for meetings, academic documents for consideration, and studies by delegations;
- (4) Serving as secretary to the delegations in their preparation for international conferences;
- (5) Preparing trip and meeting reports, translating meeting documents, and compiling meeting outcomes for dissemination to the public and related organizations;
- (6) Conducting follow-up studies on the execution of work according to the resolutions of the AIPA meetings; coordinating with the government sector as well as local and international organizations;
- (7) Organizing international conferences hosted by the Thai Parliament; and
- (8) Performing other assigned duties.

THAILAND ORGANISATION STRUCTURE





“to serve the national assembly and the standing committee of the national assembly in making laws and interpreting the constitution, laws and ordinances”



HON. MR. NGUYEN HANH PHUC,
CHAIRMAN OF THE
NATIONAL ASSEMBLY'S
OFFICE OF THE NATIONAL
ASSEMBLY OF VIET NAM



MS. TRAN KIM CHI,
REPRESENTATIVE OF AIPA
NATIONAL SECRETARIAT

AIPA National Secretariat of Viet Nam

General Information

Since the National Assembly of Viet Nam joined AIPO (now known as AIPA), all activities relating to AIPA and ASEAN have been chaired and implemented by the National Assembly Foreign Affairs Committee. Its assisting body is the AIPA Working Group, composed of four to five people, led by one Deputy Director of the Foreign Affairs Department, Office of the National Assembly, and staff members in the Multilateral Forum Division of the Department.

Although the Office of the National Assembly (ONA) does not officially establish an AIPA National Secretariat, there is an AIPA Working Group, based in the Foreign Affairs Department under the management of the Foreign Affairs Committee in terms of substance, and under the National Assembly Office in terms of organizational matters.

Organizational structure, functions and tasks of the AIPA Working Group

The AIPA Working Group is divided into two teams: (1) Team One follows up on matters relating to the General Assembly and the periodical symposiums, such as AIPA Caucus, AIPA-ASEAN Interface Meeting and AIFOCOM Meeting; (2) Team Two follows up on those relating to AIPA workshops, contacts with AIPA Secretariat, relations within AIPA, as well as those between AIPA and other stakeholders.

Functions and Tasks of the AIPA Working Group

- Plans and implements activities relating to AIPA
- Conducts research, advises and proposes to Leaders of Foreign Affairs Department, Foreign Affairs Committee/Office of the National Assembly on the stances and options of Viet Nam's engagement with AIPA.
- Maintains contact with AIPA Secretariat and the relevant agencies, including the National Assembly Office.

Tasks of the Head of the AIPA Working Group:

- Be a focal point and coordinates activities of the Group;
- Assigns work to team members in accordance with their job descriptions in the teams;
- Takes responsibilities for the Group's work before the Department's leaders;
- Regularly reports and updates the Group's work to the leaders of the



V I E T N A M

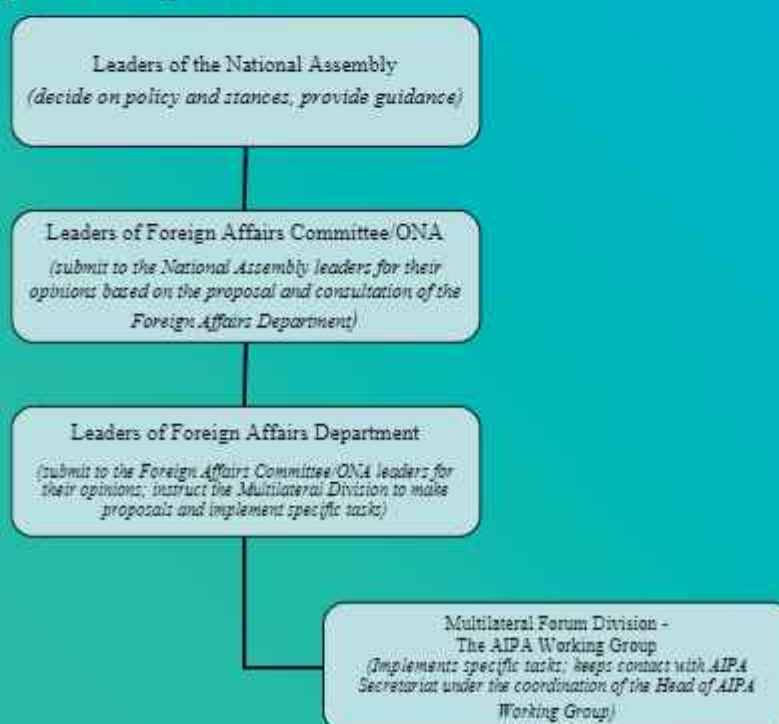
department/committee for their guidance;

- e) Keeps contact with AIPA Secretariat.

Tasks of the group members:

- a) Perform as assigned by the Head of the Group;
- b) Conduct research and provide advisory recommendations on the assigned work;
- c) Make direct contact with the focal points of the AIPA Secretariat;
- d) Regularly report and update individuals' activities to the Head of the Group;
- e) Coordinate with relevant units in ONA and other agencies to implement specific tasks.

The process of solving tasks relating to AIPA



National Assembly of Vietnam





AIP
SECRETARIAT

AIPA SECRETARIAT



The background of the page features a photograph of the AIP Secretariat building, a modern structure with a glass facade. In the foreground, there are several flags, including the Romanian flag (blue, yellow, and red vertical stripes) and the European Union flag (blue with yellow stars). A large, colorful, abstract geometric pattern composed of various triangles in shades of purple, pink, orange, and green is overlaid on the top half of the image.



REMARKS

AIPA SECRETARY GENERAL

Preamble

The renaming of AIPO to AIPA and the signing of the 1990 Agreement on the Establishment of a Permanent Secretariat in 2007 in Jakarta headed by a Secretary General appointed by each of the ASEAN countries on a 3-year rotational basis revitalised the Organisation. The Secretariat was revamped with vital changes to its structure and purpose. The first resident Secretary General to serve for three years was nominated by Malaysia whose efforts included providing new Regulations and the signing of the Agreement on the Establishment of an AIPA Secretariat.

The Secretary General became the formal channel of communication between AIPA and ASEAN. This hastened the turning of the wheels of AIPA Secretariat, speeding up its work, catching the attention and interest of parliamentary and other regional and international organisations, and leading to the signing of a Memorandum of Understanding (MOU) with the Federal Republic of Germany and a cooperation Agreement with Freeland Foundation during the term of the second Secretary General, providing a window of opportunity for the Secretariat to work directly with the staff of Member Parliaments.

A steadily increasing workload and connectivity with other external Parliaments and Non-Governmental Organisations required a further restructuring of AIPA and the Secretariat. Substantial amendments were made to the Statutes, Regulations and the Agreement on the Establishment of an AIPA Secretariat in 2014. An Instruction Manual for Staff (IMS) was also produced. The entire staff structure was overhauled, bringing in a younger graduate workforce with fresh perspectives and the zeal to work and all conversant in the English language.

These young and energetic staff members have placed AIPA Secretariat in a better position to respond to the fast evolving challenges in this digital age. Some have been sent overseas for training to provide them with a feel for the workings in other Parliaments and to imbibe their best practices.

AIPA Secretariat is now a service provider to other Member Parliaments in organising AIPA-related meetings, including the drafting of reports. Soon, the Intranet server will also be headquartered at the Secretariat. Hence, the Secretariat can be relied upon for guidance on issues and policies on practices.

In 2014, the decision was taken to organise workshops and training courses at the various Member Parliaments rather than to have it all here in Jakarta. This has brought about renewed interest by Member Parliaments in organising such projects in their Parliaments.

The post of Deputy Secretary General has been vacant since October 2014. Its work scope has decreased as it was absorbed by newly appointed Directors. The post will be filled after it has been restructured. The Member Parliaments have been approached to give inputs for this post and we are awaiting their returns.

Amendments to the Statutes and Regulations

Amendments to the Statutes and Regulations are necessary to empower the Secretary General to operate holistically within the powers given to him. Hence, the amendments are an attempt to keep up with the fast-changing demands and practices within the region and for AIPA to reach out to the various International and Regional bodies.

Connectivity with National Secretariats

The National Secretariats are a vital component in our organisational structure. Meetings of National Secretariats are now held annually during the General Assembly since 2013. Interactions among the staff of Member Parliaments have now made communication less officious, furthering the bonds of their friendship.

With the successful conclusion of the "Workshop on AIPA Intranet System" held in Singapore from 10-13 June 2015 and the agreement on the system to be selected, we are on track to having the system installed at the

Secretariat. We expect the system to be operational after the Trainers' training course is held, most probably in the Philippines by November 2015. When available, the Intranet system and video conferencing will further strengthen AIPA's capability, suite of activities and reach. Fellow staff of Member Parliaments will be able to contact, connect with and consult one another without any inhibitions and have immediate access to online real-time information.

Awareness Program

In our attempt to create awareness of AIPA and ASEAN amongst ASEAN citizens, various lines of communication are in place. These include the distribution of publications, newsletters and leaflets as well as the organisation of lectures, etc. Our official website is open and freely accessible to all, and the social media have also been roped in to help publicise our activities. We have also set up a dedicated AIPA-ASEAN corner in various Member Parliaments, including one in the ASEAN Library. Our staff are also actively involved in giving lectures regarding AIPA and ASEAN to visitors to the Indonesian Parliament. These are good but are, by themselves, not sufficient. We require some much needed push from ASEAN Governments and Parliamentarians to help bring to life the spirit of ASEAN to its peoples through people-centred policies and programmes.

Relationship with other Organizations

- (1) The recent setting up of the ASEAN Social Cultural Community saw AIPA being invited to sit as a member on its Committee as well as to a discussion with the ASEAN High Level Task Force on ASEAN post-2015. AIPA and the ASEAN Foundation are also looking into possible forms of cooperation, in line with the intention contained in the Memorandum of Understanding signed in 2013 between the two organisations.
- (2) Project "Capacity Development for the ASEAN Inter-Parliamentary Assembly" is jointly implemented by AIPA and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and commissioned and funded by the Federal Foreign Office of the Federal Republic of Germany. It is aimed at strengthening the parliamentary normative and control functions of ASEAN Member States (AMS). The target groups of the project are relevant staff of the AIPA Secretariat in Jakarta, Indonesia, the National AIPA Secretariats, selected staff and Members of Parliaments (MPs), eg, members of national budget committees, as well as selected representatives of the "Women Parliamentarians of AIPA (WAIPA)".

The two-year Project Phase I (2014-2015) is on course and various workshops have been held over the two-year period. The purpose is to pursue a three-pronged capacity development strategy, as follows:

- a) Supporting AIPA's institutional reform process;
 - b) Promoting advanced training measures for parliamentarians/staff of relevant AIPA Committees, of the AIPA-Secretariat as well as of the National AIPA-Secretariats; and
 - c) Enhancing AIPA Information and Communication Management (AIPA Intranet, awareness building).
- (3) AIPA and Freeland/ASEAN-WEN are working towards the common aspiration to combat Wildlife Crime. AIPA was invited as facilitator in the ASEAN-WEN Regional Stakeholders Policy Workshop, from 8-10 December 2014 at the Faculty of Law, National University of Singapore in Singapore.
 - (4) AIPA and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) with the support of the Department of Foreign Affairs, Trade and Development, Canada, organised a Regional Meeting on Promoting Women's Leadership and Political Participation in ASEAN from 7-8 October 2014 in Jakarta, Indonesia.
 - (5) AIPA was also invited for the first time by IPU to address its 132nd General Assembly held from 28 March – 1 April 2015 in Hanoi, Viet Nam. The AIPA Message was delivered by Hon Khoo Soo Seang, MP, on behalf of the President of AIPA and Speaker of the House of Representatives, Malaysia, H.E. Tan Sri Datuk Panglima Pandikar Amin Mulia.

Resolutions

AIPA Secretariat expects to table at least 13 Resolutions at the next General Assembly, including the three resolutions which were deferred at the last General Assembly in 2014, in Lao PDR. AIPA Secretariat, along with GIZ, will be producing a total of six publications, possibly by the end of this year. Three of these will be tabled as Resolutions at the General Assembly in Kuala Lumpur. These three publications are the "Publication on Parliamentary Budgeting and Transparency", and handbooks on "Compilation of Detailed Fact Sheets on Political and Parliamentary Systems of AIPA Member Parliaments" and "Legislative Procedures of AIPA Member Parliaments."

WAIPA

As a lot of interest has been generated regarding WAIPA by Parliamentary and non-Parliamentary organisations, it is necessary to consider expanding its role and strengthening its activities over the next few years. This will help raise WAIPA's profile and enhance the dissemination of knowledge regarding Women Parliamentarians in ASEAN who may even be held up as role models for other regions.

Charting the Future

This year has been a particularly hectic one, with an increased workload at the Secretariat. This will be the trend of the future and the Secretariat has to be prepared to increase its manpower in the years to come. Staff members are already multi-tasking in their work. Space will be a constraining factor. The horizon is packed with varied activities and it will be left to the Member Parliaments to determine the future shape and scope of the Secretariat.

With the increased activities of the AIPA Secretariat, the rising cost of living and other factors, it cannot be ruled out that the General Assembly will not be called upon to raise the yearly contribution rate of each Member Parliament.

Conclusion

May I express my sincere gratitude to the House of Representatives of Indonesia for all the support it has provided, both in terms of manpower and finance, as well as to GIZ and Hanns Seidel Foundation for their financial contribution and technical support. We wish to thank the Brunei Legislative Council, European Parliament, Parliament of Canada and Singapore Parliament for accepting our staff on their attachment programs.

Finally, it is to be emphasized that the Secretary General is indebted to Mr Koh Kiang Chay of the Singapore Parliament for his invaluable assistance to the AIPA Secretariat.

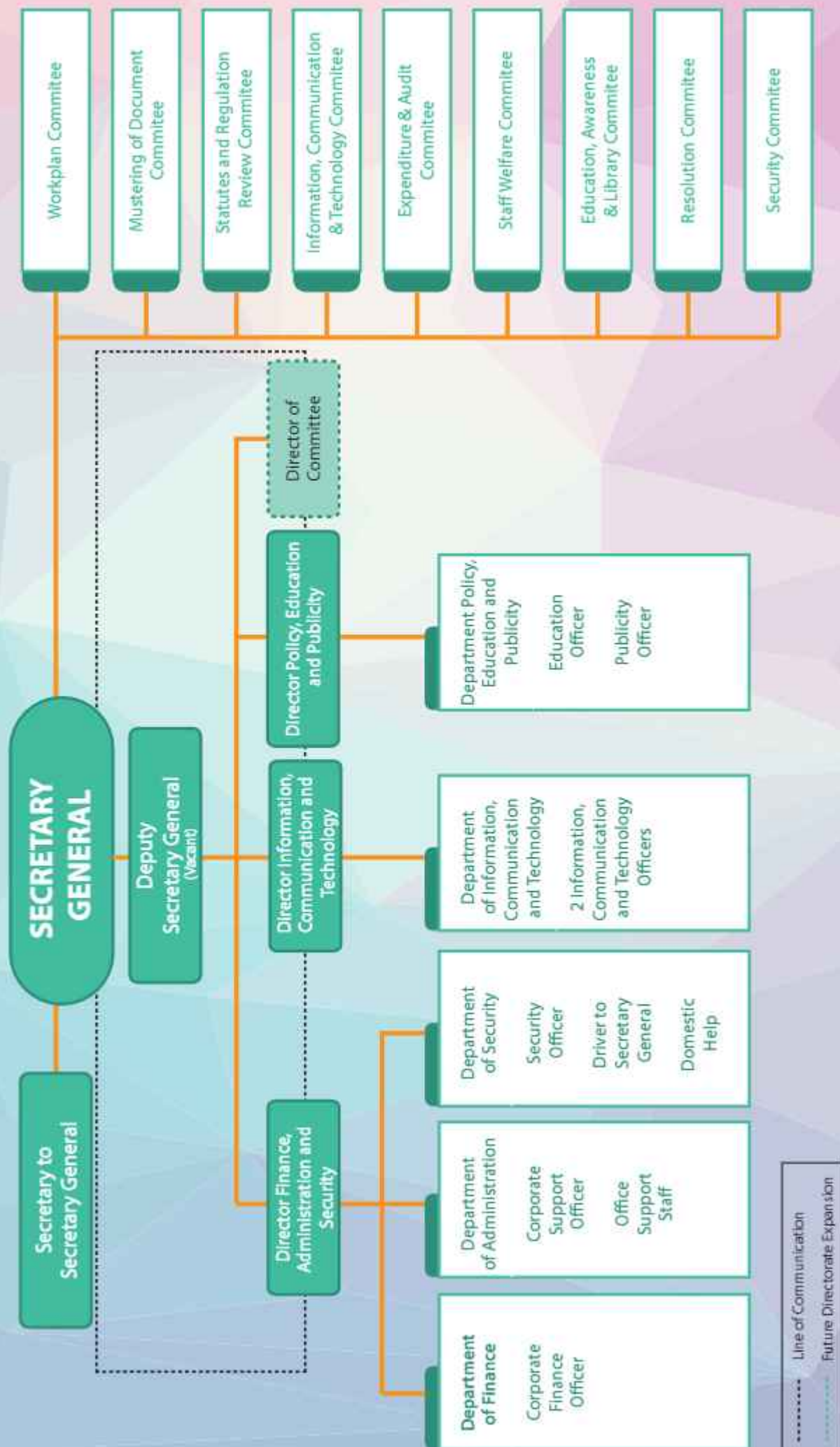
P. O. RAM

Secretary General

Chart of Activities

2014	2015
<p>October:</p> <p>Regional Meeting on "Promoting Women's Leadership and Political Participation in ASEAN", 7-8 October 2014, Jakarta, Indonesia:</p>	<p>April</p> <ul style="list-style-type: none"> • The First Regional Consultation on the Draft ASEAN Regional Plan of Action on Elimination of Violence against Women (ASEAN RPA on EVAW), 2 April 2015, Bangkok, Thailand. • Consultations between ASEAN Inter-Parliamentary Assembly (AIPA) and the High Level Task Force (HLTF) on ASEAN Community's Post-2015 Vision, 9 April 2015, Jakarta, Indonesia. • AIPA Capacity Development Project - 3rd Workshop on "Parliamentary Scientific Research Services", 13-16 April 2015, Jakarta, Indonesia. • AIPA-ASEAN Interface at the 26th ASEAN Summit, 26-27 April 2015, Kuala Lumpur, Malaysia.
<p>November:</p> <p>Southeast Asia Sub-Regional Gender and Politics Training and Roundtable on "Strengthening Accountability to Women: Parliamentary Mechanism to Implement the Beijing Platform for Action", 9-17 November 2014, Bangkok, Thailand</p>	
<p>December:</p> <p>AIPA Capacity Development Project - 2nd Workshop on "Parliamentary Scientific Research Services", 2-3 December 2014, Jakarta, Indonesia</p>	
<p>2015</p>	
<p>January 2015:</p> <p>AIPA Capacity Development Project - 3rd Workshop on "Parliamentary Budgeting and Transparency" 12-15 January 2015, Nay Pyi Taw, Myanmar</p>	<p>May:</p> <p>The Tenth Coordinating Conference on the ASEAN Socio-Cultural Community (10th SOC-COM), 20-21 May 2015, Jakarta, Indonesia.</p>
<p>March:</p> <p>The 132nd IPU General Assembly, 28 March-1 April 2015, Ha Noi, Viet Nam</p>	<p>June:</p> <ul style="list-style-type: none"> • Meeting of the 12th AIFOCOM, hosted by Parliament of Malaysia, 7-11 June 2015, Kuala Lumpur, Malaysia • AIPA Capacity Development Project - Workshop on "Management and Protocol of AIPA Intranet System" from 10-13 June 2015, Singapore
	<p>July:</p> <p>The 7th AIPA Caucus, 26-30 July 2015, Siem Reap, Cambodia.</p>
	<p>August:</p> <p>AIPA Capacity Development Project – Workshop on Human Resource Development, 20-23 August 2015, Phnom Penh, Cambodia.</p>
	<p>September:</p> <ul style="list-style-type: none"> • AIPA Day, to be held on 2 September at the ASEAN Secretariat • The 36th AIPA General Assembly, 6-12 September 2015, Kuala Lumpur, Malaysia.

AIPA SECRETARIAT ORGANIZATION CHART



----- Line of Communication
----- Future Directorate Expansion

DIRECTORATE REPORT



DIRECTORATE OF POLICY, EDUCATION AND PUBLICITY



DIRECTORATE OF FINANCE ADMINISTRATION AND SECURITY



DIRECTORATE OF INFORMATION COMMUNICATION & TECHNOLOGY

REPORT OF THE DIRECTORATE

OF POLICY, EDUCATION AND PUBLICITY



The Directorate covers AIPA Secretariat's role in setting secretariat policy, developing the educational dimension of the secretariat's services and producing AIPA publications. Its main tasks include the continuation of AIPA Secretariat's engagement with its prime AIPA stakeholders, namely, the AIPA member parliaments. Communication and consultation with national secretariats of the respective AIPA national parliaments take place on a daily basis aimed at updating members of the ongoing activities. The Directorate is also continuously engaged and is responsible for internal and external communication and consultation to publicise AIPA Secretariat's mission to a wider audience. AIPA's engagement with regional and international organizations is also under its wings, underlining AIPA Secretariat's role as the administrative and information centre for AIPA activities.

AIPA Observer member parliaments are kept informed through the AIPA Secretariat about AIPA events, especially of the General Assembly, where Observer member parliaments take part in the business of AIPA addressing the issues commonly encountered by countries in the region as well as its global impact. AIPA Observer member parliaments are diverse and come from different continents, symbolising solidarity among parliaments. AIPA's relationship with its Observers has been developed into tangible programmes, such as exchanges/ attachments of AIPA Secretariat staff at Observer member parliaments.

AIPA Secretariat is now into its fourth year of the ongoing assistance project funded by the Federal Republic of Germany through an AIPA Capacity Development Project implemented by GIZ and Hanns Seidel Foundation. The venues for the workshops/training sessions organized under the Project have been rotated among AIPA member parliaments since 2013 not only to benefit them but also to leverage on their respective strengths. Most recently, in January this year, the Union Assembly of Myanmar hosted the 3rd Workshop on "Parliamentary Budgeting and Transparency" in NayPyiTaw, its capital city. In April, the Indonesian House of Representatives hosted the Workshop on "Strengthening Parliamentary Scientific Research Services" inside its parliament building in Jakarta and, in June, Singapore Parliament hosted the "Workshop on AIPA Intranet System" inside its parliament building in Singapore.

Rotating ownership of the workshops/training sessions among AIPA member parliaments has been positively received by members, creating opportunities for trust building and bonding, not only among parliament staff but also among parliamentarians. AIPA Secretariat will continue to explore other avenues and opportunities to expand its cooperation and networking with regional and international organizations for the benefit of all AIPA member parliaments.

The possibilities for AIPA Secretariat to develop potential regional and international cooperation and networking have never been greater, as many such organisations have expressed keen interest in engaging AIPA through its secretariat.

Education

The education sub-division has been conducting educational programmes aimed at enhancing the capacity and capabilities of the Secretariat, as well as educating the public on how AIPA works, including its roles in ASEAN Identity-building and inculcating a sense of belonging to the ASEAN Community and family.

Through its Directorate of Policy, Education and Publicity, AIPA has been implementing several educational and awareness-raising programmes. AIPA Secretariat officers regularly take part in lectures to students visiting the Indonesian Parliament to pique their interest towards AIPA, how it works, and how it relates to ASEAN and the ASEAN Community, in the hope that the lectures will touch some of them and yield rich dividends for the grouping when the students become its future leaders.

AIPA Secretariat is also keenly aware of the benefits of attachment for staff of AIPA Member Parliaments and AIPA Secretariat staff. AIPA has sent its staff for attachment to the Legislative Council of Brunei Darussalam, Parliament of Singapore, and European Parliament. It has also reached out to its Observer Parliaments in Australia, Canada, India and New Zealand for possible attachment opportunities.

AIPA Secretariat assists in the provision of materials for the establishment of an AIPA Corner/Section in the respective AIPA Member Parliaments and AIPA partner libraries. It has assisted in the establishment of AIPA Corners at the Legislative Council of Brunei Darussalam, National Assembly of Cambodia, House of Representatives of Indonesia, National Assembly of Lao PDR, Union Assembly of Myanmar, Parliament of Singapore, National Legislative Assembly of Thailand, and ASEAN Secretariat Resource Center.

AIPA also assists ASEAN in disseminating knowledge and information of its programs and activities, especially in view of the proximity of ASEAN Community 2015. ASEAN Secretariat has liaised with AIPA Secretariat to circulate its publication "ASEAN Communication Master Plan – ASEAN: A Community of Opportunities" to all AIPA Member Parliaments.

Publicity

AIPA Secretariat includes publicity materials and brochures as part of its public awareness mission. The Publicity Directorate is responsible for publication-related materials and preparing presentation on information about AIPA and its awareness program. The publicity officer's main tasks include the creation of a Facebook Fan Page, as part of its daily media sharing.

Facebook, as a popular medium targeting young people, sends out information about the objectives and goals of AIPA and how it relates to ASEAN, while its audience can obtain information and knowledge about AIPA, its vision, mission and the nature of its aims and purposes. Through Facebook, AIPA may attract public interest as well as for AIPA to obtain feedback on its information and messages made available in the social media. AIPA Secretariat integrates its website with its Facebook Fan Page by creating a direct link for viewers.

The Publicity Directorate is responsible for providing and managing the contents of publications uploaded to its social media network. As a platform for knowledge-sharing among AIPA member parliaments and its larger public audience, the social media network is most useful. It helps to facilitate and promote information exchange and updates among members.

The Publicity Directorate is responsible for maintaining and keeping the AIPA website up-to-date, including:

- Selecting news publications
 - Optimising the limit of available columns with three articles update per day.
- Advising the IGT Directorate of new website plans
 - Contributing new ideas for content layout in conjunction with constant revamping of the website to stay relevant and up-to-date.
- Reporting AIPA events, such as General Assembly, Executive Committee, AIFOCOM, AIPA Caucus, Workshop/Training and other AIPA meetings
- Preparing and providing information materials, such as Reports, Handbooks, Workplan and Newsletter, to be displayed at libraries of AIPA member parliaments

REPORT OF THE DIRECTORATE

OF FINANCE, ADMINISTRATION AND SECURITY



from left to right, Mr. Suheri, Mr. Irfan Arifin, Mrs. Neni Triana, Mrs. Dwi Supiana, Ms. Shabrina Hazania Basri, Ms. Darumuti Ratmoko, Mrs. Nyoman Astini Sari, Mr. Tumiran, Mr. Zulkamal Hidayat Zakaria.

Overview

The Directorate of Finance, Administration and Security (FAS) undertakes and manages the internal business of the Secretariat to support activities of AIPA under the guideline of Statutes and Regulations of AIPA as well as the Instruction Manual for Staff (IMS). The Division has varied functions which are different and distinct. The functions are namely Finance, Administration and Security which are discussed below.

Function of the Work of Finance Department

The Department 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 and prepares Monthly Reports of Income and Expenditure of the Secretariat.

The financial year has been revised by the 35th AIPA General Assembly in Vientiane, Lao PDR. The period starts from 1st of August on each year to 31st of July on the following year. A single report is submitted at the end of the Financial Year to the General Assembly held in the same year which is precise, easily digestible and cost and time saving.

The Department prepares the draft Annual Budget Estimates for the Secretariat and Annual Financial Audit Reports which are audited by external auditors before circulating to all AIPA Member Parliaments.

Function of the Work of Administration Department

Following the work done on mustering and digitising all AIPA Meeting Reports dating back to 1978, the Department has now digitised documents which classified as incoming and outgoing letters and invoices dating back to 1990. 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 hired numbers of new staff to strengthen the work of the Secretariat. They are one Information, Communication and Technology (ICT) Officer, one Publicity Officer and one Office Support Staff.

Upon the demise of our Security Officer, the position has been covered by the House of Representatives of Indonesia. The staff are also rotated on an annual basis.

Annual Health Insurance is also now provided for staff to cover hospitalization. During working hour, staff can seek medical care at the poly clinic of the House of Representative of Indonesia.

Performance Bonus approved by the last 35th AIPA General Assembly in Lao PDR was given on October 2014 to the staff who had completed a minimum 12 months of service. This Bonus is subject to work performance and good conduct.

Its other responsibilities include:

1. Maintaining a database of all personnel and related records.
2. Maintaining office equipment and official vehicles in good working order.
3. Inventorising all assets and items donated, such as paintings and souvenirs, into the Fixed Assets Register.
4. Ensuring the availability of office stationery and the production of AIPA Flags and gifts.
5. 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 as well as with the Police of Republic of Indonesia especially with the . 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 is responsible for arranging the AIPA documents and also assists in producing AIPA Workplan and Newsletter and other publications. All staff members of Directorate are also involved in the various Secretariat Committees.

REPORT OF THE DIRECTORATE

OF INFORMATION, COMMUNICATION & TECHNOLOGY



Overview

The Directorate of Information, Communication and Technology (ICT) 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 operation of appropriate hardware and software systems.

In June 2015, the Workshop on AIPA Intranet System was successfully held at the Singapore Parliament. Following the program for the intranet system, the Directorate of ICT started to redesign the AIPA website to make it more informative and interactive. It also completed the establishment of video conferencing facilities. The Intranet System is expected to be in operation in December 2015, engaging the 10 National Secretariats of AIPA Member Parliaments. The Intranet system will enable effective communication and facilitate information exchange in real time amongst all AIPA Members.

Video Conferencing Facilities

AIPA Secretariat has launched the Video Conferencing facilities and all AIPA Member Parliament are linked.

Redesigning Website

The AIPA website comprises a set of related web pages from a single web domain (www.aipa.or.id). The website is hosted on one web server, accessible via a network, such as the Internet or a private local area network, through an Internet address.

The Directorate of ICT is redesigning the website to be more user-friendly, informative and interactive and enabled to add audio and video.

Functions

- Administrator of AIPA Intranet System.
- Provide computerization and information services to the AIPA Secretariat.
- 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.
- Support the users on all other technical matters related to AIPA computerization programs.
- 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.
- Advise on the budget required to fund the ICT plan.
- Monitor and review computerization efforts carried out by external parties to ensure specifications are followed and requirements met.
- Provide for the planning, acquisition, installation, operation, maintenance and security of the computers and network facilities in AIPA Secretariat.
- Conduct briefings on AIPA's computerization projects to visitors.
- Provide design for booklet, newsletters, workplans, plaques, brochures and other reference resources.
- Maintain and produce the AIPA multi-media collection.
- Provide up-to-date system and database relating to the AIPA website.



Website Visitor is increasing on 2015



New Design for the AIPA Website



AIPA first trial on the Video Conference with Hon. Datuk Rossem Hamzah, Secretary of the House of Representatives of Malaysia and Dr. Radhiah Amirullah IT Official of the House of Representatives of Malaysia

AIPA SECRETARIAT COMMITTEES

SECRETARIAT COMMITTEES

WORKPLAN COMMITTEE	MUSTERING OF DOCUMENT COMMITTEE	STATUTES AND REGULATION REVIEW COMMITTEE	INFORMATION, COMMUNICATION AND TECHNOLOGY COMMITTEE	EXPENDITURE AND AUDIT COMMITTEE	STAFF WELL-BEING COMMITTEE	EDUCATION, AWARENESS AND LIBRARY COMMITTEE	RESOLUTION COMMITTEE	SECURITY COMMITTEE
Mr. P.O. Ram (Chairman) Ms. Darumuti R. (Secretary) Members : Ms. Ria Rumata A. Mr. Risky Wiwoho Ms. Darumuti R. Mr. Zulkamal Hidayat Mrs. Dwi Suptana Mrs. Nyoman A.S. Mr. Wahyu Samodra Mr. Andhie Ananta Mr. Suheri Ms. Sofia Ariani Mr. Yan Prasetya Ms. Shabrina Basri	Ms. Darumuti R. (Chairperson) Mrs. Dwi Suptana (Secretary) Members : Mr. Tumiran Mr. Suheri Ms. Shabrina Basri	Mr. P.O. Ram (Chairperson) Mr. Zulkamal Hidayat (Secretary) Members : Mr. P.O. Ram Mr. Zulkamal Hidayat Mr. Wahyu Samodra Ms. Darumuti R. Ms. Dwi Suptana	Mr. Risky Wiwoho (Chairman) Mr. Wahyu Samodra (Secretary) Members : Mr. Zulkamal Hidayat Ms. Sofia Ariani Mr. Yan Prasetya	Ms. Darumuti (Chairperson) Mrs. Nyoman A.S. (Secretary) Members : Mr. Tumiran Mr. Yan Prasetya Mr. Suheri Mr. Zulkamal Hidayat Ms. Shabrina Basri	Mr. Tumiran (Chairman) Mr. Andhie Ananta (Secretary) Members : Mr. Yan Prasetya Mr. Suheri Mr. Zulkamal Hidayat Ms. Shabrina Basri	Mr. Andhie Ananta (Chairperson) Ms. Sofia Ariani (Secretary) Members : Ms. Ria Rumata A. Mr. Risky Wiwoho Mr. Wahyu Samodra	Ms. Ria Rumata A. (Chairperson) Ms. Darumuti (Secretary) Members : Mr. Risky Wiwoho Mr. Zulkamal Hidayat Mrs. Dwi Suptana	Mr. P.O. Ram (Chairman) Ms. Darumuti (Secretary) Members : Mr. Risky Wiwoho Mr. Tanamudin Mr. Zulkamal Hidayat Mr. Irfan Arlin

FUNCTIONS

OF COMMITTEES

I. **WORKPLAN COMMITTEE**

Produce Workplan 2015-2016

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 the 35th General Assembly
 - Reports of the 1st – 12th AIFOCOM meetings
 - Reports of the 1st – 7th AIPA Caucus
 - Reports of Technical Working Group
 - Reports of AIPA Visits
 - Reports of 14th – 25th ASEAN Summit
 - Reports of Seminars
 - Cash Out Voucher, Incoming and Outgoing Email since 1990
2. Creation of filing system
3. Disposal 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 of AIPA Secretariat; Financial Regulations of AIPA Secretariat; and Security Regulations of AIPA Secretariat.

IV. **INFORMATION AND COMMUNICATIONS TECHNOLOGY COMMITTEE**

- Install Intranet Programs
- Upgrade AIPA Website
- Install program for video conferencing
- Support Capacity Building Program
- Organise an ICT Workshop

V. **EXPENDITURE AND AUDIT COMMITTEE**

- Review the accounting system
- Revamp the documentation and payment methods
- Streamline budgeting and introduce measures to trim expenditure

VI. **STAFF WELL-BEING COMMITTEE**

- Prepare the program for Staff Well-Being for 2016 and suggest amendments to the Staff and Financial Regulations, if necessary
- Organise events

VII. **EDUCATION, AWARENESS AND LIBRARY COMMITTEE**

- Actively enhance public awareness and promote greater people participation, including civil society, in ASEAN Community building.
- Provide lectures for visitors to AIPA Secretariat
- Produce brochures, factsheets and newsletters for all guests/ visitors
- Encourage Member Parliaments to disseminate information about AIPA to visitors of their Secretariats
- Complete task on all Parliament's Libraries
- Encourage Observer Parliaments to create an AIPA Corner at their Parliament's Library
- Source for materials from Observer and Member Parliaments

VIII. **RESOLUTIONS COMMITTEE**

- Obtain information from AIPA Member Parliaments on the implementation of AIPA Resolutions adopted at General Assemblies
- Suggest amendments to the AIPA Statutes in regard to the implementation of the resolutions.

IX. **SECURITY COMMITTEE**

- Review the Security Regulations
- Enhance the existing relationship with the Security Department of the Parliament of Indonesia
- Engage with the Police of the Republic of Indonesia, especially with the division of Vital Object Protection

COMMITTEES TARGETS 2016

AIPA SECRETARIAT

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 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 security regulation.

5. Mustering Documents Committee

- To advise on optimising storage space through minimisation 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 tender contracts

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 lifestyle event monthly
- To provide the necessary training outfit
- To send a greeting card to staff on their birthday.

AWARENESS PROGRAM

Awareness Program

With the arrival soon of the ASEAN Community 2015, awareness-building has become even more crucial. AIPA is committed to doing its part and has been implementing several measures to raise further understanding on AIPA's mission. AIPA encourages its National Secretariats to set up a section to display AIPA publications. Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, Singapore and Thailand have established such a section in their respective parliament library. In addition to that, the ASEAN Secretariat has also dedicated a corner for AIPA at their Resource Center.

This year, 2015, marks the third year of AIPA's involvement in conducting information sessions for visitor groups visiting the Indonesian Parliament. Most of the visitors are students from secondary schools and universities throughout Indonesia. To reach out to a wider audience, AIPA also maintains an AIPA official website and an AIPA Facebook page which are updated daily with information from throughout the region, as well as producing bi-annual newsletters and flyers.



Appeared counter-clockwise: AIPA Secretariat has launched its Facebook page on Wednesday, June 3, 2015. It is a complementary platform to disseminate information on AIPA's activities and mission other than AIPA Official Website and AIPA publications (biannual newsletters, flyers, etc).



AIPA Secretariat Officers (left & right) giving lectures to the visitor groups visiting Indonesian House of Representatives. Visitors come from secondary school and universities throughout Indonesia.



AIPA Corner at the ASEAN Resource Center (left) and AIPA publications displayed at the Library of Indonesian House of Representatives.



AIPA Corner at the Library of Parliament of Singapore (left) and Library of the House of Representatives of Thailand (right)

PROGAMME

2014-2015

No	Day/Month/Year	Activity	Venue	Remarks
1	9 – 19 November 2014	Southeast Asia Sub-Regional Gender and Politics Training and Roundtable on Strengthening Accountability to Women: Parliamentary Mechanism to Implement the Beijing Platform for Action	Bangkok, Thailand	
2	8 – 10 December 2014	ASEAN-WEN Regional Stakeholders Policy Workshop(ASEAN Legal Studies and Support Program to Fight Transnational Organized Wildlife Crime)	Asia-Pacific Centre for Environmental Law (APCEL), Faculty of Law, Eu Tong Sen Building, National University of Singapore (NUS), Singapore	
3	28 March-1 April 2015	132 nd IPU General Assembly	Ha Noi, Viet Nam	
4	2-Apr-15	The First Regional Consultation on the Draft ASEAN Regional Action Plan of Action on Elimination of Violence against Women (ASEAN RPA on EVAW)	Bangkok, Thailand	
5	9-Apr-15	Consultations between ASEAN Inter-Parliamentary Assembly (AIPA) and the High Level Task Force (HLTF) on ASEAN Community's Post-2015 Vision	ASEAN Secretariat, Jakarta, Indonesia	
6	26-27 April 2015	AIPA-ASEAN Interface at the 25 th ASEAN Summit	Kuala Lumpur, Malaysia	
7	20-21 May 2015	The Tenth Coordinating Conference on the ASEAN Socio-Cultural Community (10 th SOC-COM)	ASEAN, Secretariat, Jakarta, Indonesia	

PROGAMME

2014-2015

8	29-31 May 2015	<i>Diplomatic Tour: West Sumatra Province</i> organized by Ministry of Foreign Affairs & Provincial Government of West Sumatra	Various regions in West Sumatra Province, Indonesia	
9	6 - 9 April 2015	<i>Conference on Wildlife and Timber Trafficking in Southeast Asia by ASEAN-WEN/FREELAND</i>		
10	25-Apr-15	<i>ASEAN People's Forum during the 26th ASEAN Summit</i>	Kuala Lumpur, Malaysia	
11	8 – 11 June 2015	12 th AIPA Fact Finding Committee to Combat the Drug Menace (AIFOCOM)	Kuala Lumpur, Malaysia	
12	26 – 30 July 2015	7 th AIPA Caucus	Siem Reap, Cambodia	
13	6 – 12 September 2015	36 th AIPA General Assembly	Kuala Lumpur, Malaysia	

PROGAMME

2014-2015

No.	Date/Month/ Year	Activity	Venue	Remarks
1	2 – 3 December 2014	2 nd Workshop on "Parliamentary Scientific Research Services"	Jakarta, Indonesia	
2	12 – 15 January 2015	3 rd Workshop on "Parliamentary Budgeting and Transparency"	Nay Pyi Taw, Myanmar	
3	13-15 April 2015	3 rd Workshop on "Parliamentary Scientific Research Services" in Indonesia	Jakarta, Indonesia	
4	May/June 2015	Handbook production on "Compilation of Detailed Fact Sheets on Political and Parliamentary Systems of AIPA Member Parliaments"	N/A	No scheduled workshop, only research by experts.
5	May/June 2015	Handbook production on "Legislative Procedures of AIPA Member Parliaments"	N/A	No scheduled workshop, only research by experts.
6	10 - 13 June 2015	Workshop on "Management and Protocol of AIPA Intranet System"	Singapore, Singapore	
7	20-23 August 2015	Workshop on "Human Capacity Framework"	Cambodia	
8	2nd week of October 2015	Training for Trainers "AIPA Intranet System"	Manila, the Philippines	
9	16 – 19 November 2015	Workshop on "Networking with CSO and Public Outreach"	Bangkok, Thailand	

TARGETS 2016

AIPA SECRETARIAT

1. Pursue the MOU signed in 2014 with ASEAN Foundation
2. Standardise all scenarios for hosting AIPA Meetings
3. Pursue further with the attachment programme
4. Upgrade office Security with the assistance of the Host Parliament
5. Further enhance the Letter of Cooperation with Freeland/ASEAN WEN
6. Produce a video clip on virtual tour of AIPA Secretariat
7. Roll out the AIPA Intranet System
8. Ensure that AIPA Corners are established in all Member Parliament libraries
9. Encourage Member Parliaments to observe AIPA Day on 2 September
10. Extend the publicity reach of AIPA through popular social media applications, such as Facebook and Twitter.

LEAVE ROSTER

LEAVE PLAN OF THE AIPA SECRETARIAT
FOR JANUARY - DECEMBER 2015

NO.	NAME	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.
1.	Mr. P.O Ram	1	1					1-2			
2.	Mrs. Ria Rumata Artonang	3-4	5-6		7						
3.	Ms. Darumuti Ratmoko		1-2							1-2	3
4.	Mr. Resky Wiwoho A.W.				4	5		6			
5.	Mr. Zulkamal Hidayat Z.	3-4						5-6			
6.	Mrs. Nyoman Astini Sari	5-6						7-8			
7.	Mrs. Dwi Supiana	7-8			9			10-11			
8.	Mr. Wahyu Samodra	9	10	11-12	13-14	15	16	17-18			
9.	Mr. Tumiran	10-11		12				13			
10.	Mr. Suheri	12-13	14					15-16			
11.	Ms. Sofia Ariani	14	15					16			
12.	Mr. Yan Prasetya					1					
13.	Mrs. Neni Triana			2				3			
14.	Ms. Shabrina Hazania Basri										1
15.	Mr. Andhie Ananta										

OVERSEAS MEETINGS / VISITS /SEMINARS / WORKSHOPS

AUGUST 2014 – JUNE 2015

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
1	15 August 2014	Official Speech by the President of Indonesia for the 69th Independence Day of Indonesia	DPR-RI Building, Jakarta	SG, DSG, Dir. PEP
2	17 August 2014	Official Ceremony of the 69th Independence Day of Indonesia	Presidential Palace, Jakarta	SG
3	18 August 2014	47th Anniversary of ASEAN	ASEAN Secretariat, Jakarta	SG
4	2 September 2014	Celebration of 37th AIPA Day	Nusantara Building, DPR RI Compound, Jakarta	All staff of AIPA Secretariat
5	2 September 2014	Courtesy Call with Hon. AKP Mochtan, Deputy Secretary General of ASEAN and Mr Danny Lee, Director of Community Affairs Development of the ASEAN Secretariat	AIPA Secretariat	SG, Dir. PEP
6	3 September 2014	Courtesy Call with Mr Dan Rathburn, Project Director of ASEAN-US Progress	ASEAN Secretariat	SG, DSG, Dir. PEP, Education Officer
7	4 September 2014	Meeting with Mr Gert Reinberger from GIZ and Ms Christin Laschinger from Hanns Seidel Foundation	AIPA Secretariat	SG, Dir. PEP, Education Officer
8	13-20 September 2014	The 35th AIPA General Assembly	Don Chan Palace Hotel, Vientiane, Lao PDR	SG, DSG, Dir. PEP, Education Officer, Secretary to SG
9	13-20 September 2014	IDIA Summer Program for South East Asian Countries in Taiwan	Taiwan	Dir. FAS
10	20 September 2014 to 5 October 2014	Attachment Program at the European Parliament on Information and Technology	European Parliament, Belgium	Dir. ICT
11	29 September 2014	Talking ASEAN on "Climate Change Issues: Ensuring ASEAN's Environmental Sustainability" held by the Habibie Center	Habibie Center Building, Jakarta	Publicity Officer
12	28-29 September 2014	South East Asian Parliamentarians Against Corruption (SEAPAC) Workshop	Inter Continental Mid Plaza Hotel, Jakarta	SG, Dir. PEP
13	14 October 2014	Meeting with Mr. Jorg Meier from GIZ and Mr. Bernardo R Agawin, Regional Expert for Capacity Development Program of AIPA	AIPA Secretariat	SG, Dir. PEP, Education Officer, Publicity Officer
14	20 October 2014	Inauguration Ceremony of Indonesian President and Vice President	Nusantara Building, DPR RI Compound, Jakarta	SG
15	28 October 2014	Meeting with Mr Gert Reinberger from GIZ Bonn, Germany	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Education Officer, Publicity Officer
16	30-31 October 2014	UNODC Conference on Supporting the Integration of Southeast Asia through Effective Public Security	Bangkok, Thailand	SG

17	3 November 2014	Public Address on "Creating Order out of Disorder – How Europe and Asia Can Work Together in an Unsettled World" by H.E. Dr. Frank-Walter Steinmeier, Minister of Foreign Affairs of the Federal Republic of Germany, held by the ASEAN Secretariat and the Habibie Center	ASEAN Secretariat, Jakarta	Dir. PEP, Education Officer, Publicity Officer
18	10-13 November 2014	"South East Asia Sub-regional Gender and Politics Training and Roundtable on Strengthening Accountability to Women: Parliamentary Mechanisms to Implement the Beijing Platform for Action" by the Asia Pacific Forum on Women, Law and Development (APFWLD)	Bangkok, Thailand	Dir. PEP
19	14-16 November 2014	Forum on "Asia Pacific Civil Society Forum on Beijing+20" by the Asia Pacific Forum on Women, Law and Development	Bangkok, Thailand	Dir. PEP
20	8 – 10 December 2015	Regional Workshop on "ASEAN-WEN Regional Stakeholders Law and Policy Workshop on Wildlife Crime"	National University of Singapore (NUS)	SG
21	18 December 2015	Visit by Mr Prakash Anand, First Secretary of the Indian Embassy	AIPA Secretariat	SG, Dir. FAS, Education Officer, Secretary to SG
22	29 January 2015	Study Visit by the Deputy Secretary General of the Secretariat of the House of Representatives of Thailand and the staff	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Publicity Officer, Secretary to SG
23	8-10 February 2015	Meeting with the Parliament of Malaysia on the Interface Meeting during 26 th ASEAN Summit on 27 April 2015 in Malaysia	Parliament of Malaysia	SG, Dir. PEP, Secretary to SG
24	8-10 February 2015	Study Visit to the IT Division and Library of the Parliament of Malaysia	Parliament of Malaysia	Publicity Officer
25	9-13 March 2015	Attachment Program for Corporate Support Officer to the Legislative Council of Brunei Darussalam	Brunei Darussalam	Corporate Support Officer
26	10 February 2015	Visit by the ASEAN Secretariat's Attachment Officers, led by Ms Astrindirawati from ASEAN Secretariat	AIPA Secretariat	Dir. FAS, Dir. ICT, Education Officer, ICT Officer
27	12 February 2015	Visit by Mr. Mark Harris, ASEAN-UN Liaison, Political Affairs Officer of the United Nation	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Dir. ICT, ICT Officer, Secretary to Secretary General
28	16 February 2015	Luncheon with Mrs Barbara Stamm, President of the Bavarian Landtag of Germany (State Parliament); Prof Ursula Männle, Chairperson of Hanns Seidel Foundation, Munich; and Mr Hanns Bühler, Executive Director of Hanns Seidel Foundation	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, ICT Officer, Publicity Officer
29	17 February 2015	Meeting with the Canadian Embassy led by Ms Helene Viau, Counsellor of the Embassy of Canada	AIPA Secretariat	Dir. FAS, Dir. ICT, Education Officer, Publicity Officer, ICT Officer
30	24 February 2015	Visit by the Canadian Senate, led by Senator Raynell Andreychuk	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, ICT Officer
31	4 March 2015	Public Dialogue: "The 2015 Earth Security Index Report Launch" by the Habibie Center and Earth Security Group	The Habibie Center Building, Jakarta	Dir. FAS
32	11-13 March 2015	Meeting with the President of AIPA (Speaker of Malaysian Parliament)	Kuala Lumpur, Malaysia	SG and Secretary to SG

OVERSEAS MEETINGS / VISITS /SEMINARS / WORKSHOPS

AUGUST 2014 – JUNE 2015

33	16 March 2015	Meeting with the Principal Advisor of GIZ, Mr Gert Reinberger	AIPA Secretariat	SG, Dir.PEP, Dir. ICT, Education Officer, Publicity Officer, ICT Officer and Secretary to SG
34	17 March 2015	Talking ASEAN on "ASEAN as an Actor in International Forums – Reality, Potential and Constraints" organized by the Habibie Center	The Habibie Center, Jakarta	Education Officer
35	18 March 2015	Courtesy Call with the New Zealand Ambassador to ASEAN, H.E. Stephanie Lee, and the Second Secretary, Ms Halia Haddad	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Secretary to SG
36	19 March 2015	Meeting with the Hanns Seidel Foundation and Division of Regional Parliamentary Organization, House of Representatives of Indonesia on preparation of Scientific Research Workshop	Indonesian House of Representative, Jakarta	Dir. PEP, Dir. FAS and Education Officer
37	24 March 2015	Commemoration Event on Celebrating the International Women's Day	House of Representative of Indonesia, Jakarta	SG and Dir.PEP
38	1-3 April 2015	First Regional Consultation on the Draft ASEAN Regional Plan of Action on Elimination of Violence against Women (ASEAN RPA on EVAW) by the UN Women	Bangkok, Thailand	Education Officer
39	6-9 April 2015	Conference on Wildlife and Timber Trafficking in Southeast Asia by Freeland	Bangkok, Thailand	Dir. PEP
40	9 April 2015	High Level Task Force	ASEAN Secretariat, Jakarta	SG
41	21 April 2015	Public Dialogue on "Post-ASEAN Community 2015-the Role of Indonesia and the EU" by the Habibie Center	The Habibie & Ainun Library, Jakarta	Education Officer
42	25 April 2015	ASEAN People's Forum	Kuala Lumpur, Malaysia	Dir. PEP
43	26 April 2015	Preparatory Meeting of the ASEAN-AIPA Interface Meeting	Kuala Lumpur, Malaysia	SG, Dir.PEP, Secretary to SG
44	27 April 2015	ASEAN-AIPA Interface Meeting	Kuala Lumpur, Malaysia	SG, Dir.PEP, Secretary to SG
45	20 May 2015	Talking ASEAN: "The Potential Roles and Challenges of the Asia Infrastructure Investment Bank (AIIB): A View from ASEAN"	Habibie Center, Jakarta	Internship Student
46	20-21 May 2015	The Tenth Coordinating Conference on the ASEAN Socio-Cultural Community (10 th SOC-COM)	ASEAN Secretariat	SG and Dir. PEP
47	28 May 2015	Seminar on Socialisation for Diplomatic Corps by Police of Republic of Indonesia	Polda Metro Jaya, Jakarta	SG, Dir. FAS, Publicity Officer
48	28 May 2015	Executive Coaching on Engagement with the Media Session by the ASEAN Secretariat	ASEAN Secretariat	Dir. PEP
49	3 June 2015	Media Training for Senior Officer by the ASEAN Secretariat	ASEAN Secretariat	Education Officer
50	7-11 June 2015	12 th AIFOCOM Meeting	Kuala Lumpur, Malaysia	SG, Dir. FAS, Education Officer, Secretary to SG
51	10-13 June 2015	AIPA Intranet Workshop	Singapore	Dir. PEP, Dir. ICT, ICT Officer

ATTACHMENT PROGRAMME

Attachment Programme for the Staff of AIPA Secretariat

No	Name of Staff	Designation	Host Parliament/ Country	Period
1	Mr Sudarsono	Security Officer (former)	Legislative Council of Brunei Darussalam	March 2014
2	Ms Darumuti Ratmoko	Director of Finance, Administration and Security	Singapore Parliament	June 2014
3	Mr Resky Wiwoho Arief Wirnanto	Director of Information, Communication and Technology	European Parliament	September 2014
4	Ms Darumuti Ratmoko	Director of Finance, Administration and Security	Ministry of Foreign Affair of Taiwan	September 2014
5	Mrs Nyoman Astini Sari	Corporate Administration Officer	Legislative Council of Brunei Darussalam	January 2015
6	Mr Wahyu Samodra	Information, Communication and Technology (ICT) Officer	European Parliament	September 2015

Attachment Programme of University Students at AIPA Secretariat

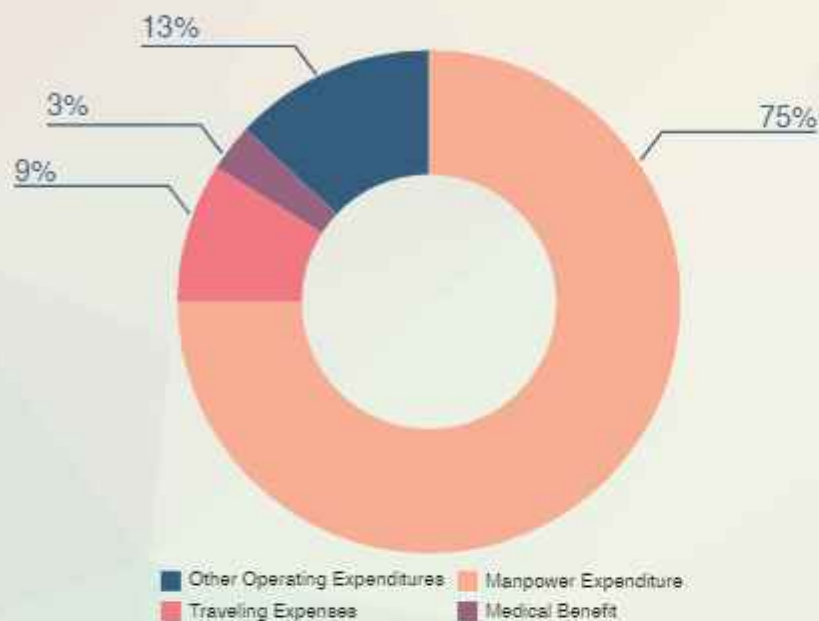
No	Name of Student	University of Origin	Major	Period of Attachment
1	Ms Devi Nirmala Muthia Sayekti	Sebelas Maret University, Solo, Indonesia	English Literature	January 2015
2	Ms Shabrina Hazania Basri	University of New South Wales, Australia	International Relations	March 2015 to August 2015
3	Mr Muhammad Ilyas Saudek	President University, Cikarang, Indonesia	International Relations	April 2015 to July 2015
4	Mr Hugo Enggar Prayoga	Parahyangan University, Bandung, Indonesia	International Relations	June 2015 to July 2015



FINANCE REPORT

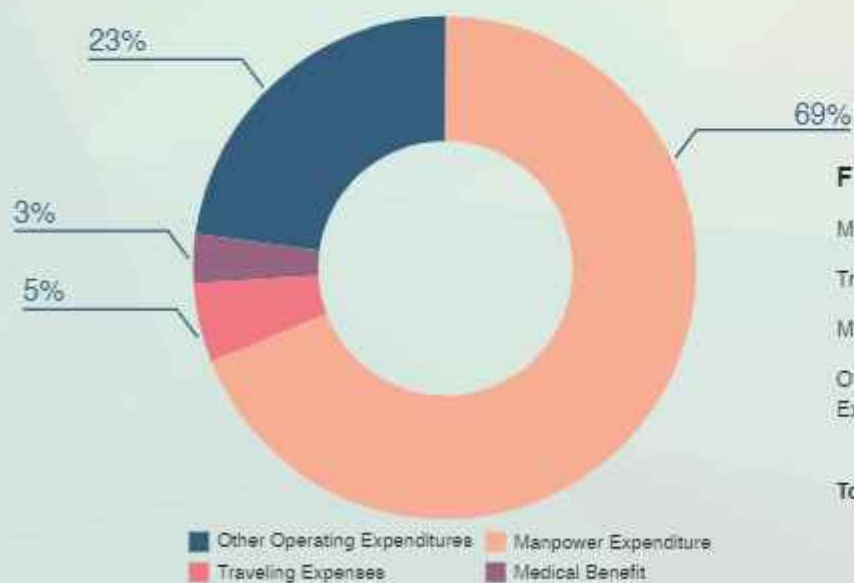
EXPENDITURE

FINANCIAL YEAR 2011/2012 - 2014/2015



FY 2011/2012

Manpower Expenditure	US\$ 224,715.00 (75%)
Traveling Expenses	US\$ 25,791.58 (9%)
Medical Benefit	US\$ 9,198.39 (3%)
Other Operating Expenditures	US\$ 39,260.30 (13%)
Total Expenditure	US\$ 298,965.27

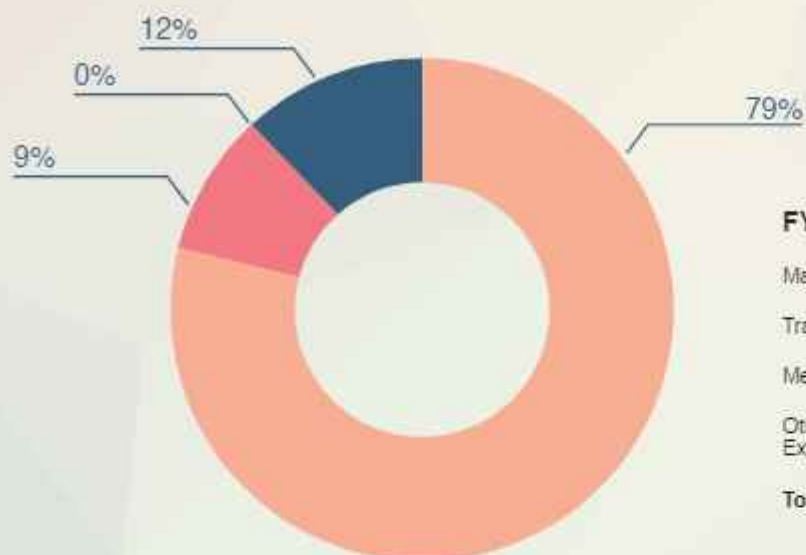


FY 2012/2013

Manpower Expenditure	US\$ 211,008.93 (69%)
Traveling Expenses	US\$ 14,264.51 (5%)
Medical Benefit	US\$ 9,959.30 (3%)
Other Operating Expenditures	US\$ 71,659.71 (23%)
Total Expenditure	US\$ 306,892.45

EXPENDITURE

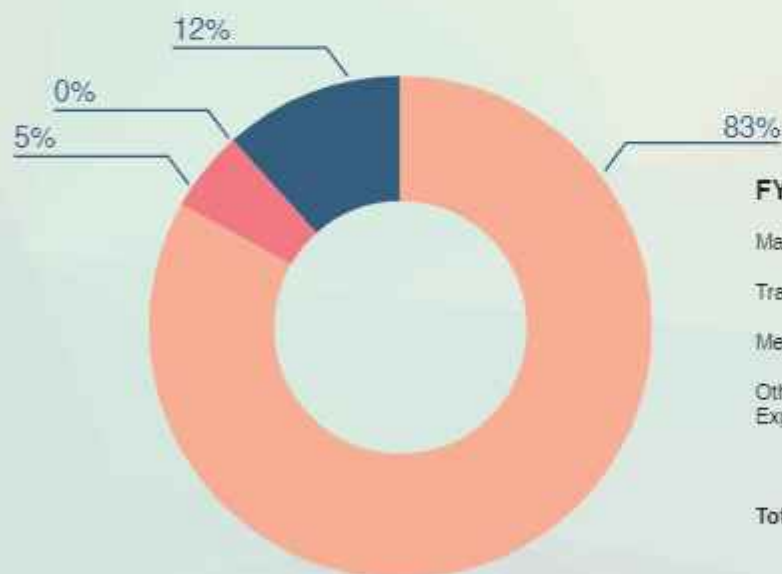
FINANCIAL YEAR 2011/2012 - 2014/2015



Other Operating Expenditures Manpower Expenditure
Traveling Expenses Medical Benefit

FY 2012/2013

Manpower Expenditure	US\$ 181,003.16 (79%)
Traveling Expenses	US\$ 20,901.79 (9%)
Medical Benefit	US\$ 0.00 (0%)
Other Operating Expenditures	US\$ 26,196.38 (12%)
Total Expenditure	US\$ 228,101.33

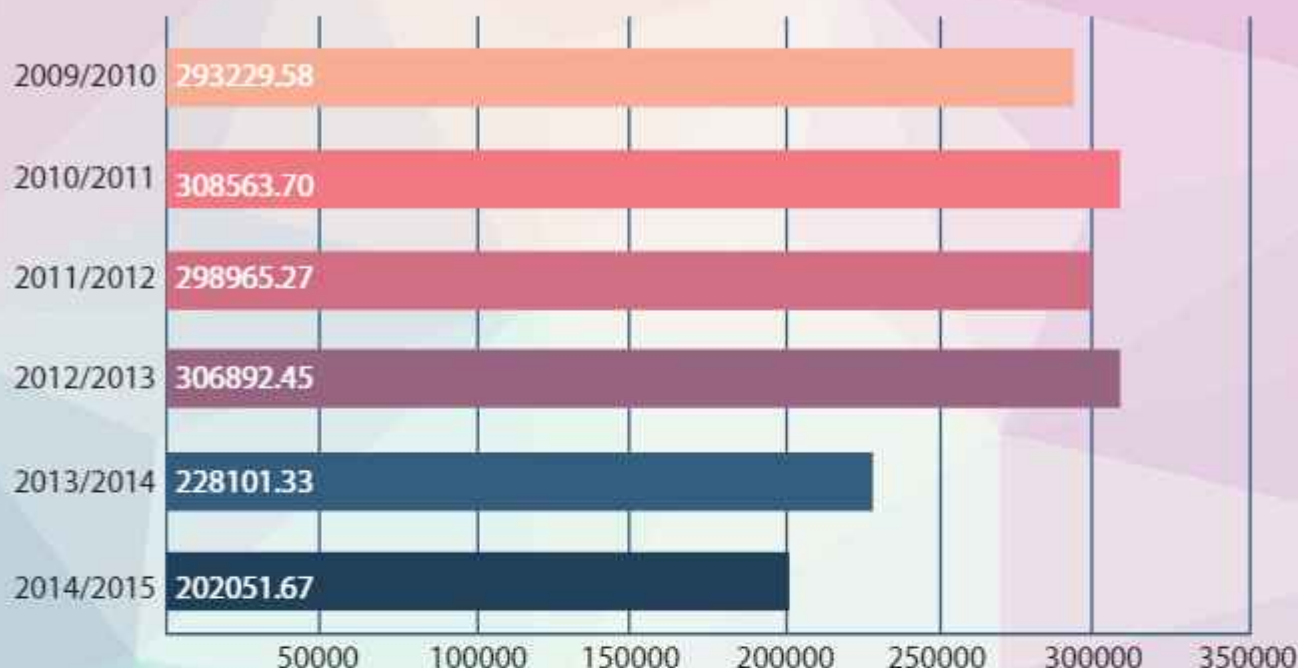


Other Operating Expenditures Manpower Expenditure
Traveling Expenses Medical Benefit

FY 2014/2015

Manpower Expenditure	US\$ 168,013.00 (83%)
Traveling Expenses	US\$ 10,929.77 (5%)
Medical Benefit	US\$ 0 (0.0 %)
Other Operating Expenditures	US\$ 23,108.90(12 %)
Total Expenditure	US\$ 202,051.67

COMPARISON OF EXPENDITURE & CONTRIBUTION



Contributions in kind 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 of AIPA Official Vehicles	IDR 32.740.000
TOTAL		IDR 320.044.000

Furthermore, the House of Representatives of Indonesia also provides a Security Officer as replacement for our past Security Officer

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

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

Contributions provided by AIPA Member Parliaments and Observer for the Attachment Programme for AIPA Secretariat Staff

Contribution in the form of Attachment Programme was provided by the Legislative Council of Brunei Darussalam, Singapore Parliament and European Parliament in 2014 and 2015.

BUDGET ESTIMATES

F.Y. 2014/2015

AIPA BUDGET PROPOSAL
FOR 1 OCTOBER 2014 TO 31 JULY 2015 FY. 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

BUDGET ESTIMATES

F.Y. 2014/2015

4. Director Information, Communication, Technology and Education

- 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

BUDGET ESTIMATES

F.Y. 2014/2015

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\$	18,000.00
(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) Undergraduate Attachment Program	US\$	1,000.00
(xi) Staff Well Being	US\$	2,500.00
(xii) Workplan:		
- Printing Workplan Books	US\$	2,000.00
- Mustering/Binding/Printing/Production of CD	US\$	1,200.00
(xiii) Performance Bonus (12 Staff)	US\$	3,500.00
(xiii) AIPA House Regular Expenditure	US\$	7,000.00
(xiv) AIPA House Renovation and Refurbishment	US\$	3,000.00
(xv) Cost of Part-Financing AIFOCOM (subject to surplus)	US\$	3,964.00
Sub Total III	US\$	69,564.00
Total Expenditure	US\$	249,071.00

AIPA BUDGET PROPOSAL (SUPPLEMENTARY)
FOR 1 AUGUST 2015 TO 30 SEPTEMBER 2015 F.Y. 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

BUDGET ESTIMATES

F.Y. 2014/2015

(II) LOCALLY RECRUITED STAFF (LRS)

1. Deputy Secretary General			
- Salary 1 x 2 x US\$ 1,450.00	=	US\$	2,900.00
2. Director Policy, Education and Publicity			
- Salary 1 x 2 x US\$ 1,250.00	=	US\$	2,500.00
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, Technology and Education			
- 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

BUDGET ESTIMATES

F.Y. 2014/2015

(b)	Other Operating Expenditure		
(i)	Traveling Expenses including travel insurances	US\$	9,000.00
(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)	AIPA House Regular Expenditure	US\$	1,400.00
	Sub Total III	US\$	20,800.00
	Total Expenditure	US\$	53,994.00
	GRAND TOTAL	US\$	303,065.00
	Estimated Surplus for FY 2014/2015	US\$	0.00

Note: the amount set aside for part-financing of AIFOCOM is US\$ 3,964, if there is a surplus at the end of Financial Year further part financing can be considered.

BUDGET ESTIMATES

F.Y. 2015/2016

AIPA BUDGET ESTIMATES

FOR 1 AUGUST 2015 TO 31 JULY 2016 FY. 2015/2016

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 AUGUST 2015 - 31 JULY 2016)

(a) Manpower Expenditure

(i) HOME BASED STAFF (HBS)

1. Secretary General			
- Salary 12 x US\$ 6,000.00	=	US\$	72,000.00
- 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
- Bonus (13th Month Salary)		US\$	6,000.00
Sub Total I		US\$	106,800.00

(ii) LOCALLY RECRUITED STAFF (LRS)

1. Deputy Secretary General			
- Salary 1 x 12 x US\$ 1,110.00		US\$	13,320.00
- Bonus (13th Month Salary)		US\$	1,110.00
2. Director Finance, Administration and Security			
- Salary 1 x 12 x US\$ 700.00	=	US\$	8,400.00
- Bonus (13th Month Salary)		US\$	700.00
3. Director Policy, Education and Publicity			
- Salary 1 x 12 x US\$ 1,250.00	=	US\$	15,000.00
- Bonus (13th Month Salary)		US\$	1,250.00
4. Director Information, Communication and Technology			
- Salary 1 x 12 x US\$ 550.00	=	US\$	6,600.00
- Bonus (13th Month Salary)		US\$	550.00
5. Secretary to Secretary General			
- Salary 1 x 12 x US\$ 480.00	=	US\$	5,760.00
- Bonus (13th Month Salary)		US\$	480.00
6. Education Officer			
- Salary 1 x 12 x US\$ 460.00	=	US\$	5,520.00
- Bonus (13th Month Salary)		US\$	460.00

BUDGET ESTIMATES

F.Y. 2015/2016

7. Publicity Officer				
- Salary	1 x 12 x US\$ 400.00	=	US\$	4,800.00
- Bonus (13th Month Salary)			US\$	400.00
8. Corporate Finance Officer				
- Salary	1 x 12 x US\$ 540.00	=	US\$	6,480.00
- Bonus (13th Month Salary)			US\$	540.00
9. Corporate Support Officer				
- Salary	1 x 12 x US\$ 540.00	=	US\$	6,480.00
- Bonus (13th Month Salary)			US\$	540.00
10. Information and Communications Officer				
- Salary	1 x 12 x US\$ 550.00	=	US\$	6,600.00
- Bonus (13th Month Salary)			US\$	550.00
11. Information and Communications Officer				
- Salary	1 x 12 x US\$ 400.00	=	US\$	4,800.00
- Bonus (13th Month Salary)			US\$	400.00
12. Driver to Secretary General				
- Salary	1 x 12 x US\$ 450.00	=	US\$	5,400.00
- Bonus (13th Month Salary)			US\$	450.00
13. Office Support Staff				
- Salary	1 x 12 x US\$ 390.00	=	US\$	4,680.00
- Bonus (13th Month Salary)			US\$	390.00
14. Domestic Help				
- Salary	1 x 12 x US\$ 280.00	=	US\$	3,360.00
- Bonus (13th Month Salary)			US\$	280.00
15. Security Officer				
- Salary	1 x 12 x US\$ 480.00	=	US\$	5,760.00
- Bonus (13th Month Salary)			US\$	480.00
Sub Total II			US\$	111,540.00
(b)	Other Operating Expenditure			
(i)	Traveling Expenses including travel insurances		US\$	26,000.00
(ii)	Office Stationery and Supplies		US\$	6,000.00
(iii)	Car Fuel		US\$	2,000.00
(iv)	Car Insurance		US\$	1,500.00
(v)	Equipment		US\$	6,000.00
(vi)	Miscellaneous:			
	- Household Expenditure		US\$	3,500.00
	- Ex-Grata		US\$	200.00
	- Yearly Website Subscription		US\$	2,500.00
	- Yearly Intranet Subscription		US\$	1,320.00
	- Accountant Fee		US\$	2,000.00
	- Cost of sending Documents by Courier Service		US\$	1,000.00
(vii)	Medical Benefits for Home Based Staff and Locally Recruited Staff		US\$	7,500.00
(viii)	Bank Charges		US\$	300.00
(ix)	Awareness Program		US\$	6,000.00
(xi)	Staff Well Being		US\$	3,500.00
(xii)	Workplan:			
	- Printing Workplan Books		US\$	2,000.00
	- Mastering/Binding/Printing/Production of CD		US\$	1,500.00
(xiii)	Performance Bonus (9 Staff)		US\$	3,500.00
(xiii)	AIIPA House Regular Expenditure		US\$	7,200.00
(xvi)	Outsource Staff		US\$	600.00
Sub Total III			US\$	84,120.00
Total Expenditure			US\$	302,460.00
Estimated Surplus for FY 2015/2016			US\$	605.00

BUDGET ESTIMATES(SUPPLEMENTARY)

F.Y. 2016/2017

AIPA BUDGET ESTIMATES (SUPPLEMENTARY)
FOR 1 AUGUST 2016 TO 30 SEPTEMBER 2016 FY. 2016/2017

B. EXPENDITURE (1 AUGUST 2016 - 30 SEPTEMBER 2016)

(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
- 13th Month Salary			US\$ 3,500.00
Sub Total I			US\$ 20,300.00

(II) LOCALLY RECRUITED STAFF (LRS)

1. Deputy Secretary General			
- Salary	1 x 2 x US\$ 1110.00	=	US\$ 2,220.00
1. Director Finance, Administration and Security			
- Salary	1 x 2 x US\$ 700.00	=	US\$ 1,400.00
2. Director Policy, Education and Publicity			
- Salary	1 x 2 x US\$ 1,250.00	=	US\$ 2,500.00
3. Director Information, Communication and Technology			
- Salary	1 x 2 x US\$ 550.00	=	US\$ 1,100.00
4. Secretary to Secretary General			
- Salary	1 x 2 x US\$ 480.00	=	US\$ 960.00
5. Education Officer			
- Salary	1 x 2 x US\$ 460.00	=	US\$ 920.00
6. Corporate Finance Officer			
- Salary	1 x 2 x US\$ 540.00	=	US\$ 1,080.00
7. Corporate Support Officer			
- Salary	1 x 2 x US\$ 540.00	=	US\$ 1,080.00
8. Information and Communications Officer			
- Salary	1 x 2 x US\$ 550.00	=	US\$ 1,100.00
9. Information and Communications Officer			
- Salary	1 x 2 x US\$ 400.00	=	US\$ 800.00
10. Driver to Secretary General			
- Salary	1 x 2 x US\$ 450.00	=	US\$ 900.00
11. Office Support Staff			
- Salary	1 x 2 x US\$ 390.00	=	US\$ 780.00
13. Domestic Help			
- Salary	1 x 2 x US\$ 280.00	=	US\$ 560.00
14. Publicity Officer			
- Salary	1 x 2 x US\$ 400.00	=	US\$ 800.00

BUDGET ESTIMATES(SUPPLEMENTARY)

F.Y. 2016/2017

15. Security Officer			
- Salary 1 x 2 x US\$ 480.00	=	US\$	960.00
Sub Total II		US\$	17,160.00
(b) Other Operating Expenditure			
(i) Traveling Expenses including travel insurances		US\$	9,000.00
(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) AIPA House Regular Expenditure		US\$	1,200.00
(xiv) Outsource Staff		US\$	100.00
Sub Total III		US\$	20,700.00
Total Expenditure		US\$	58,160.00

SPECIAL FUND

F.Y. 2015/2016

AIPA BUDGET ESTIMATE FOR SPECIAL FUND
FOR 1 AUGUST 2015 TO 31 JULY 2016 FY. 2015/2016

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

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\$	5,000.00
(iii)	Cost of Part-Financing of hosting Study/Ad Hoc Committees and Sub Committees of the Standing Committees	US\$	5,000.00
(iv)	Expert Research/Consultant(s) as approved under the Statutes or the Regulations	US\$	15,000.00
(v)	Renovation and refurbishment of AIPA House	US\$	7,000.00
(vi)	Undergraduates Attachment Program	US\$	1,000.00
(vii)	ASEAN/AIPA Day	US\$	3,000.00
(viii)	Other Expenditure as approved by General Assembly	US\$	5,000.00
	Total Expenditure	US\$	46,000.00
	BALANCE	US\$	4,000.00

AUDIT REPORT

PERIOD OF 1 OCTOBER 2014-31 JULY 2015
F.Y. 2014/2015

NO	DESCRIPTION	TOTAL
	BEGINNING BALANCE as of October 1, 2014	850,011.87
A	INCOME	
1.	Contributions from AIPA Member Countries	248,212.31
2.	Interest Income	2,745.92
3.	Other Income	553.79
	Total Income	251,512.02
B	EXPENDITURE	
1.	Home Based Staff	84,000.00
2.	Salaries for Locally Recruited Staff	68,560.00
3.	Bonuses	11,239.00
4.	Traveling Expenses	10,929.77
5.	Cost of The Attendance of The President of AIPA to The ASEAN Summit	0.00
6.	Office Stationery and Supplies	3,111.13
7.	Office Maintenance	0.00
8.	Utility Charges	0.00
9.	Office Vehicles Maintenance and Fuel	973.68
10.	Car Insurances	925.17
11.	Equipment, Furniture and Fixtures	110.47
12.	Miscellaneous	5,466.30
13.	Medical Benefits for Home Based Staff and Locally Recruited Staff	0.00
14.	Contingencies	0.00
15.	Bank Charges	202.58
16.	Awareness Program	0.00
17.	Staff Well Being	3,198.74
18.	Work Plan	397.83
19.	Termination Allowance	0.00
20.	Undergraduate Attachment Program	400.00
21.	Performance Bonus (10 Staffs)	4,214.00
22.	Cost of Part-Financing	0.00
23.	AIPA House Regular Expenditure	6,731.64
24.	AIPA House Renovation and Refurbishment	1,591.36
	Total Expenditure	202,051.67
	ENDING BALANCE as of July 31, 2015	899,472.22

INCOME AND EXPENDITURE

Period 1 October 2011 to 31 July 2015

NO	DESCRIPTION	FY 2011/2012 US\$	FY 2012/2013 US\$	FY 2013/2014 US\$	FY 2014/2015 US\$
	Beginning Balance	1,410,748.45	1,416,919.95	1,417,387.88	850,011.87
A	INCOME				
	1. Contribution from AIPA Member Countries	298,675.20	299,421.41	262,207.25	248,212.31
	2. Interest Income	5,663.17	5,355.19	3,181.76	2,745.92
	3. Other Income	798.40	2,583.78	1,605.78	553.79
	TOTAL INCOME	305,136.77	307,360.38	266,994.79	251,512.02
B	EXPENDITURE				
	Manpower Expenditure				
	1. Secretary General	106,800.00	103,900.00	86,300.00	84,000.00
	2. Salaries of Locally Recruited Staff	85,860.00	80,650.78	80,335.21	68,560.00
	3. Entertainment Allowance	6,000.00	6,000.00	0	0
	4. Transportation Allowance	7,200.00	5,940.00	5,940.00	0
	5. Chief Information Officer	13,200.00	10,138.15	1,546.95	0
	6. Thirteenth Month Salary	5,655.00	4,380.00	5,906.00	11,239.00
	SUB TOTAL I	224,715.00	211,008.93	180,028.16	163,799.00
C	OTHER OPERATING EXPENDITURE				
	1. Travelling Expenses	25,791.58	14,264.51	20,901.79	10,929.77
	2. Cost of Attendance of the President of AIPA to the ASEAN Summit	2,500.00			
	3. Office Stationary and Supplies	5,241.30	4,536.77	5,136.87	3,111.13
	4. Office Maintenance				
	5. Utility Charges				
	6. Office Vehicle, Maintenance and Fuel	3,019.99	2,681.47	1,446.15	973.68
	Car Insurances			1,500.00	925.17
	7. Equipment		118.41	125.82	110.47
	8. Miscellaneous				
	-Household Expenditure	3,642.29	3,034.68	4,143.45	1,392.59
	-Accountant Fee	1,450.97	1,606.00	1,523.51	2,209.52

INCOME AND EXPENDITURE

Period 1 October 2011 to 31 July 2015

-Stamp Duty Fee	93.35	731.24	276.9	206.67
-Stamp Air Mail	800.87			1,500.00
-AIPA Website	1,500.00	1,500.00	1,500.00	1,500.00
-Overtime Job		1,675.46	94.65	
-Gift				157.52
9. Medical Benefit for HBS, LRS and Co-Terminus Staff	9,198.39	9,959.30	0	0
10. Contingencies	696.73	1,817.72	0	0
11. Bank Charges	314.80	258.31	210.03	202.58
12. Cost of Part Financing for AIFOCOM	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			6,208.94	3,198.74
24. Termination Allowance			975.00	
25. Awareness Program			314.04	0
26. Workplan			3,716.02	0.00
27. Mustering/Binding/Printing/Production of CD				397.83
28. Undergraduate Attachment Program				400
29. Performance Bonus				4,214.00
30. Residence Regular Expenditure				6,731.64
31. Purchasing and renovation AIPA House			606,269.47	1,591.36
SUB TOTAL II	74,250.27	95,883.52	654,342.64	38,252.67
TOTAL EXPENDITURE	298,965.27	306,892.45	834,370.80	202,051.67
SURPLUS / (DEFICIT)	6,171.50	467.93	-567,376.01	49,460.35
ENDING BALANCE	1,416,919.95	1,417,387.88	850,011.87	899,472.22

PARTNERSHIP



“Act as a channel of formal communication between AIPA and ASEAN and other international and regional organization, government and parliaments”

Article 13-F of AIPA Statute



Inter-Parliamentary Union



CAPACITY DEVELOPMENT FOR THE ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA), 2014–2015



Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



Acknowledging past achievements and the initiated institutional strengthening processes of the human capacity development activities of the Project's Pilot Phase in 2012 and 2013, the Committee of Organizational Matters of the 34th AIPA General Assembly (Brunei Darussalam, 17–23 September 2013) unanimously approved Resolution No 10 on the "Continuation of the Joint Program between AIPA and the German Federal Foreign Office (FFO) through GIZ and Hanns Seidel Foundation (HSF)".

On 25 March 2014, AIPA and GIZ formally signed the Implementation Agreement for the consecutive Phase I (2014–2015) of the Project.



Signing of the Project Implementation Agreement by German Ambassador to Indonesia, Dr. Georg Witschel, and AIPA Secretary General P O Ram (from left to right)

The project "Capacity Development for the ASEAN Inter-Parliamentary Assembly" aims to strengthen the parliamentary normative and control functions of ASEAN Member States (AMS). The target groups of the project are relevant staff of the AIPA Secretariat in Jakarta/Indonesia, the National AIPA Secretariats, selected staff and members of Parliaments (MPs), eg, members of national budget committees, as well as selected representatives of the "Women Parliamentarians of AIPA (WAIPA)".

The two-year Project Phase I (2014–2015) pursues a three-pronged capacity development strategy of:

1. Supporting the AIPA institutional reform process;
2. Promoting advanced training measures for parliamentarians/ staff of relevant AIPA Committees, of the AIPA-Secretariat as well as of the National AIPA-Secretariats; and
3. Enhancing AIPA's Information and Communication Management (AIPA Intranet, awareness building).

For the duration of Project Phase I, AIPA Member Parliaments volunteered to act as „focal parliaments“ with the aim of further enhancing AIPA ownership of the Project and ensuring that planned activities are relevant and beneficial to AIPA members, with emphasis on skills learning, team building and awareness.

The AIPA Parliaments assumed responsibility for the following topics:

- Strengthening of Parliamentary Scientific Services - Indonesian Parliament
- Parliamentary Budgeting and Transparency – Myanmar Parliament

- Management and Protocol of AIPA Intranet System – 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 to act as focal contacts for the project implementing partners "Deutsche Gesellschaft für Internationale Zusammenarbeit/German International Cooperation (GIZ)", Hanns-Seidel-Foundation (HSF)" and focal parliaments alike.

Also with the 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.

Since the beginning of Project Phase I in 2014, the Project implementation phase, the following activities have been initiated or completed:

Project Component 1:

AIPA Human Capacity Development Framework – National Assembly of Cambodia

This activity (workshop) is planned for implementation in August 2015.

Project Component 2:

Human Capacity Development for selected AIPA Parliamentarians and Women Parliamentarians of AIPA (WAIPA), and AIPA Secretariat staff members are trained in specialized skills.

Under this activity, a series of two 2-day workshops on "Parliamentary Budgeting & Transparency" were conducted with the aim of elaborating a joint draft concept on the role and contribution of national AIPA Parliaments to the introduction of international Standards on Budget Transparency in AIPA Member States.

Another intended outcome of the activity is to complete the work on the publication "Parliamentary Budgeting and Transparency in Six (6) ASEAN Countries" produced in 2013 and includes chapters on the remaining four ASEAN Member States' Parliaments.

The publication, titled: Parliamentary Budgeting and Transparency in ASEAN Member States will be published under the "AIPA Publication Series" in June 2015. The publication will be available as hardcover print version and for download under the AIPA Website.

Both workshops were hosted by the Union Assembly of Myanmar (Pyidaungsu Hluttaw). The first workshop, held in June 2014, was attended by six AIPA Member Parliaments, namely, Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines and Viet Nam, as well as officers from the AIPA Secretariat.

The focus of the workshop was on: a) sharing experiences of parliamentary budgeting in ASEAN member states; b) development of standards that could be reasonably achieved to enhance budget authority and transparency in AIPA member parliaments; and c) updating information to finalize the publication on, Parliamentary Budgeting and Transparency in ASEAN Member States".

The second workshop, held in January 2015, was attended by representatives from eight AIPA Member Parliaments (Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Thailand and Viet Nam) as well as officers from the AIPA Secretariat. The last of this workshop series resulted in: a) a final review of the content of the draft publication on parliamentary budgeting and transparency in ASEAN countries; and, b) an examination of possible standards for parliamentary budgeting and transparency.

Strengthening Scientific Services of AIPA Parliaments

The second activity under Project Component 2 consisted of a seminar series on "Strengthening Scientific Services of AIPA Parliaments". All three workshops were hosted by the House of Representatives of Indonesia in Jakarta in August and December 2014 and April 2015. While the first workshop focused on the current state of affairs and development opportunities and brought together 17 representatives of eight AIPA Parliaments, the second workshop focused on elaborating on parliamentary work plans, and comprised 17 representatives of the scientific/research services of all 10 AIPA Member Parliaments and administrative authorities.

The final workshop of the series focused on further development of final overall concepts (Action Plans) on strengthening research services adaptive to the characteristics of each AIPA Member Parliament. To ensure the continuity of the objectives of this workshop, the same participants of the previous workshops were nominated to attend.

CAPACITY DEVELOPMENT FOR THE ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA), 2014–2015



Participants of the Strengthening Scientific Services of AIPA Parliaments Workshop in Jakarta, Indonesia in April 2015.

Project Component 3:

Information Management and Outreach

In the course of the Pilot Phase of the Project (2012-13), a concept for the possible design of an AIPA Intranet was drafted. In order to support the putting into practice of the AIPA Intranet as well as the AIPA internal knowledge management and mutual knowledge exchange between Member Parliaments, the following activities have been planned for implementation in 2015:

- Management and Protocol of AIPA Intranet System

The first workshop on the AIPA Intranet System was conducted in June 2015, hosted by Singapore Parliament, with the aim to enable participants to make decisions on the objectives, operational policies, governance structure, and web-based options for the structure of the Intranet (the decision-making on the set-up of the AIPA Intranet System will be based on two „mock up“ websites). Based on the decisions taken during that workshop, selected IT officers of all AIPA member parliaments were scheduled to receive training on administering the system.

- Compilation of detailed fact sheets on political and parliamentary systems of AIPA members.

Within the framework of the "AIPA Publication Series", the detailed fact sheets on the political and parliamentary systems of AIPA Member Parliaments are planned to be published by the end of 2015.



Mr. Bernardo R.
Agawin, Jr.

- Publication - Legislative Procedures of AIPA Member Parliaments

The Publication on Legislative Procedures in AIPA Member Parliaments shall be available by the end of 2015 as well. Both planned publications will be available for downloading from the AIPA website.

Since October 2014, the GIZ Project Team is supported by a Technical Assistance Coordinator, Mr. Bernardo R. Agawin, Jr. (Bernardo.Agawin@giz.de), located at the AIPA Secretariat.

Gert Reinberger (Mr.)
Principal Advisor
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
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AIPA AND ASEAN



Strengthening Scientific Services of AIPA Parliaments Workshop", in Jakarta, Indonesia, April 2015; from left to right: P.O. Ram - AIPA Secretary General; Dr. A.K.P Mochtan - Deputy ASEAN Secretary-General for Community & Corporate Affairs; HON. DR. Winantuningtyastiti Swasanani M.Si, Secretary General of the Indonesian House of Representatives; Dr Stephen Sherlock -Workshop Consultant.

AIPA and ASEAN, through their Secretariats, share the common goal of enhancing communication, cooperation, and coordination for the establishment of the ASEAN Community in 2015, as well as the attainment of ASEAN Community's Post-2015 Vision. Both secretariats have agreed to reciprocal attendance at each other's meetings that are related to the affairs of the ASEAN region.

At the AIPA-ASEAN Interface, which formed part of the programme of the ASEAN Summit, Speakers of AIPA Member Parliaments met the Heads of Government/State of ASEAN to further discuss mutual concerns and deliberate on endeavors toward an integrated community and the post-2015 commitment. The ASEAN Secretariat delegation also attends AIPA General Assembly, AIPA Fact-Finding Committee to Combat the Drug Menace (AIFOCOM) meetings, AIPA Caucuses, and other AIPA-related meetings. Current endeavors of ASEAN show an increasing acknowledgment of AIPA as its associated entity. It is demonstrated in ASEAN's initiative to involve AIPA in briefings and important meetings of the organization. In an effort to enhance information sharing, the ASEAN Secretariat has created a section on AIPA publications within the ASEAN Secretariat Resource Center.

The AIPA Secretary General has discussed the feasibility of housing the AIPA Secretariat under the same roof as the ASEAN Secretariat in the latter's new building. This is under consideration. In fact, for the first time this year, AIPA will be celebrating its anniversary at the ASEAN Secretariat.

H.E. Dr. AKP Mochtan

Deputy Secretary General of ASEAN for Community and Corporate Affairs

AIPA & ASEAN FOUNDATION (AF)



AIPA and ASEAN Foundation (AF) has entered into a partnership on 18 December 2013, when the ASEAN Foundation and the ASEAN Inter-Parliamentary Assembly (AIPA) signed a Memorandum of Understanding (MoU) in Jakarta. The MoU served as an institutional umbrella for collaboration in the future addressing shared areas of interest of both institutions for the benefit of ASEAN. AIPA agreed at its 34th Assembly to develop cooperation with the ASEAN Foundation.

The partnership emphasized the need to work hand-in-hand in promoting active participation of people in the process of establishing the ASEAN Community. Furthermore it was mentioned that parliamentarians were selected by people, thus they represented people's interests and needs through "people diplomacy". In this connection, the partnership addresses the importance of implementing tangible programmes aiming at enhancing the capacity of ASEAN parliamentarians so they could contribute to the ASEAN Community building.

Representing the AIPA signing the MoU was Honorable Mr. Periowsamy Otharam while H.E. Dr. Makarim Wibisono signed the MoU representing the ASEAN Foundation. The MoU signing was undertaken in the presence of the ASEAN Secretariat officials, GIZ representatives, and staff of AIPA, witnessed by Honorable Dr. KH. Surahman Hidayat, M.A., Chair of the Committee for Inter-Parliamentary Cooperation of the House of Representative of the Republic of Indonesia.

Mr. Ajie Wahidin, Programme Coordinator
ASEAN Foundation

AIPA AND FREELAND: ARRESTING THE DEPLETION OF ASEAN'S RICH BIODIVERSITY



Each year, billions of dollars in illegally harvested or taken wild fauna and flora (including timber) move across borders, often through the activities of international crime networks. This global trafficking problem has serious implications for world trade and the environment, as well as posing a significant threat to human health. Poorly regulated wildlife trade threatens biodiversity, strengthens crime networks, and also increases the risk of the spread of zoonotic infectious disease.

Rich in biodiversity, but also known for its porous borders, weak laws and patchy enforcement, Southeast Asia is a global hotspot for the poaching, trafficking and consumption of illegal wildlife and their parts. Legal protections for ASEAN's ecosystems suffer from uneven enforcement, loopholes and weak penalties for violators. Law enforcers are also not optimizing opportunities to apply non-wildlife laws to organized wildlife crime (money laundering, tax evasion, etc). While recent programs led by the ASEAN Wildlife Enforcement Network (ASEAN-WEN) have helped increased enforcement action on the ground by as much as eleven-fold, prosecutions and convictions are not occurring at the level and frequency necessary to dismantle and stop the criminal syndicates profiting from illegal trade in wildlife. Government officials cannot act effectively to protect wildlife and ecosystems without the backing of strong laws or the proper application of existing laws (including wildlife laws and the full spectrum of other laws that can be used to prosecute wildlife crime) to acts of organized crime.

The review and analysis of national legislation is necessary to better understand CITES/wildlife protection-legislation and to identify major weaknesses, loopholes, jurisdictional overlaps, and provide a basis for recommendations on how to rectify or improve them. Despite the need, strengthening of wildlife laws is not currently a political priority in the region and remains sidelined on the legislative agenda. Other laws that are applied to organized crime in drug, human and arms trafficking are often appropriate to organized wildlife crime, but are not being applied as such. By elevating the issue of wildlife crime and wildlife law reform, partners can assist champion Members of Parliament (MP) from the ASEAN Inter Parliamentary Assembly (AIPA) to gain a solid legal foundation to fully enforce wildlife laws that will catalyze a seismic shift in the regional trade context.

Strengthening relevant laws and their enforcement remains the biggest challenge ahead. This is a leading strategy to create effective deterrents for illegal wildlife trade and dismantle the criminal syndicates behind it. Legislators and policy makers are vital in the fight against wildlife crime specifically through their support in strengthening national laws and the development of region-wide regulations. Legislators also decide on budget prioritization for line agencies combating wildlife crimes and elevating this issue to a higher level could result in additional funding being allocated across the region to more effectively combating wildlife crime.

Effective wildlife law enforcement and prosecution requires the optimum legislative and policy environment which commits to the protection of endangered wild flora and fauna within ASEAN and beyond its borders.
East Asia Summit Declaration on Wildlife Trafficking 2014

In November 2014 at the East Asia Summit, composed heads of states and governments of the ten ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Vietnam), Australia, China, India, Japan, New Zealand, the Republic of Korea, the United States and Russia issued a declaration which directs more attention combating wildlife crime, including stronger prosecutions, cooperation on transnational wildlife investigations, legislation reforms and the sustainability the ASEAN Wildlife Enforcement Network (ASEAN-WEN).

AIPA AND FREELAND: ARRESTING THE DEPLETION OF ASEAN'S RICH BIODIVERSITY

AIPA's 2012 General Assembly Resolution was referenced by the Heads of States and Governments in pushing for active and strategic partnership engagements to combat wildlife trafficking.

ASEAN Parliamentarians Resolve to Combat Wildlife Crime

In September 19, 2012, over 400 parliamentarians, ministers, and senior government 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 AIPA is a regional parliamentary organization formed to enhance friendship and mutual cooperation on matters affecting Southeast Asia. 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).

In December 4, 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, 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 (National Assembly) witnessed the LOC signing.

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).

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

AIPA AND FREELAND: ARRESTING THE DEPLETION OF ASEAN'S RICH BIODIVERSITY

Project Components	Expected Outcomes	Expected Outputs	Activities
Policy reform and capacity building	a) 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 legislations to relevant AIPA Member Parliaments, new wildlife specific caucuses and other relevant ASEAN agencies, if needed (Open at all AIPA Member Parliaments, but with existing opportunities in Vietnam, Cambodia and Thailand)</p> <p>b) Support in the review of national legislations 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 National University of Singapore Asian-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>
	a) New partnerships developed to support AIPA and its member parliaments	<p>a) New parliamentary bodies (e.g. 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>

AIPA AND FREELAND: ARRESTING THE DEPLETION OF ASEAN'S RICH BIODIVERSITY

Public Awareness and Outreach	<ul style="list-style-type: none"> a) An informed and active pro-conservation AIPA Member Parliaments b) Better understanding of the scale of consumption and the effects of wildlife crime to human security and wellbeing c) Improved inter-agency communication, coordination, and cooperation d) Transparent monitoring and evaluation mechanism of policy vis-avis enforcement practice 	<ul style="list-style-type: none"> a) Exchange 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; b) Collaboration on public awareness and media outreach initiatives in coordination with AIPA Leaders and Members of Parliaments (MPs), with their respective government officials; 	<ul style="list-style-type: none"> 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 packets). 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 internet, regular media, and at select 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.
Further Cooperation	<ul style="list-style-type: none"> a) Stronger working relationship and partnership base between AIPA, its Member Parliaments with ARREST / FEELAND and ASEAN-WEN b) Sustained efforts by ARREST and AIPA partners in promoting good governance and combatting wildlife crime 	<ul style="list-style-type: none"> a) Staff exchanges from within the partner organizations b) Visibility of each partners' in their respective meetings and partnership initiatives c) Joint fundraising efforts in support of AIPA efforts to support national governments in combatting wildlife crime 	<ul style="list-style-type: none"> 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 to building the capacity of each organization to implement this LOC. b) Attendance of partner organizations to their respective General Assemblies, Annual Meetings or Meetings

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AIPA & UN WOMEN IN ASIA-PACIFIC REGIONAL OFFICE



Engagement with parliamentarians was strengthened at the national and regional level through AIPA's partnership with its Women's caucus. Women's empowerment and access to equal participation in all spheres of life are instrumental to good governance, the accountability in the use of public goods and in meeting the different needs of women, men, girls and boys. The global average for women in parliament is 22%. Asia, at 18%, is slightly behind this global average. Across ASEAN, there has been some progress, ranging from a high of 27% in the Philippines to 5.6% in Myanmar. Timor-Leste has the highest percentage of women in Parliament (38.5%) followed by Lao PDR and Singapore (25%).

However, formal equality in laws regulating political leadership has not led to a substantive change in equality because, in many places, women are still not considered to be suited for public life; they lack campaign skills and confidence; they lack access to resources required to stand for public office; and they have heavy workloads which make it difficult for them to juggle home responsibilities with the demands of Parliament. While these are not ringing statements in general, this section should be about programmes and arrangements for capacity development, and most of the indicators are about the number of training places available and open to them.

Under the auspices of the ASEAN Inter-Parliamentary Assembly (AIPA), all the ASEAN Member States have agreed to principles upholding the right of women to meaningful political participation as parliamentarians and voters. Through a regional dialogue among parliamentarians, AIPA members have pledged themselves to many measures which are important political commitments to further build upon the progress made on this front.

Some of the key commitments were to explore, pursue and prioritize legislations that facilitate women's political participation, such as:

- Having special targeted measures, campaign financing and gender-responsive budgeting;
- Engaging political parties and civil society and supporting their role in promoting informed electoral choices and women's political participation;
- Putting in place support mechanisms in parliament, ie, women's caucuses, to enhance capacity of women parliamentarians and enabling dialogues across parties;
- Strengthening the support capacity of women's caucuses to provide substantive interventions in advancing women's political leadership within the organizational structure of political parties;
- Working together for gender-sensitive parliaments and participating learning sessions on gender equality;
- Mentoring young women leaders to participate in political decision-making, with a focus on integrity and leadership;
- Adopting a holistic approach to empowering women, promoting women in leadership positions in other professions, with special attention to women's health, education, security and access to other services;
- Fostering South-South dialogues, triangular cooperation, partnerships and collaboration on women's political participation;
- Encouraging the strengthening of mechanisms for transparency in election and political spending and strengthening the women's caucuses of AIPA member parliaments.

UN Women Regional Office for Asia and the Pacific

AIPA & ASIA-PACIFIC FORUM ON WOMEN, LAW AND DEVELOPMENT



In a decade characterized by rising inequality, heavy militarisation, increased use of surveillance technology and crackdowns against ordinary citizens and social activists, and intensifying impacts of climate change, 2015 proved to be a critical year, not only for ASEAN Member States, but also for governments across the world to advance a new vision of development justice that will eliminate inequalities of wealth, resources, power and opportunities between countries, between rich and poor, and between men and women.

One of the prerequisites of development justice is accountability to peoples, necessitated by a system of democratic and just governance that enables people to make informed decisions over their own lives, communities and futures. It also necessitates empowering all people, but particularly women and the most marginalised, to be part of free, prior, and informed decision-making in all stages of development processes at the local, national, regional and international levels, as well as ensuring the right of peoples to determine their development priorities. It also requires guaranteeing the right to freedom of information and expression.

Women's participation and leadership in decision-making at all levels, starting in the home and extending to the highest levels of government, are a fundamental prerequisite for women's rights enjoyment, gender equality, sustainable development and genuine democracy. However, the presence of women in politics alone does not always translate or ensure a transformative leadership by and for women. APWLD's partnership and engagement with AIPA are part of our initiatives to advance women's transformative leadership.

Recognizing the need for increased representation of women in political leadership, particularly at the local and national levels in Southeast Asia, as well as the need for political leaders who are accountable to the community and responsive to their needs, APWLD engages local women leaders to develop their capacity to exercise leadership that is transformative, empowering and solidarity-building. We do this through a combination of knowledge, resources, networks and capacity development, all aimed at positively contributing to the realisation and advancement of women's rights, challenging gendered political structures and articulating a transformative model of governance and gender-neutral leadership.

Through AIPA, we have engaged with women parliamentarians from across the region to consolidate networks and linkages between parliamentarians and civil society to advance a progressive and people-centred ASEAN following the ASEAN People's Forum and on the lead-up to the ASEAN Summit earlier in 2015. We will continue to develop and advance the capacity of AIPA members and work towards building and strengthening an ASEAN Women Parliamentarian Caucus in the region.



Inter-Parliamentary Union
for democracy and development

Message
President of ASEAN Inter-Parliamentary Assembly (AIPA)
Delivered by Hon. Khoo Soo Seang, MP
on the Occasion of Inter-Parliamentary Union (IPU) and Related Meetings
Hanoi, Viet Nam
30 March 2015

President Saber Chowdhury
Secretary General Martin Chungong
Hon Speakers of Parliament
Distinguished Parliamentarians
Ladies and Gentlemen

It gives me great pleasure, representing and on behalf of the President of the ASEAN Inter-Parliamentary Assembly (or AIPA in short), to take the floor here in Hanoi today on the occasion of the IPU's 132nd Assembly.

This is the first occasion that AIPA has been invited by IPU to address a congregation of its Parliamentarians. It also marks another first - an AIPA Head addressing an IPU Assembly in an AIPA Member State!

AIPA is made up of 10 Member States from this region, and they are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam.

Each Member Parliament of AIPA, except for Brunei Darussalam, is a member of the Inter-Parliamentary Union (IPU). Hence, the Member Parliaments of AIPA are no strangers to, and all have close bonds with, the IPU. In fact, both AIPA and IPU promote the common principles of human rights, democracy, peace, security and prosperity.

Ladies and Gentleman,

The first ASEAN Parliamentary Meeting (the forerunner of AIPA) was held in Jakarta, Indonesia, in 1975, and it was there that their Parliaments decided to form themselves into an Organisation as they:

- (1) recognised that the world's problems are growing larger in scope and more complicated in nature, and desiring to enhance friendship and mutual cooperation on matters affecting Southeast Asia in order to promote regional peace, stability and prosperity;
- (2) determined that more common efforts must be undertaken to give concrete substance to our brotherhood and friendship in meeting the challenges of developing our societies in this modern age; and
- (3) were convinced that the strength of ASEAN emanates from the roots of our societies and that closer cooperation among the respective legislatures would result in greater participation by the people of ASEAN Member States.

AIPA was, therefore, born in 1977, with the following aims and purposes:

- (1) to promote solidarity, understanding, cooperation and close relations among parliaments of ASEAN Member States, other Parliaments and Parliamentary Organisations;
- (2) to facilitate the achievement of the goals of ASEAN as constituted in the ASEAN Declaration of August 1967 made at Bangkok, Thailand, as well as the ASEAN Vision 2020 taking into account Bali Concord II, 2003, leading to

the realisation of an ASEAN Community based on three pillars: ASEAN Security Community, ASEAN Economic Community and ASEAN Socio-Cultural Community; and

- (3) to establish and maintain the exchange and dissemination of information as well as coordination, interaction and consultations with ASEAN to offer parliamentary contributions to ASEAN integration and familiarizing the peoples of ASEAN with policies aimed at accelerating the realisation of an ASEAN Community.

In other words, AIPA exists as a separate regional assembly of national parliamentarians from the 10 ASEAN Member States. AIPA also serves as a dialogue, discussion and consultation vehicle or platform. The objectives of AIPA are closely aligned with that of ASEAN in advocating peace, stability and prosperity in the region. AIPA also upholds the values of the "ASEAN way" of non-interference, informality and consensus-building, and widely endorsing diplomacy. It is hoped that through closer cooperation between the legislatures and their parliamentarians, the representatives of ASEAN would be at the forefront of efforts to foster collaboration and participation from the peoples of the ASEAN Member States in forging a common ASEAN identity and destiny.

Over the past two years, AIPA has also been working closely with non-parliamentary organisations, such as GIZ, Hanns Seidel Foundation, Freeland/Arrest, ASEAN Wildlife Enforcement Network (WEN), UN Women, Asia-Pacific Forum in Women, Law and Development (APWLD), on several projects. Through such organisations, it is able to organise conferences, workshops, etc, for its parliamentarians and parliamentary support staff.

AIPA looks forward to working closely with IPU in all its efforts, especially in tapping on its wide experience and expertise in inter-parliamentary cooperation and its visionary strategy in mapping the future direction of IPU and, at the same time, strengthening parliaments to enable them to contribute to democracy and help meet the aspirations of the people.

Mr President, I thank you once again for giving AIPA the opportunity to deliver this speech on the occasion of its 132nd Assembly and I wish your meeting every success.

AIPA GALLERY



*Commemoration of AIPA Day at the Nusantara Paripurna Building of the Indonesian House of Representatives
2 September 2014, Jakarta, Indonesia*



*Consultation between ASEAN Inter-Parliamentary Assembly (AIPA) and High Level Task Force (HLTF) on ASEAN Community's Post-2015 Vision at ASEAN Secretariat
9 April 2015, Jakarta, Indonesia*

AIPA GALLERY



*AIPA Secretary General, was one of the pannelists at the ASEAN-WEN Regional Stakeholder Policy Workshop
8 - 10 December 2014, Singapore, Singapore*



*Canadian Senators led by Hon. Senator Raynell Andreychuk visited AIPA Secretariat office
24 February 2015, Jakarta, Indonesia*

AIPA GALLERY



*Official Opening of the 35th AIPA General Assembly hosted by the National Assembly of Lao PDR
15 September 2014, Vientiane, Lao PDR*



*Visit from delegation of the Federal Republic of Germany to AIPA Secretariat office
16 February 2015, Jakarta, Indonesia*

AIPA GALLERY



*Courtesy call with the first accredited New Zealand's Ambassador for ASEAN, H.E. Stephanie Pamela Lee
18 March 2015, Jakarta, Indonesia*



*12th AIPA Fact-Finding Committee (AIFOCOM) to Combat the Drug Menace
7th - 11th June 2015, Kuala Lumpur, Malaysia*

AIPA GALLERY



*3rd Workshop on "AIPA Intranet System"
11 - 12 June 2015, Singapore Parliament, Singapore*



*3rd Workshop on "Strengthening Parliamentary Scientific / Research Services of the AIPA Member Parliaments" jointly
organized by AIPA and Hanns Seidel Foundation Indonesia
14 - 15 April 2015, Jakarta, Indonesia*