



WORKPLAN 2016



ONE VISION, ONE IDENTITY, ONE COMMUNITY

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VISION

Towards an efficient, reliable and functional
AIPA Secretariat

MISSION

To support and assist AIPA and its commitment in their business and proceeding; facilitate their participation in Inter-Parliamentary activities and with other bodies; undertake the management of AIPA Secretariat; and support ASEAN in its effort for a people-centered ASEAN Community

CORPORATE OBJECTIVES

- Enhancing excellence in the administration of AIPA Secretariat
- AIPA Connect for knowledge sharing and enhanced communication among ASEAN Member Parliament
- Broaden opportunity for skill enhancement through courses, trainings and workshops
- Enhancing Awareness and public outreach
- Elevate international standing and role of AIPA

FOREWORD



Mahn Winn Khaing Thann

Speaker of the Pyidaungsu Hluttaw and
the Amyotha Hluttaw
Nay Pyi Taw
The Republic of the Union of Myanmar

Mingalarbar !

I genuinely welcome you all to Nay Pyi Taw. I have a great pleasure in and am proud of writing this foreword for 2016 AIPA Workplan that will be delivered to all Member Delegations attending the 37th AIPA General Assembly which will be hosted from 29th September to 3rd October, 2016. The annual publication of AIPA Workplan can be taken into account as an achievement since it is not only a means to show its work and targets but also a reference for a better structural programme for the effective implementation of the AIPA activities and functions collaborating with Member Parliaments and the Secretariat.

We must appreciate all Leaders of AIPA and ASEAN on their involvement in principal role of building ASEAN Community aiming at human resource development. ASEAN has emerged and come into prominence as a rules-based, people-oriented community promoting rule of law, good governance and anti-corruption.

We are obliged to focus on reinforcement of AIPA which is implementing ASEAN Community with the harmonization of domestic laws or legal frame of member states and ASEAN agreements. Myanmar Parliament will stand as a member parliament of AIPA in accordance with fundamental principles of the ASEAN Charter: rule of law, good governance, principles of democracy and constitutional government.

In conclusion, I, as the President of AIPA, would like to congratulate AIPA Secretariat on their great effort to convey 2016 AIPA Workplan. I would like to extend to you my wish for the accomplishment of a peaceful and prosperous ASEAN community under the motto "One Vision, One Identity, One Community".



REMARKS BY AIPA SPEAKER

BRUNEI DARUSSALAM
CAMBODIA
INDONESIA
LAO PDR
MALAYSIA
MYANMAR
PHILIPPINES
SINGAPORE
THAILAND
VIETNAM



**H.E. PEHIN ORANG KAYA SERI IE LA
DATO SERI SETIA AWANG Hj. ABD.
RAHMAN BIN DATO SETIA Hj. MD.
TAIB**

**Speaker of The Legislative Council
of Brunei Darussalam**



BRUNEI DARUSSALAM

Parliaments are key stakeholders in our efforts to accelerate the process towards ASEAN integration. Their unique responsibility as a bridge between the executive arm and the people can bring greater public engagement into these efforts. AIPA represents the peoples of ASEAN. Relentless efforts in strengthening the existing cooperation between the executive and legislative institutions of ASEAN is crucial in achieving the common goals of becoming a people to people community. As representatives of the peoples of ASEAN, closer cooperation among the legislative branch of ASEAN would help to strengthen further ASEAN integration.

AIPA has continued to run a number of commendable activities and bold initiatives in strengthening cooperation and promoting interactions with other relevant ASEAN sectoral bodies, regional partners and global institutions. I believe these significant efforts will greatly enhance the important role of AIPA in strengthening the integration of ASEAN. In addition to this, AIPA Secretariat is undertaking continuous initiatives in enhancing meaningful collaboration with the ASEAN Secretariat such as in communication, consultation and cooperation. This will undoubtedly serve as a sound platform for broader cooperation that would bring beneficial outcomes for both Secretariats.

Up to this day, the efforts that have been done by the AIPA Secretariat comes with no limitation. The Secretariat has been very proactive and agile when it comes to handling their tasks. With the guidance from the AIPA Secretariat, and with the cooperation and collaboration among all of the 10 AIPA Member countries working together hand in hand, I look forward to the further development of AIPA as a strong entity supporting the building of an ASEAN Community.

CAMBODIA



**SAMDECH AKKA MOHA PONHEA
CHAKREI HENG SAMRIN**

**President of The National Assembly
of The Kingdom of Cambodia**

After the amendment of the statutes of the ASEAN Inter Parliamentary Assembly (AIPA), the processing of this legislative network of the ASEAN Community developed remarkably especially the cooperation between AIPA and ASEAN. However, this progress seems to be at a standstill while ASEAN continues to move ahead. This is caused by many reasons, including the lack of self-confidence among member countries which can be a major factor.

AIPA needs to expand and strengthen further integration of working with ASEAN, especially to enhance the scope of work for implementation between permanent secretariats of the both institutions (AIPA-ASEN) which respectively establish the legislative working mechanism and executive work. The annual reciprocal reporting of ASEAN and AIPA is not yet enough to improve the working effectiveness of AIPA.

Either Secretariat General of AIPA and ASEAN should work together and regularly communicate at all events related to ASEAN and AIPA. At annual AIPA General Assembly and ASEAN Summit, the agenda items of the meetings should be jointly studied and co-organized for common approval. Such procedural arrangements will facilitate implementation of AIPA resolutions by including the common spirit and intentions of AIPA in the relevant national laws of each member country. These views will help the efforts of almost four decade of AIPA to be worthwhile for our society, because currently AIPA is not a legislative body of ASEAN.



H.E. DR. ADE KO MARUDIN

**Speaker of The House of
Representatives of Indonesia**

INDONESIA

It is due to the wisdom of the five Parliaments, namely, Indonesia, Malaysia, The Philippines, Singapore and Thailand, to unite together to form an association of ASEAN Parliaments way back in 1975 that saw the rise of AIPA with five other Parliaments joining the association for the common good of the region.

It was Indonesian's House of Representatives that hosted the first ASEAN Parliamentary Meeting on 9 January 1975 and the Working Committee in the same year, leading to the joint declaration of commitment and the drafting of the Statutes respectively.

The inaugural ASEAN Parliamentary Meeting was opened by then President of Indonesia, H.E. General Soeharto. In his address, the President said, *"It certainly gives us great pleasure to host the first ASEAN Parliamentary Meeting. And we immensely rejoice by the presence today of those who are no longer considered as strangers but by us as brothers of the Indonesian people. It is this feeling of brotherhood, I presume, which has inspired the birth, the growth and the strength of ASEAN. Similar spirit will induce true friendship amongst us. Consequently sincere brotherhood and friendship will in turn evoke the desire to promote mutually beneficial cooperation, both for our individual and common progress, equally shared by member countries of this Association. It now requires our constant efforts to preserve the elements indispensable for its further growth and to eliminate those detrimental to its progress. Perseverance, patience, open-mindedness and goodwill are essential to overcome possible difficulties arising from our differences. ASEAN members should continue to conduct dialogue amongst themselves, whether in government, private and public circles or other forums. This is of great significance because the emergence of ASEAN is not solely reserved to accommodate the intentions of member countries' governments to cooperate, but it is rather a manifestation of common desire among countries in this region to build a much better and prosperous, as well as peaceful future."*

The sacred wisdom of the President still prevails. The Indonesian House of Representatives then has pledged its commitment to support the continuing progress of AIPO by involving its senior parliamentarians in the development of the organization. To this end, in 1990, at the 10th AIPO General Assembly in Jakarta, it was agreed that the permanent secretariat of AIPO be housed in Jakarta. This was then followed by a Presidential Decree on 4 January 1992, giving the AIPO Secretariat its diplomatic status, accorded with privileges and immunities.

Indonesian Parliamentarians were also vocal in the transformation process of AIPO into AIPA. Upon the call for parliaments in ASEAN to consolidate AIPA as a more effective and closely integrated institution, the Indonesian House of Representatives gave its full support towards enhancing the inter-parliamentary organization, which has since been known as the ASEAN Inter-Parliamentary Assembly (AIPA).

AIPA will be celebrating its 40th anniversary in 2017, a long journey marked with successes as well as challenges. It is now timely to raise the level of cooperation of the member parliaments to achieve the objectives envisaged by the founding fathers. Furthermore, AIPA needs to respond quickly to the current situation in our region. Support for ASEAN to reach its ultimate goal, which is the integration of ASEAN and the creation of an ASEAN Community, requires genuine commitment, common action and concerted efforts. The Indonesian House of Representatives backs the approach made by AIPA to solve issues in the region. Vibrant communication and sincere exchanges among AIPA member parliaments, we believe, will strengthen our bonds.

I take note of AIPA Secretariat's efforts in its active communication and engagement with the national secretariat of each respective parliament in the advancement of AIPA's mission to support ASEAN and reaching out to the international community for its support. Being at the same precinct of the Indonesian House of Representatives, we can see clearly that the Secretariat is doing its best to serve the interest of AIPA and its member parliaments.

We wish for a continued vibrant AIPA and a productive and creative AIPA Secretariat.



LAO PDR

Statement of Her Excellency Madame Pany Yathotou

President of the National Assembly of Lao PDR on the Progress and Future Direction of the ASEAN Inter-Parliamentary Assembly (AIPA)

With pleasure, I would like to congratulate the Secretary General of AIPA and his team for their work and efforts in compiling this annual Workplan. In the same manner, my congratulations are extended to all AIPA Member Parliaments for their support in implementing the previous Workplan with applaud-able success which has contributed to achieving the vision and goals of ASEAN Community building.

Over the years, AIPA and its members, through their legislative and representative mandate, have made meaningful contributions to the achievement of ASEAN in the promotion of peace, stability and cooperation in the region by extending its strong support to the Three-pillars of the ASEAN Community, namely, political community, economic community, and socio-cultural community, which AIPA has adopted legislation and policies in support of peace and security in the region while at the same time, encouraging peaceful conflict settlement; adopted and amended numerous legislations to be in alignment with ASEAN directives and policies of each particular period; for instance, legislation in the area of economic cooperation, customs and labor; and proactively promoted inter-cultural exchange and dialogue in order to encourage mutual respect and understanding among the multi-cultural, multi-ethnic ASEAN peoples in moving towards a socially responsible community. Moreover, AIPA, through its mechanism, encourages dialogue and cooperation between ASEAN and its external partners around the world. Such efforts have contributed to increased political, economic and development cooperation between ASEAN and its dialogue partners.

Over the years, its annual Workplan have enabled the implementation of a variety of activities in support of harmonization of legislation, capacity building, outreach to the electorates, as well as coordination with partners and stakeholders. AIPA has also been able to make meaningful contributions towards ASEAN objectives and goals. In the new conditions of the ASEAN Community, enhanced coordination and mutual support between AIPA and ASEAN will be even more essential; such an arrangement will help us to respond quickly in the interest of and in accordance with the aspirations of the peoples while, at the same time, promoting peace and stability in the region.

The year 2016 marks a significant milestone in ASEAN history and development as AIPA enters into the first year of the ASEAN Community and the Member Parliaments move ever closer together in tandem over a broader spectrum of cooperation in all spheres. For the Lao PDR and its National Assembly, this year is both meaningful and challenging as the country took Chairmanship of the ASEAN Community in its very first year where initiatives and changes have to be implemented. Nevertheless, we trust that with efforts of the government, the people of the Lao PDR and with support of ASEAN members, as well as of external partners around the world, we will achieve the intended objectives and result.

In conclusion, I wish all AIPA Member Parliaments and AIPA Secretariat a successful implementation of the Workplan in a way that contributes to the promotion and maintenance of peace, stability and the well-being of the peoples of ASEAN.

H.E. MADAME PANY YATHOTOU

**President of The National
Assembly of Lao PDR**



**H.E. TAN SRI DATUK SERI
PANGLIMA PANDIKAR AMIN
MULIA, MP,**

**Speaker of The House of
Representatives of Malaysia**

MALAYSIA

The adoption of around 25 resolutions at the last AIPA General Assembly, held in Kuala Lumpur in September 2015, certainly heralds a new era not only for AIPA, but for the ASEAN region as a whole. Indeed, what emerged from the Assembly, was closer co-operation and co-ordination and a new sense of urgency and dedication to the true cause of AIPA.

The 2015 Assembly has made it easier for us to start thinking and mapping out a detailed blue-print and a long-term-perspective plan. The plan charting the future progress of AIPA should be based on unshakeable and realistic measures hinged around political, economic and social conditions of each of our respective nations.

Having discussed issues frankly and fully and having debated and decided on the resolutions, we must now pursue these with the united and collective will of all AIPA members, resolutely and with courage and confidence.

If AIPA is to survive as an entity that is looked up to throughout the world, we need to re-dedicate ourselves to certain ideals that transcend our borders and our individual interests. The time has arrived for us to rise above sectional interests and think of the larger interests of AIPA as a whole.

Over the years, remarkable progress and advancement has been made by the Secretariat of AIPA. However, we AIPA members, each one of us, ought to remember at all times, that we have to make a concerted effort to carry out and enforce our plan of action sincerely. We can expect nothing in return from AIPA beyond what we are prepared to give her.



H.E. MAHN WINN KHAING THANN
Speaker of The Pyidaungsu Hluttaw
and The Amyotha Hluttaw, The
Republic of The Union of Myanmar

MYANMAR

It is a great pleasure for me to write remarks on the progress of AIPA over the years. The AIPA has been an important forum for the peoples of ASEAN and its coordination roles among ASEAN parliamentarians which support successful building of ASEAN Community and, has been serving as a bridge in the adoption of policies and legislations of National Parliaments that will help it to emerge as a rule-based and people-centred organization among the Member States.

In order to achieve our aspiration for the ASEAN Community, AIPA coordinated actively among the National Parliaments in developing common legislatives initiatives and further promoted understanding among its members and observers with mutual respect.

AIPA has conducted numerous capacity building projects with its partners such as German Foreign Office (GIZ) and Hanns Seidel Foundation. These projects were of much support to the strengthening of parliamentary normative and control functions of ASEAN Member States.

Besides, the annual publication of AIPA Work Plan can be taken into account as an achievement since it is not only a means to show its works and targets but also a reference for a better structural programme for the effective implementation of the AIPA activities and functions collaborating with Member Parliaments and Secretariat.

I strongly believe AIPA will be moving forward to achieve the goal of ASEAN as a peaceful and prosperous community under the motto "One Vision, One Identity, One Community" for the peoples of ASEAN Member States.



H.E. PANTALEON D. ALVAREZ
(2016-2022)

**Speaker of The House of
Representatives of the Philippines**

PHILIPPINES

On behalf of the Members of the House of Representatives, I wish to congratulate AIPA for serving as a catalyst for promoting greater understanding and cooperation among parliaments in the region. In the 36 years, AIPA has relentlessly contributed to building support for the fulfillment of the goals and aspirations of the ASEAN. Through inter-parliamentary cooperation and confidence building, AIPA has helped foster inclusive dialogue and consensus in proposing, at the parliamentary level, solutions to various issues confronting the region.

Consistent with the desire to increase women participation in the ASEAN community, AIPA established the Women Parliamentarians of AIPA (WAIPA) in 1988 as a special Committee of the AIPA General Assembly. The formation of the AIPA Caucus in 2007 helped to accelerate effective legislative cooperation and harmonization in member countries especially in combating illicit drugs, and protecting migrant workers. The ASEAN-AIPA Interface evolved as a formal means for institutional dialogue and cooperation between the ASEAN and the AIPA on common issues including narcotics and drugs, human rights, environmental and wildlife protection, tourism, and human capital development. The list of accomplishments continues, informing us that the last three decades have been very productive for each and every AIPA member nation.

However, with the dawning of the ASEAN Economic Community (AEC), the challenge towards greater complementarity of our rules and reforms has become imperative. One of the major bottlenecks in the ASEAN, particularly in the implementation of regional integration measures, is the slow ratification of agreements by member countries. Hence, the ASEAN can benefit from AIPA's track record in ironing out concerns and issues and expediting ratification. We need to concretize our linkages with the ASEAN so that robust collaboration can be realized.

As we confront the challenges of the 21st century, by engaging with different parliamentarians in the region and dialogue partners, AIPA must remain faithful to its mandate to serve as a platform for listening to, discussing, and standing up for the voices and aspirations of the ASEAN people.



H.E. MADAM HALIMAH YACOB

**Speaker of The Parliament of
Singapore**

SINGAPORE

We have come a long way since the formation of AIPA in 1977. AIPA remains as the only inter-parliamentary organisation in the Southeast Asia region, which bears testimony to its relevancy and importance. AIPA is a unique organisation that directly represents our people and provides the fundamental links between the peoples and the governments of ASEAN.

With the support of AIPA Secretariat, AIPA has also increased its visibility and outreach in recent years within and beyond the region. The common AIPA bond among the parliamentarians of the region has taken root and will only continue to grow stronger. We also have an annual Workplan to celebrate our achievements and chart out our future goals. By advocating a shared vision, AIPA will become a more effective partner in the ASEAN Community-building process.

The ASEAN Community-building is a continual process. I believe that there will also be closer alignment and linkages between AIPA, ASEAN and both the Secretariats as we work towards greater ASEAN integration in the future. I am also certain that AIPA's role will only continue to grow as AIPA parliamentarians lead and guide our people towards building a vibrant and cohesive ASEAN Community.



**H.E. PORNPEICH
WICHTICHOICHAI**

**President of National Legislative
Assembly of Thailand**

THAILAND

Over the past years, AIPA has proven its vital role in performing a wide range of advisory, oversight and deliberative functions on the key issues faced by the people of ASEAN countries. The continuously intensified relation and cooperation among ASEAN Parliamentarians have nurtured AIPA's strength and leverage to present the voices of its peoples to the awakening of the region.

AIPA has also significantly contributed to the ASEAN Community with the utmost extent of its institutional capacity and legitimacy. It is no exaggeration to say that such contribution of AIPA has been one factor for the promising success of ASEAN.

Despite the progress made in accelerating regional integration, there remain challenges in the quest for a truly people - centred and inclusive community. Therefore, the comprehensive communication within its peoples is extremely needed. Equally important to that, the harmonization of laws, regulations and practices among member countries is also the prerequisite issue and must be supported by AIPA.

Since the next post of AIPA Secretary - General will be nominated by Thailand, I wish to take this opportunity to reaffirm our readiness to carry out this ambitious task. I am confident that the cooperation among AIPA member countries and Secretary - General will push forward AIPA for being an outstanding organization as well as tangibly accelerate ASEAN region towards more prosperous and dynamistic future.



VIETNAM

**H.E. MADAM NGUYEN THI KIM
NYAN**

**President of the National Assembly of
Socialist Republic of Vietnam**

AIPA has cemented friendship and solidarity; promoted economic and trade cooperation and contributed to developing culture and addressing regional social issues within ASEAN.

Over the past 36 General Assemblies, AIPA has issued hundreds of resolutions on numerous important matters of common interest in ASEAN, the top priorities among which are politics, security, and trust building. AIPA has also underlined the importance of the UN Declaration on the Attainment of Millennium Development Goals (MDGs) in ASEAN, heading towards the Sustainable Development Goals (SDGs) to promote good governance, enhance cooperation to cope with escalating non-traditional security issues in ASEAN. Regarding economics, the AIPA's agenda is also ASEAN's interest, i.e. the ongoing negotiations of the Regional Comprehensive Economic Partnership (RCEP), promoted harmonization of laws and allocation of necessary resources, pushed public administration reforms to assist the SMEs in ASEAN and boost up green growth, etc in the region. AIPA has also attached great importance to tackling socio-cultural issues including education, culture, and health care, enhancing the women's role in ASEAN, protecting children's rights, environment, transnational crimes, labor, immigration, poverty and drugs.

Future of AIPA

The future development of AIPA goes along with the progress of ASEAN Community building, for the interest of ASEAN peoples. To this end, AIPA shall continue to focus on its work (1) to better serve as a bridge connecting people and transferring their will to the governments of ASEAN countries, making ASEAN Community truly people-centered; (2) to maximize the role as law-makers and supervisors to boost up the implementation of commitments within ASEAN so as to make AIPA's resolutions are more legally binding; (3) to actively help promote the consensus among ASEAN member parliaments on international and regional affairs, traditional and non-traditional security issues, and the firm maintenance of regional peace and stability.

A word cloud featuring various terms related to nonprofit organizations. The most prominent words are 'nonprofit organization' in large grey letters at the bottom, 'help' and 'charity' in large orange letters in the upper center, and 'benefit' in large orange letters on the left. Other visible words include 'volunteer', 'money', 'public interest', 'donation', 'tax exemption', 'fundraising', 'tuning', 'government funds', 'mission', 'contribution', 'policy', 'noble', 'taking', 'beneficially', 'first', and 'last'. The words are arranged in a dynamic, overlapping fashion against a light background.

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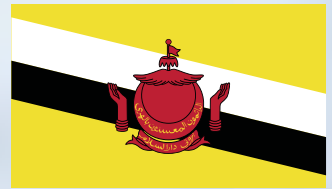


BRUNEI DARUSSALAM

INFORMATION ABOUT THE LEGISLATIVE COUNCIL OF BRUNEI DARUSSALAM

- The focal Member of Parliament for AIPA is Honourable Pehin Orang Kaya Maharaja Kerna Dato Paduka Seri Awang Haji Ya'akub bin Pehin Orang Kaya Maharaja Diraja Dato Paduka Haji Awang Zainal;
- The number of AIPA national secretariat is about 10 officers/ staff altogether;
- The number of women parliamentarians is 2 out of 32 Members of Parliament (19 appointed Members and 13 Ex-Officio Members). The 2 women parliamentarians do not have a specific committee assignment as are the rest of the appointed Members of Parliaments;
- There are 9 Member of Parliaments that represent constituents/districts.

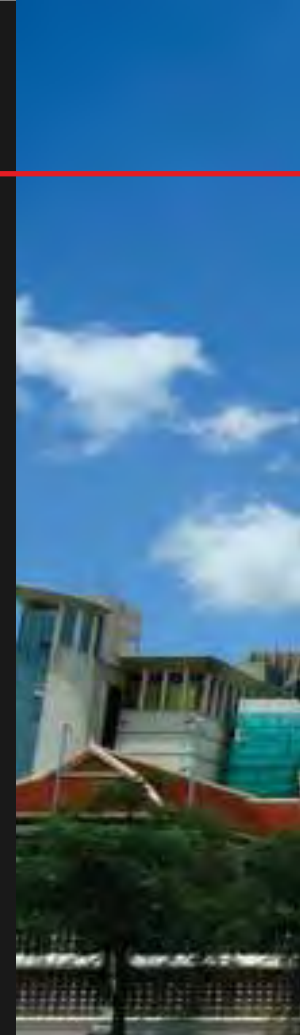






CAMBODIA

INFORMATION ABOUT THE NATIONAL ASSEMBLY OF THE KINGDOM OF CAMBODIA



- I. The focal point for Member of Parliament of the National Assembly of the Kingdom of Cambodia for AIPA is **H.E. Post Dr. Cheam Yeap**, Chairman of the Commission on Economy, Finance, Banking and Audit of the National Assembly of the Kingdom of Cambodia, and Chairman of the Cambodian AIPA National Group.
- II. The staff members of the AIPA National Secretariat as following:
 - 1- **H.E. Mr. Heang Thul**
Adviser to the President of the National Assembly,
Director of International Relations Department,
Secretariat General of National Assembly of the Kingdom of Cambodia
Mobile Phone : (855-12) 761 666
Office Fax/Phone : (855-23) 218 195
Email : thulheang@gmail.com
 - 2- **Mr. Meas Siphandorn**
Chief of Bilateral Office, International Relations Department,
Secretariat General of the National Assembly of the Kingdom of Cambodia
Mobile Phone : (855-12) 731 325
Email : siphandorn@gmail.com
 - 3- **Mr. Penh Menghuoth**
Vice-Chief of Bilateral Office, International Relations Department,
Secretariat General of the National Assembly of the Kingdom of Cambodia
Mobile Phone : (855-12) 609 996
Email : menghuoth@gmail.com
- III. There are 25 female parliamentarians, who make up of 20.3% of the entire 123 members of parliament, among whom 02 are chairpersons of the commission 8 and 9, while 01 holds the post of vice-chairperson of the commission 5; 6 holds the post of secretaries of the commission, while other 10 are members of all ten commission of the National Assembly.
- IV. Activities of all members of the National Assembly at constituencies

The main activities of the leadership and members of the National Assembly at respective constituencies are as follows:

 - a). The activities of Samdech Akka Moha Ponhea Chakrei HENG SAMRIN, President of the National Assembly of the Kingdom of Cambodia, during 2015 and the early 2016:

In 2015, as a lawmaker representing Kampong Cham province constituency, the President of the National Assembly has regularly visited his constituency at least two or three times a month. The activities include:



- Meeting up with the voters for reporting the domestic and international activities of the National Assembly.
 - Meeting up with the elderly and patriarchs, and offered donations to them at Sovannaram pagoda, called Tkov pagoda, located in Krek district, Tboung Khmum province, on 10 April 2015.
 - Presided over Visak Bochea (Buddha Day) and Alms Giving Ceremony for 300 Buddhist monks at the premises of Preakasak Moni Chedei (Oudong mountain) located in Ponhea Lueu district, Kandal province, on 02 May 2015. Honorarily attended Tree Planting Ceremony under the highest patronage of **Preah Karuna Preah Bat Samdech Preah Borom Neath Norodom Sihamoni**, King of Cambodia, in Santouk district, Kampong Thom province, on 09 July 2015.
 - 27-29 January 2019: Samdech president of the National Assembly and some parliamentarians have visited subjects and sellers surrounding Angkor Wat temple, where he examined their living conditions, shortages and concerns, while at the same time participating in the rose-wood tree plantation ceremony held in Kantoutknakrao village, Srenoy commune, Varin district, Siem Reap province, and inspecting the construction site of a specialized hospital in Siem Reap province, which is scheduled to be completed in the late October 2016.
- b). The activities of H.E. Dr. Nguon Nhel, Second Vice-President of the National Assembly of the Kingdom of Cambodia, in 2015 and the early 2016:
- Presided over the Buddhist Ritual Ceremony for the dead on the occasion of Khmer New Year, Year of Goat, at Kampong Svay's residence, Baray district, Kampong Thom province, on 04 April 2015.
 - Travelled to constituency to inspect the construction process of a 4-room school building located in Baray district, Kampong Thom province, on 26 June 2015.
 - Presided over a meeting with Baray district councilors with the participation of H.E. Mr. Chea Oeng, MP for Kampong Thom Constituency with the goal of looking into the work outcome direction for September, security and orders surrounding Kampong Thom province's Baray district, on 26 September 2015.
 - As for the early 2016, on 7 January 2016, **H.E. Dr. Nguon Nhel**, Second Vice-President of the National Assembly, presided over the 37th Anniversary of the 7th January 1979 Victory Day (07 January 1979-07 January 2016), which was a second birthday of the Cambodian people, at party headquarter located in Steung Sen city, Kampong Thom province; met up with provincial leaders, teachers and CPP activists of somewhere around 3000 attendees in total.

b). Activities of lawmakers:

Most parliamentarians have visited their respective constituencies and other ones with the aim of learning of happiness, hardships and challenges faced of the people, especially regarding their livelihoods, as well as performed other tasks in their capacity as representatives of people



INDONESIA

INFORMATION ABOUT THE HOUSE OF REPRESENTATIVES OF INDONESIA

1. The designated chairman for AIPA is the Head of Regional Parliamentary Cooperation Desk, Hon. Mr. Teguh Juwarno (Vice Chairperson of the Committee for Inter-Parliamentary Cooperation).
2. Currently the AIPA affairs is handled by the Regional Parliamentary Cooperation Division. There are 7 staffs with 2 sub division heads and 1 division head.
3. In 2014 election resulted 97 women parliamentarians was elected in the General Election, that's about 17% from the total of MPs in the Indonesian House of Representatives
4. One Session Year is divided into five Session Periods, which include Session and Recess Periods. Session period is the when the Indonesian House MPs performs its tasks, such as conducting/ attending meetings at the House of Representatives. Meanwhile, recess period is the session when MPs conducts working visits to their constituents.







LAO PDR

INFORMATION ABOUT THE NATIONAL ASSEMBLY OF LAO PDR

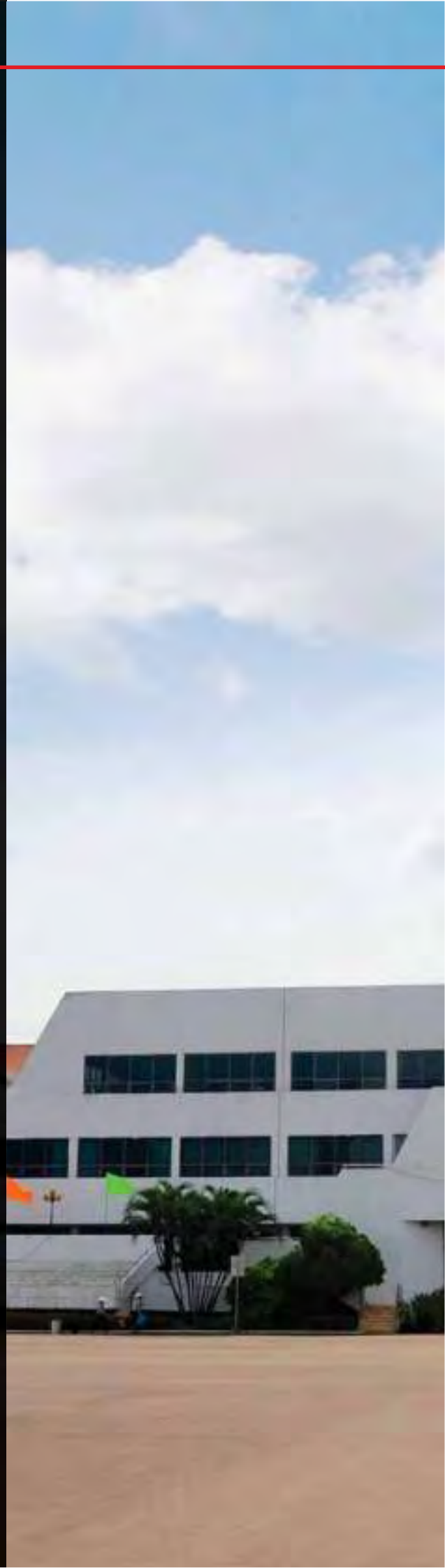
1. Name of designated chairman or focal member parliament for AIPA
 - Hon. Mr. Viengthavivone Thepphachanh, vice-chairman of Foreign Affairs Committee, MP, as Chairman of AIPA National Secretariat.
2. Number of parliament staff of AIPA National Secretariat
 - there are a total of 16 staffs who are designated as focal person from each AIPA Committee and work within AIPA National Secretariat as following details:

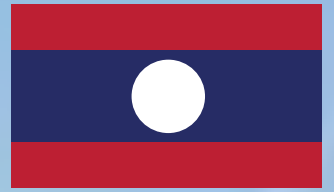
- AIPA national Secretariat	: 6 people
- Committee on political matters	: 2 people
- Committee on social matters	: 2 people
- Committee on economic matters	: 2 people
- Committee on organizational matters	: 2 people and
- WAIPA Committee	: 2 people
3. Total number of female parliamentarians (percentage in ratio with total number of member parliament) and their committee assignment :
 - The 8th Legislature of National Assembly of Lao PDR has a total of 149 members of which 41 are female (27,5% of total number)
 - The 8th Legislature has 5 female parliamentarians as Member of the Standing Committee One of them is the President of the National Assembly and one is the Vice-President of the National Assembly.
 - Women Parliamentarians were assigned as member to different Committees of the National Assembly including :
 - Committee of Law
 - Committee of Economic, Technology and Environment
 - Committee of Planning, Finance and Auditing
 - Committee of Social and Cultural Affairs
 - Committee of National Defence and Security Affairs
 - Committee of Justice
 - Committee of Foreign Affairs
4. Constituent outreach by member of parliament:

According to the law of the National Assembly in (2015 revision), Article 27 on Rights and Duty of Member Parliament.

 - [...] Member of parliament have to report their activities in each period to the committees of members of the National Assembly in their [respective] constituencies and to the committees of which they are member;
 - To report their activities to the people of their constituencies at least twice a year to meet and be close to the people and then to being and present [them] to the National Assembly and other concerned organizations for consideration and handling

As the Member of AIPA, the National Assembly of Lao PDR commits itself to further cooperation with AIPA Secretariat.







MALAYSIA

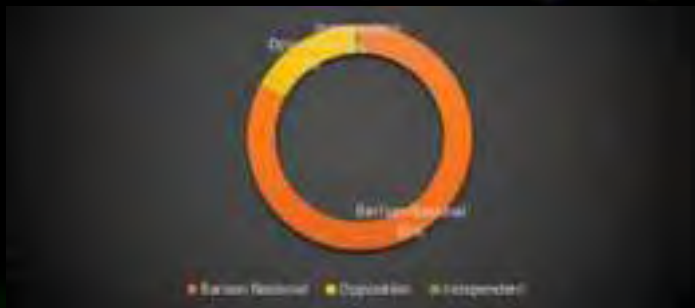
INFORMATION ABOUT THE HOUSE OF REPRESENTATIVES OF MALAYSIA

The present Speaker of the House of Representative, **H.E. TAN SRI DATUK SERI PANGlima PANDIKAR AMIN bin HAJI MULIA**, was elected in 28 April 2008.

The House of Representative of Malaysia has 23 elected women parliamentarian assigned into various committees in the House. While the Senate has 14 elected women parliamentarian that appointed by the King and the State Legislative Assemblies.

AIPA focal persons of Parliament of Malaysia are; Mr. Chyairreil bin Akmal and Ms. Emilda Md Yusop.

Number of seats according to party and state

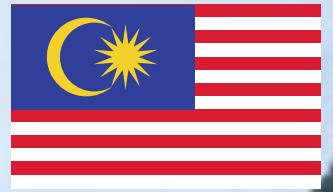


Member of the House of Representative



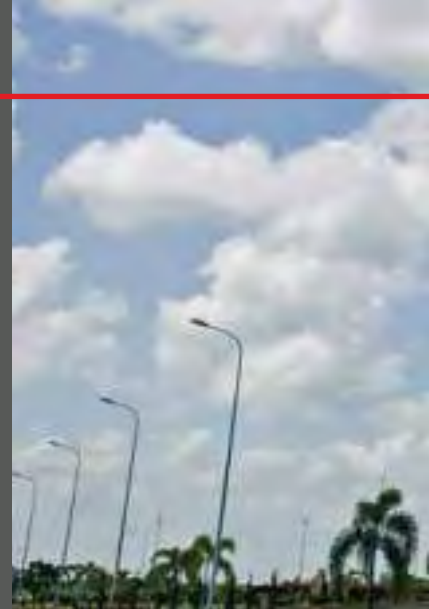
Member of the House of the Senate







MYANMAR



INFORMATION ABOUT THE UNION ASSEMBLY OF MYANMAR

1. Focal Persons of Myanmar Parliament for AIPA

- a) Daw Su Su Lwin
Chairman
Joint Committee on AIPA
The Pyidaungsu Hluttaw, Myanmar
- b) Mr. Zaw Hein
Deputy, Director General
Division of International Relation, Research Service and Technology
Office of Pyidaungsu Hluttaw
Tel: +95 67 591308
Mobile: +95 9 258 091 704
E-mail: zawhein.000599@gmail.com
lrd.mmparliament@gmail.com

2. Number of Parliament Staff of AIPA National Secretariat

International Relation Department

Position	Number
Deputy Director General	1
Assistant Director	1
Deputy Staff Officer	4
Upper divisional Clerk	3
Lower divisional Clerk	2
TOTAL	12

3. Total number of female parliamentarians and their Committee Assignments

- a) Pyithu Hluttaw (House of Representatives) 46/433 (11 %)
- b) Amyotha Hluttaw (house of Nationalities) 23/ 244 (10 %)

There are 69 female MPs in Myanmar Parliaments. Among them, only 21 female MPs are working for Parliamentary Committees.

4. Constitutional Outreach

At the current situation, Myanmar Hluttaw is running for its second term with its newly elected MPs. They are high demand of constitutional work such as forming executive body, other constitutional body, budget allocation for the Union or drawing up budget bill. After that, they are likely to carry out outreach program within this term in their constituency respectively. Consequently, we are not able to provide information about constitutional outreach program.



Committee Assignment Of Female MPs in Myanmar

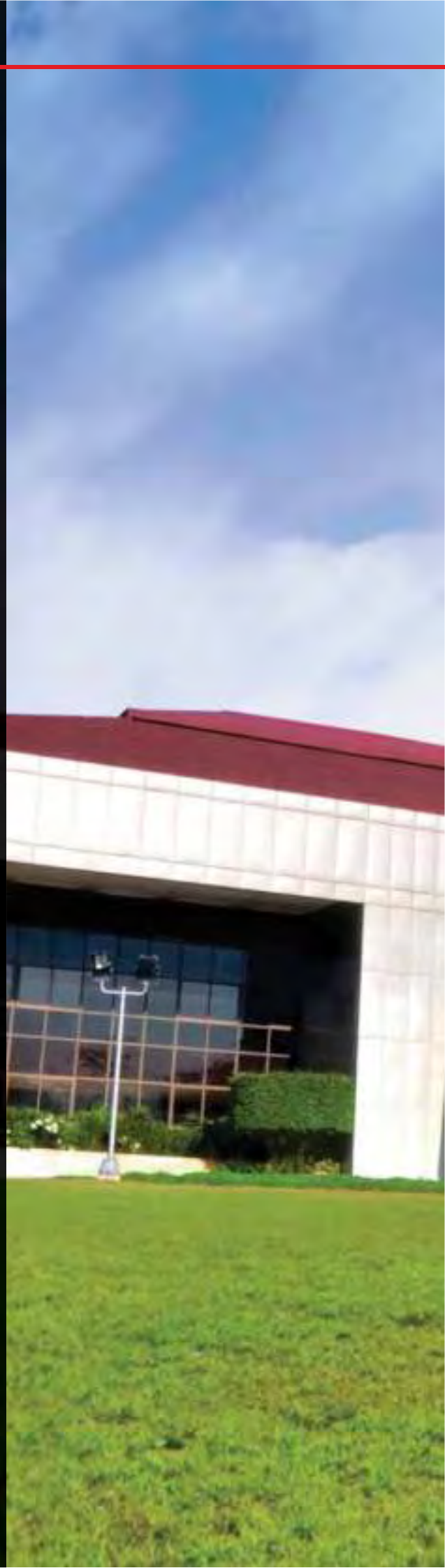
Sr.	Name	Constituency	Committees Assignment		
			Union Parliament	House of Representatives	House of Nationalities
1	Daw Su Su Lwin	Thongwa	Joint Committeeon AIPA	International Relations Committee	
2	Daw Khin Htay Kywe	Chaungzon	Joint Committeeon Bill	Bill Committee	
3	Daw Cho Cho Win	Mawlaik	Joint Committeeon Public Accounts	1. Public Accounts Committee 2. Public Managemnt Commiitee	
4	Daw Mi Kon Chan	Paung	Joint Committeeon AIPA	International Relations Committee	
5	Daw Khin Hnin Thit	Padaung	Joint Committeeon AIPA	International Relations Committee	
6	Daw Nann Moe	Mantong	Joint Committeeon AIPA	International Relations Committee	
7	Daw Pyone Kay Thi	Kalaw	Joint Committeeon AIPA	International Relations Committee	
8	Daw Mya Khwar Nyo Oo	Shwedaung		1. Natural Resources and Enviromental Conservation Committee 2. National Races and Internal Peace Building Committee	
9	Daw Htu May	Rakhine (11)	1.Joint Committee on AIPA 2.Joint Committee on Public Accounts		1. Public Accounts Committee 2. Committee on International Relations, Inter-Parliamentary Friendship and Cooperation
10	Daw Shwe Shwe Sein Latt	Bago (3)	1.Joint Committee on AIPA 2.Joint Committee on Public Accounts		1. Public Accounts Committee 2. Committee on Local and International Non- Governmental Organizations
11	Daw Naw Chris Tun(or)	Kayin (7)	Committee of Members of the Pyidaungsu Hluttaw		Vetting Hluttaw Rights Committee
12	Daw Kyein Ngaik Man	Chin (7)	Joint CommitteeBill		Committee on Bill
13	Daw Nwe Nwe Aung	Mon (2)	Joint CommitteeBill		Committee on Bill
14	Daw Nann Moe Moe Htwe	Kayin (4)	Joint Committeeon IPU		1. Committee on International Relations, Inter- Parliamentary Friendship and Cooperation 2. Committee on Internal and External Affair of labour
15	Daw Myat Thida Tun	Mon (5)	Vetting Committee of Members of the Pyidaungsu Hluttaw		1.Human Rights Committee 2. Committee on Local and International Non-Governmental Organizations
16	Daw Nann Ni Ni Aye	Kayin (6)			1. Bill Committee 2. Committee on Public Complaints
17	Daw Thiri Yadanar	Mon (12)			1. National Races Affairs Committee 2. Natural Resources and Enviromental Conservation Committee
18	Daw Ma Ma Lay	Shan (8)			1. National Races Affairs Committee 2. Agricluture, Livestock and Fishery Development Committee
19	Daw Naw Sir Mu Tu	Kayin (11)			1. Farmers Affairs Committee 2. Committee on Local and International Non-Governmental Organizations
20	Daw Naw Hla Hla Soe	Yangon (11)			1. Public Accounts Committee 2. Committee on the Rights of Women and Children
21	Daw May Than Nwe	Ayeyarwaddy (11)			1. Committee on the Rights of Women and Children 2. Fundamental Rights of Citizens, Democracy and Human Rights Committee



PHILIPPINES

INFORMATION ABOUT THE HOUSE OF REPRESENTATIVES OF THE PHILIPPINES

- The designated chairman or focal Member of Parliament for AIPA is the Chairperson of the Committee on Inter-Parliamentary Relations and Diplomacy. All matters directly and principally relating to Inter-parliamentary relations and linkages with international parliamentary organizations such as but not limited to the ASEAN Inter-Parliamentary Assembly (AIPA), Asian-Pacific Parliamentarians' Union (APPU), Asian Parliamentary Assembly (APA) and the Inter-Parliamentary Union (IPU); establishment of inter-parliamentary friendship societies; and visits of parliamentary delegations as well as other foreign dignitaries. At present, the Chairman of the Committee is Hon. Raul V. Del Mar.
- We have a total of four (4) staff from the Inter-Parliamentary Relations, who assist in maintaining and developing the Inter-Parliamentary relations of the House of Representatives to include relations with the AIPA.
- In the 16th Congress, the total number of female parliamentarians is 80 out of 287, which is about 28 percent of the total members of the parliament. Listed below are the committees chaired by lady legislators:
 - Committee on Revision of Laws: Hon. Marlyn L. Primicias-Agabas
 - Committee on Welfare of Children: Hon. Aurora E. Cerilles
 - Committee on Women and Gender Equality: Hon. Linabelle Ruth R. Villarica
 - Committee on National Cultural Communities: Hon. Nancy A. Catamco
 - Committee on Indigenous Cultural Communities and Indigenous Peoples: Hon. Nancy A. Catamco
 - Committee on Basic Education and Culture: Hon. Kimi S. Cojuangco
 - Committee on Constitutional Amendments: Hon. Mylene J. Garcia-Albano
 - Committee on Information and Communications Technology: Hon. Susan A. Yap
 - Committee on Veterans Affairs and Welfare: Hon. Herminia B. Roman
 - Special Committee on Bases Conversion: Hon. Cinchona Cruz-Gonzales
 - Special Committee on East Asean Growth Area: Hon. Catalina G. Leonen-Pizarro
 - Special Committee on Food Security: Hon. Sharon S. Garin
 - Special Committee on Land Use: Hon. Kaka J. Bag-ao
- Aside from legislation, the outreach work of the members of the House of Representatives focuses on the socio-economic needs of their district and constituents as well as facilitating the funding of small-scale infrastructure or community projects under the Priority Development Assistance Fund (PDAF).







SINGAPORE

INFORMATION ABOUT THE PARLIAMENT OF SINGAPORE

The Secretariat assists Parliament in its functions and in all matters connected with its procedures and practices, the organisation of its business and proceedings and the work undertaken by its committees, the Presidential Council for Minority Rights and the ASEAN Inter-Parliamentary Organization.

The Clerk of Parliament is the Chief Executive of the Secretariat and serves as the principal adviser on parliamentary procedures and practices. In his role as the Chief Executive and Accounting Officer, the Clerk is supported by his Deputy Clerk, Principal Assistant Clerks and Assistant Clerks. The Clerks are responsible for the day-to-day management of the work undertaken by the various departments within the Secretariat which include: Parliamentary Clerks; Official Reports; Language Services; Security; Corporate Services; Estate and Facilities; Education & Publicity; Library/Research; and Computer Information Systems. Together, these departments support the Secretariat in its role as the provider of specialist advice in relation to the House's proceedings and other support services.

The Parliament Secretariat has about 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. Currently, there are 24 female MPs in the 13th Parliament. This constitutes about 24% of the total number of MPs. As for the constituent outreach of MPs, this varies. For instance, some MPs may conduct house visits, block visits, community events and weekly meet-the-people sessions. In Singapore, the contact details of the MPs are listed in an online Singapore Government Directory (<http://www.gov.sg/sgdi>) for their constituents to contact them. Some MPs also maintain their own public Facebook pages and Twitter.







THAILAND

INFORMATION ABOUT THE NATIONAL LEGISLATIVE ASSEMBLY OF THAILAND

1. Designated focal Member of Parliament for AIPA

- Mr. Anusart Suwanmongkol, member of the National Legislative Assembly

2. Number of parliament staff in Thai AIPA national secretariat

- 10 persons

3. Number of female parliamentarians (percentage in ratio with total number of parliamentarians) and their committee assignment

- Number of female MP in National Legislative Assembly is 13 out of 220 (5.9%) Male 207, female 13
- Number of female MP in Standing Committees is 25 out of 383 (6.25%)

4. Constituent Outreach by member of parliament

- At the present time, Thai Parliament is under the transitional period in which the National Legislative Assembly (NLA) functions as a unicameral legislative body. The Constitution of the Kingdom of Thailand (Interim) B.E. 2557 (2014), states that members of the National Legislative Assembly shall be representatives of Thai people and shall devote themselves to the performance of duties in good faith for public benefit of Thai people. Thus, members of NLA work closely and regularly visit the people in various rural areas in Thailand. Until today, NLA has organized meetings, panel discussions, and seminars with the public under the project of "The National Legislative Assembly meets people".

The project, launched since December 2014, aims to obtain people's opinions on certain issues and understand their problems. It also aims at creating reconciliation and listening to opinions of the people as well as providing NLA with inputs which contributing to their legislative work and interacting with related organizations or authorities. The visiting of NLA helps offering local people with knowledge and information on the role and progress work of NLA for fuller understanding of NLA mission.

- The NLA members have planned to visit various areas in Thailand to meet with people from all walks of life at least once a month. From December 2014 until December 2015, members of the National Legislative Assembly have visited the rural areas in various provinces of Thailand 22 times.



No.	Name of Committee	No. of Male	No. of Female	total
1.	Committee on Political Affairs	20	1	21
2.	Committee on Administration of State Affairs	23	3	26
3.	Committee on Laws, Justice Procedure and Police Affairs	20	2	22
4.	Committee on Local Administration	21	1	22
5.	Committee on Education and Sports	25	1	26
6.	Committee on Economics, Monetary Affairs and Finance	20	3	23
7.	Committee on Energy	26	0	26
8.	Committee on Public Health	16	1	17
9.	Committee on Mass Communication, Science Technology and Information	22	4	26
10.	Committee on Social, Children, Youth, Women, the Elderly, the Disabled and the Underprivileged Affairs	19	3	22
11.	Committee on Agriculture and Cooperatives	26	0	26
12.	Committee on Transportation	25	0	25
13.	Committee on Foreign Affairs	21	2	23
14.	Committee on Natural Resources and Environment	26	0	26
15.	Committee on Commerce, Industry and Labour	24	2	26
16.	Committee on Religions, Arts, Culture and Tourism	24	2	26
total		358	25	383



VIETNAM

INFORMATION ABOUT THE NATIONAL ASSEMBLY OF VIETNAM

1. Regarding the President of the National Assembly of Vietnam

H.E. Mr. Nguyen Sinh Hung was elected as President of the 13th National Assembly on July 23, 2011 (2011 - 2016). It is expected that the 11th session of National Assembly XIII (from March 21 to April 14, 2016) will elect the Prime Minister, the President of the S.R of Viet Nam and approve the members of the Government. Vietnam will also elect the deputies of the National Assembly and People's Councils XIV at all levels (term of 2016 - 2021) on May 22, 2016. After the election in May, the new National Assembly President will be elected.

2. AIPA National Secretariat Staff members

AIPA National Secretariat of Vietnam is existing 05 full-time staffs.

3. Number of women Parliamentarians

The 13th National Assembly has 500 delegates, including 122 women deputies, accounting for 24.4%.

- Standing Committee of the National Assembly has 4/18 deputies (22.22%)
- Secretariat Delegation of Sessions has 3/13 delegates (23.07%)
- Commission for Deputy's Affairs has 1/2 delegates (50%)
- Commission for People's Petition has no woman delegates 0/4 (0%)
- Committee on Justice has 3/30 delegates (10%)
- Committee on Finance and Budget has 4/37 delegates (10.81%)
- Ethnic Council has 20/41 deputies (48.78%)
- Committee on Laws has 8/41 delegates (19.51%)
- Committee on Economic has 7/46 MPs (15.21%)
- Committee on National Defense and Security has 2/36 MPs (5.55%).
- Committee on Culture, Education, Youth, Teenagers with 15/43 deputies (34.88%)
- Committee on Social Affairs with 21/50 delegates (42%)
- Committee on Science, Technology and Environment has 7/34 delegates (20.58%)
- Committee on Foreign Affairs with 7/38 representatives (18.42%)
- Institute for Legislative Research has no woman parliamentarian (0%)

4. Regarding the Constituent Outreach of MPs

Pursuant to the Joint Resolution No.525/NQLT/UBTVQH13-DCTUBTWMTTQVN dated September 27, 2012 between the National Assembly Standing Committee XIII and the Presidium of Vietnam Fatherland Front Central Committee:



a. Constituent Outreach by MPs before and after the National Assembly Sessions

- MPs meet with voters at the locations where they are candidates before and after the National Assembly session. The content of voter's meetings mainly covers the report on the National Assembly session's tentative agenda or report on the results of the National Assembly session, the implementation of economic-society development plans; the state budget; dissemination of laws, resolutions and other decisions adopted by the National Assembly; listen to thoughts and aspirations of the voters, collect ideas and proposals of voters; and mobilize people to implement the resolutions of the National Assembly, policies and laws of the country.
- MPs work with People's Council, People's Committee, the Committee of the Vietnam Fatherland Front, the People's Supreme Procuracy, the People's Supreme Court and other agencies and organizations to exchange and update the economic-social situation and difficult problems; discuss the answers and explanations of the ministries for recommendations of local voters in the previous session;

b. Constituent Outreach at MP's residence

When MPs have required meetings with voters at their residence, Office of MPs delegation and People's Council or agencies where MPs work shall appoint officers to contact the standing Committee of the Vietnam Fatherland Front Central Committee at places where deputies are residents to organize meetings with voters.

c. Constituent Outreach at workplace

Deputies can be required meetings with voters at their workplace.

d. Constituent Outreach in contents.

Based on the agenda of the session, bills, resolutions, reports and other projects that National Assembly will consider to adopt at the session, the parliamentary delegations can organize meetings for the deputies to share with voters.

e. Constituent Outreach outside the MP's constituencies

To maximize their roles as people's representatives, the MPs can meet voters at any places rather than their constituencies. This helps them improve their capacities in law-making and make more contributions to the society.

f. Meeting with individuals or groups of voters

Based on the specific conditions and performance requirements of their duties, MPs can meet or keep in contact with individuals or groups of voters to listen to their ideas, understand people's aspirations and acquire comments and recommendations by the voters.

g. Others

MPs keep contact with voters who are involved with the content of the law project or other projects that would pass the session.

ELECTION



LAO PDR
MYANMAR
SINGAPORE
VIETNAM



LAO PDR ELECTION

BRIEF REPORT OF THE ELECTION OF THE MEMBERS OF THE LAO NATIONAL ASSEMBLY

The election of the members of the National Assembly is a process, where all Lao citizens exercise their political democratic right to elect candidates with completed criteria as described in the Election Law and to sit at the National Assembly to exercise the rights of the entire Lao ethnics.

The election was held on 20th March, 2016 with full ownership and concurrence by the 18 respective constituencies' entire the country as described in the Law and Decree of the National Election Commission. The total number of eligible voters is: 3,733,932 voters, out of which 1,851,987 are women; and the actual number of voters is 3,657,026 (Women: 1,797,319) which is 97,9% of the total eligible voters.

Once the respective Provincial Election Committees completed and verified all the vote counts and reported to the National Election Commission, the National Election Committee (NEC) have carefully and accurately compiled the results, and then have issued the Official Announcement of the NEC on the list the elected members of the NA VIII legislature.

The number of elected women parliamentarians are 41. H.E. Bounnhang Vorachith was elected as the President of Lao PDR and H.E. Mme. Pany Yathotou was re-elected as the President of the National Assembly of Lao PDR.

Characteristics of the elected members of the National Assembly's VIII legislature are as follows:

1. Number of the elected members

- | | |
|---|---|
| • Elected as NA's members | 149 (The total number of candidates is 210) |
| • Elected members from central level | 55 out of which 16 are women |
| • Elected members from local level | 94 out of which 25 are women |
| • Elected members from NA VII legislature | 39 out of which 18 are women |
| • Elected members from State Enterprise | 02 out of which 00 are women |
| • Elected members from private companies | 06 out of which 02 are women |

2. Ethnic group categorized by 4 languages

- | | |
|-----------------|-------------------------------|
| • Lao-Tai | 119 out of which 32 are women |
| • Mon-kmer | 20 out of which 06 are women |
| • Hmong-Eiwmien | 06 out of which 03 are women |
| • Chinese-Tibet | 04 out of which 00 are women |

3. Ages

• 30-40	02 out of which 00 are women
• 41-45	09 out of which 03 are women
• 46-50	22 out of which 06 are women
• 51-55	33 out of which 11 are women
• 56-60	50 out of which 13 are women
• 61+	33 out of which 08 are women
◆ Oldest (74 years of age)	
◆ Youngest (36 years of age)	
◆ Average age (55 years of age)	

4. Level of Education

• Lower Secondary school	03 out of which 02 are women
• Higher Secondary school	146 out of which 39 are women

5. Professional level

• Middle school	06 out of which 01 are women
• High Education	22 out of which 03 are women
• Bachelor degree	47 out of which 22 are women
• Master degree	48 out of which 12 are women
• PhD	26 out of which 03 are women



MYANMAR ELECTION

GENERAL INFORMATION ABOUT 2015 GENERAL ELECTION MYANMAR

1	Date of election	8 November 2015
2	Elected President of the State	U Htin Kyaw
3	ELECTED SPEAKER OF PARLIAMENTS :	
	Speaker of Pyithu Hluttaw	Mr. Win Myint (National League for Democracy)
	Speaker of Amyotha Hluttaw	Mr. Mahn Winn Khaing Thann (National League for Democracy)
	Deputy Speaker of Pyithu Hluttaw	Mr. Ti Khun Myatt (Union Solidarity and Development Party)
	Deputy Speaker of Amyotha Hluttaw	Mr. Aye Thar Aung (Arakan National Party (ANP) 67 (Pyithu Hluttaw 44 and Amyotha Hluttaw 23)
	Distribution of Women Parliamentarians	

No.	Political Group	Pyithu Hluttaw	Amyotha Hluttaw	Region/ State Hluttaw	Ethnic groups	Total Seats	Percent of Seats
1.	National League for Democracy (NLD)	255	135	475	21	886	77.04
2.	Union Solidarity and Development Party (USDP)	30	11	74	2	117	10.17
3.	Arakan National Party (ANP)	12	10	22	1	45	3.91
4.	Shan Nationalities League for Democracy (SNLD)	12	3	25		40	3.48
5.	Ta'ang National Party (Ta'ang NP)	3	2	7		12	1.04
6.	Pa-O National Organization (PNO) Party	3	1	6	-	10	0.87
7.	Zomi Congress for Democracy (Zomi CD)	2	2	2	-	6	0.52
8.	Independents	1	2	1	1	5	0.43
9.	Lisu National Development Party (Lisu NDP)	2	-	2	1	5	0.43
10.	Kachin State Democracy Party	1	-	3	-	4	0.35
11.	Mon Nationalities Party	-	1	2	-	3	0.26
12.	Wa Democratic Party (Wa DP)	1	-	2	-	3	0.26

No.	Political Group	Pyithu Hluttaw	Amyotha Hluttaw	Region/State Hluttaw	Ethnic groups	Total Seats	Percent of Seats
13.	Tai-Leng Nationalities Development Party	-	-	1	1	2	0.17
14.	Lahu National Development Party	-	-	1	1	2	0.17
15.	Kokang Democracy and Unity Party	1	-	1	-	2	0.17
16.	National Unity Party	-	1	-	-	1	0.09
17.	Shan Nationalities Democratic Party	-	-	1	-	1	0.09
18.	Kayin People's Party	-	-	1	-	1	0.09
19.	Democratic Party (Myanmar)	-	-	1	-	1	0.09
20.	All Mon Region Democracy Party	-	-	1	-	1	0.09
21.	Wa National Unity Party	-	-	1	-	1	0.09
22.	Unity and Democracy Party of Kachin State	-	-	1	-	1	0.09
23.	Ahkha National Development Party	-	-	-	1	1	0.09
		323	168	630	29	1150	



SINGAPORE ELECTION

Singapore's 2015 General Election

Following the dissolution of Parliament on August 25, 2015, Singaporeans went to the ballot box for the General Election on 11 September 2015, 10 days after the Nomination Day. Eighty-nine (89) MPs were elected; 83 from the People Action Party (PAP), 6 from Worker's Party, and 9 were nominated MPs. H.E. Lee Hsien Long was elected as the Prime Minister for the fourth period in row and Madam Halimah Yacob was re-appointed as the Speaker of the Parliament. She was nominated by Prime Minister Lee and is one of the 23 woman parliamentarians who were elected at the 2015 Parliamentary Elections.

The parliamentary elections include the general elections and by-elections. The Parliament has a term of 5 years but may be dissolved at any time before the expiry of its 5-year term by the President on the advice of the Prime Minister. The general election must be held within 3 months of the dissolution of the Parliament.

Legislations governing the conduct of the parliamentary elections comprise:

- a. The Constitution of the Republic of Singapore (The Legislature - Part VI);
- b. The Parliamentary Elections Act (Chapter 218);
- c. The Political Donations Act (Chapter 236); and
- d. Key Subsidiary Legislations.

Singapore Parliament is single house and has three types of Members of Parliament (MPs), namely:

- a. Elected MPs;
- b. Non-Constituency MPs; and
- c. Nominated MPs.

Elected MPs form the bulk and are elected at an election on a one-man-one-vote system based on simple majority (popularly known as first-pass-the-post system). Elected MPs could be returned from Single Member Constituencies (SMC) and Group Representation Constituencies (GRC). Each SMC returns 1 MP while each GRC returns 3, 4, 5 or 6 MPs, one of whom must be from the Malay Community or the Indian or Other Minority Communities. This is to ensure that the minority groups are represented in Parliament. For the 2015 General Election, we have 13 SMCs and 16 GRCs making a total of 29 constituencies and 89 MPs.



VIETNAM ELECTION

VIETNAM NATIONAL ASSEMBLY GENERAL ELECTION RESULTS

(9/6/2016)

- Election day: May 22nd, 2016
- The total number of deputies to be elected: 500
- The total number of candidates: 870
- The total number of voters in the country: 67,485,482
- The total number of voters who participated in the vote: 67,049,091
- The percentage of voters who have cast votes in comparison with the total number of voters in the country: 99,35%
- The number of valid votes: 66,284,625
- The number of invalid votes: 725,815
- The number of elected deputies: 496
- The number of elected woman deputies: 133 (26,8%)
- Current President of the National Assembly of Vietnam is Madam Nguyen Thi Kim Ngan (since March 31st, 2016)

REFLECTION



REFLECTION SECRETARY GENERAL OF AIPA



P.O. RAM

SECRETARY GENERAL
OF AIPA

My journey with AIPA, as its third Secretary General, started in March 2013. The first Secretary General, Dato' Muhammad Yusoff bin Muhammad Zain (1 May 2007 – 30 April 2010) and the second Secretary General, Mr Antonio V Cuenco (5 May 2010 – 4 February 2013) had set targets during their term of office. My targets for AIPA Secretariat were to:

- (1) provide Human Capacity Development for the staff;
- (2) upgrade AIPA Secretariat as a functional body both providing administrative support and as a service provider;
- (3) be a communication hub for National Secretariats of Member Parliaments; and
- (4) raise its connectivity with other Parliamentary and non-Parliamentary organizations.

AIPA Secretariat was determined to enhance its capacity despite its limited financial and human resources by reorganizing its work and restructuring its focus and priorities. To provide clear directions for the officers, an Instruction Manual for Staff (IMS) was drawn up. The Staff Regulations and Financial Regulations were amended to meet the targets and to provide an efficient and effective Secretariat.

New staff, all graduates with English as their background, were recruited. They were sent for training on various attachment programs and workshops in Brunei Darussalam, Singapore, the European Parliament, Canadian Parliament, Taiwan Civil Service, as well as those under the Capacity Development project. The need for a pro-active Secretariat could not have been more timely in response to the increased interest in AIPA from Observer members and other international and regional parliamentary and non-parliamentary organizations.

Video conferencing is now the norm in communication between Member Parliaments and the Secretariat. The AIPA Intranet (or AIPA Connect) is also now fully operational. AIPA's ability to be an effective and robust communication hub for Member Parliaments will be strengthened through AIPA Intranet as the main platform for AIPA knowledge sharing. Leveraging on such modes of communication has resulted in faster service to member parliaments as well as lower operating cost to the Secretariat.

Our awareness programme is also on track. AIPA website is constantly monitored and updated with the latest information on AIPA. Our officers are on the move to deliver lectures to visitors to the Dewan Perwakilan Rakyat (DPR) and to undergraduates and institutions of higher learning in Java. AIPA/ASEAN corners have also been established in the parliamentary libraries of Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Myanmar, Singapore, Thailand, Viet Nam, ASEAN Headquarters and the European Parliament.

To meet new challenges, the AIPA Statutes were amended to make financial management transparent. The Statutes were tightened and additional Articles introduced, inter-alia to provide an AIPA Motto, AIPA Identity, a revised AIPA Song, AIPA Special Fund and an AIPA Flag, with the Motto and Identity adopted from the ASEAN Charter.

Amendments were also made to the Statutes to enhance the National Secretariats' roles, as they are the focal bodies from each of the Member Parliaments to work with the Secretariat. It would be good for the AIPA National Secretariats within the respective AIPA member parliaments to be chaired by an AIPA-focal parliamentarian, as it will further strengthen the AIPA National Secretariats and provide

the leverage for them to negotiate and enforce AIPA's mandates.

The Staff Regulations, along with the Financial Regulations, were completely overhauled and streamlined to meet future challenges. An annual Workplan is published to ensure transparency in the modus operandi of the AIPA Secretariat. Our AIPA newsletter is published bi-annually.

The AIPA-ASEAN Secretariat relationship is at a higher level. We have amended our Statutes to adopt the motto and identity of ASEAN. Since the last two-and-a-half years, our connectivity with ASEAN has been robust. AIPA has been invited to sit in as a member of the ASEAN Socio Cultural Community and to be a part of the ASEAN High Level Task Force. We were also invited to the 11th SOC-COM Meeting at the ASEAN Secretariat on 29–30 March 2016 and contributed our view on the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025. AIPA is also asked by ASEAN to participate in monitoring the implementation of the ASEAN Political Security Community (APSC) Blueprint (2016–2025) and we have submitted information on our activities pertaining to the Political–Security Pillar. AIPA also provides information on its activities on the promotion of human rights in ASEAN. And we look forward to a joint task force with ASEAN primarily to identify and recommend laws that can, on a selective basis, be harmonized.

AIPA also embarked on a partnership with other organizations, as enumerated below, to develop its Secretariat's human capacity, as well as that of the secretariats of the various member parliaments, to bring them into alignment with that of the ASEAN Secretariat.

The AIPA Capacity Development Project is financed by the Federal Foreign Office of the Federal Government of Germany through its implementing arm, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, which is now in its second phase, with increased funding. A Memorandum of Understanding (MoU) was signed on 14 March 2016. This project will pay close attention to capacity building efforts with regard to (1) AIPA Inter-Parliamentary Knowledge Management, (2) Human Capacity Development, and (3) Communication and Outreach. Member Parliaments are invited to host the workshops. So far, Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Singapore, Thailand and Viet Nam have each hosted at least one such workshop. Since the inception of the Project in 2012, hundreds of staff and officers have benefited from the training provided under the project. The workshops have encouraged camaraderie among the staff of the various member parliaments.



Second Workshop on Networking and Outreach with Civil Society Organizations

hosted by Parliament of Malaysia in Kuala Lumpur from 31 July – 3 August 2016.

The outcomes of the workshops in the first project were collated and published in 2015, namely, (1) Parliamentary Budgeting and Transparency in ASEAN Member States in 2015, (2) Information Fact Sheets on Political and Parliamentary Systems of AIPA Member Parliaments, and (3) Legislative Procedures of AIPA Member Parliaments.

Negotiations were held with the Parliamentary Institute of Cambodia (PIC) in 2015 to train staff of Member Parliaments on other areas of training, namely, Parliamentary Research, English Language, Legislative Analysis, Legislative Drafting Technique, Budget Analysis and Parliamentary Communications and Public Relations. PIC agreed to our request and a MoU between AIPA and PIC on various topics was signed on 4 April 2016. The first batch of trainees are now attending the six month course since August. One of AIPA's goals is to combat wildlife crime. It supported the establishment of a partnership with FREELAND/ARREST whose main objective is to curb wildlife crime in the region. ASEAN-WEN, a regional inter-governmental initiative to combat wildlife crime supported by FREELAND, is closely associated with AIPA. As wildlife protection needs critical attention by all States, FREELAND and ASEAN-WEN provide a common strategy to save wildlife in the region. The Secretariat's draft resolution on Strengthening Law Enforcement and Regional Cooperation to Combat Wildlife Crime was approved at the 36th AIPA General Assembly in Kuala Lumpur. Under the resolution, the AIPA Caucus will now include an agenda item for States to produce their country report during AIPA Caucus on combating wildlife crime. FREELAND and ASEAN-WEN will be invited to

present their paper.

The resolution also provided for the AIPA Secretariat to pursue the Letter of Cooperation made in 2012 with FREELAND Foundation and, hence, a MoU was signed with FREELAND in December 2015. The MoU also focused on the creation of a green legislative agenda to preserve the flora and fauna of the region.

Besides the aforesaid MoUs, we have an ongoing MoU with the ASEAN Foundation. We have also finalised the MoU with The Economic Research Institute for ASEAN and East Asia (ERIA) to provide support for the capacity development of staff of AIPA Member Parliaments on ASEAN economic integration process which will be tabled at the General Assembly in Myanmar.

Cooperation with regional and international parliamentary and non-parliamentary organization is expanding and is necessary to advance our aims and purposes to garner support to achieve the goals of ASEAN. For instance, on the gender issue, AIPA is in touch with the United Nations Entity for Gender Equality and the Empowerment of Women, and with the Asia Pacific Forum on Women, Law and Development. There was consultation with these organizations by our Women of AIPA (WAIPA) in 2014 and 2015 respectively to bring women parliamentarians and international and regional gender-based organizations into acknowledging each other and supporting their common cause. The Secretariat has, in its draft resolution for the 37th General Assembly to be held in Myanmar in September 2016, recommended to WAIPA to have a permanent chairperson to attend to the needs and requests of ASEAN Women Parliamentarians.

Over the past years, AIPA had received attention and invitation to extend its engagement with the European Parliament, Japan Parliament, Asian Parliamentary Assembly, Global Action Against Mass Atrocity Crime (GAAMAC) and ASEAN CSR Network and other organizations.

It was a daunting task to achieve the goals that were set. However, it is through the good efforts and good sense of the staff and officers that we managed to achieve what was intended to be achieved. With reliable and highly experienced officers and staff, the incoming Secretary General would be better able to pursue his targets.

The purchase of AIPA House for the use of incoming Secretaries General is timely, as it relieves them of the need to look for appropriate residence on their limited rental allowances. Due to an increase in activities, the office was restructured and refurbished, with the support & funding by DPR. However, there is a need for a larger office and it is highly likely that AIPA Secretariat may move in with the ASEAN Secretariat upon the completion of the construction of their new building.

As I come to the end of my journey with AIPA, it fills me with great satisfaction that many of the things that I set out to do have or are in the process of being achieved. I am confident that the status of AIPA will receive more and more international recognition and that it will set the bar for other organizations to follow.

May I express my sincere gratitude to:

- (a) all the Speakers and Presidents of the various AIPA Member Parliaments for the staunch support they have given to the AIPA Secretariat;
- (b) the House of Representatives of Indonesia for all the support it has provided;
- (c) the Secretaries General and Clerks of Parliament for their assistance in providing critical logistic and financial support for hosting all the various workshops, and precious space in their respective libraries to house the AIPA Corner; and
- (d) all National Secretariats for their extreme patience with our ever-increasing demands for their support.

Finally, my gratitude goes to Ibu Ria and Mr Bernardo (GIZ expert) for their hard work in organizing the workshops. I am also indebted to Mr Koh Kiang Chay of the Singapore Parliament, as well as to Dr A K P Mochtan, Deputy Secretary General of ASEAN for Community and Corporate Affairs, for their invaluable assistance to the AIPA Secretariat.

As I leave the office, I wish my successor good luck and success in his endeavours as the fourth Secretary General of AIPA. As the saying goes, the best is yet to come.

P O Ram
Secretary-General
AIPA (2013-2016)

OBSERVER



AUSTRALIA
BELARUS
CANADA
EUROPEAN PARLIAMENT
INDIA
JAPAN
NEW ZEALAND
PAPUA NEW GUINEA
PEOPLE'S REPUBLIC OF CHINA
REPUBLIC OF KOREA
RUSSIAN FEDERATION
TIMOR-LESTE



PARLIAMENT OF AUSTRALIA



THE DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

- The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees as well as a range of services and facilities for Members in Parliament House. The Department also undertakes activities to promote the work of the House in the community and is responsible for the conduct of the Parliaments' international and regional relations. The Speaker has accountability obligations to the Parliament for the Department. The Clerk (Secretary-General) of the House of Representatives is responsible for managing the Department.
- more detail on the structure of the Department of the House of Representatives is available at :
 - http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_House_of_Representatives/about
 - http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_House_of_Representatives/Organisational_Chart.

THE DEPARTMENT OF THE SENATE

- The Department of the Senate provides the Senate, its committees, the President of the Senate and Senators with a broad range of advisory and support services related to the exercise of the legislative power of the Commonwealth of Australia. The parliamentary head of the Department is the President of the Senate and the departmental head is the Clerk (Secretary-General) of the Senate.
- more detail on the structure of the Department of the Senate is available at
 - http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate, and
 - http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate/Organisational_Chart.



THE DEPARTMENT OF PARLIAMENTARY SERVICES (DPS)

- DPS, headed by a Secretary, reports jointly to the Presiding Officers of the Parliament, the Speaker of the House and the President of the Senate. The Department is a support agency for Parliament House, and exists to provide services to support the functioning of the Australian Parliament and individual parliamentarians. Working in collaboration with the parliamentary departments, DPS provides or facilitates the following:
 - library and research services
 - information and communication technology services
 - security services
 - building, grounds and heritage management services
 - audio-visual and Hansard (transcription) services
 - art services
 - visitor services
 - food and beverage, retail, health, and childcare services, and
 - corporate, administrative and strategic services.

More information on the structure of DPS is available at http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services/Publications/Annual_Report_2014-15/Part_2_Departmental_Overview#Role_and_functions

THE PARLIAMENTARY BUDGET OFFICE (PBO)

- The role of the PBO, headed by the Parliamentary Budget Officer, is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals.
- More detail on the structure of the PBO is available at http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Budget_Office/Corporate_publications/Annual_Report_2014-15/Part1_Overview.

CURRENT FIGURES FOR THE AUSTRALIAN PARLIAMENT

- House of Representatives – 40 female members out of a total of 150 members = 26.7%
 - Senate – 29 female Senators out of a total of 76 Senators = 38.2%
 - total female representation in both houses of Parliament, 69 out of 226 = 30.5%
- All Members of Parliament who are not Ministers or Assistant Ministers serve on parliamentary committees, and all of the Australian Parliament's committees have at least one female member. Details on individual committees, including their membership, can be accessed at http://www.aph.gov.au/Parliamentary_Business/Committees.



THE NATIONAL ASSEMBLY OF THE REPUBLIC OF BELARUS



SECRETARIAT OF THE HOUSE OF REPRESENTATIVES OF THE NATIONAL ASSEMBLY OF THE REPUBLIC OF BELARUS

The Secretariat of House of Representatives is a permanent working body of the House of Representatives supporting the activities of the House of Representatives and its bodies and deputies. The activities of the Secretariat of the House of Representatives are directed and controlled by the Chairman of the House of Representatives.

The main functions of the Secretariat of the House of Representatives are defined in the Law “On the National Assembly of the Republic of Belarus”, the Rules of Procedure of the House of Representatives. More specifically, the Secretariat of the House of Representatives supports: legislative process implementation in the House of Representatives, including preparation of draft laws and their legal and linguistic expertise; preparation and conduct of the House of Representatives sessions and joint meetings of the House of Representatives and the Council of the Republic, parliamentary hearings and other events held by the House of Representatives and its bodies; preparation of materials required for the House of Representatives to refer to the Constitutional Court; organization of work with citizens’ requests, including individual entrepreneurs, and legal persons coming in to the House of Representatives and its bodies, their compilation and analysis; cooperation of the House of Representatives with the parliaments and state bodies of foreign states, inter-parliamentary and other international organizations; coverage of the activities of the House of Representatives and its bodies in the media.

The Secretariat of the House of Representatives is headed by the Head of the Secretariat of the House of Representatives (Secretary General), which organizes the work of the Secretariat of the House of Representatives and carries out management of its activities.

The Secretariat of the House of Representatives of the National Assembly of the Republic of Belarus consists of structural units of the first level of management: one (1) main department; six(6) departments; fourteen (14) divisions supporting the activities of the standing commissions on the House of Representatives of the National Assembly of the Republic of Belarus; three (3) divisions.

In addition, the composition of the Secretariat of the House of Representatives of the National Assembly of Belarus consists of five (5) structural units of the second level of management.

The connecting and coordinating link of Secretariat of the House of Representative of the National Assembly is its organizational structure through which the integrity and manageability is ensured.



The organizational structure has the following hierarchy of positions: the Head of the Secretariat of the House of Representatives of the National Assembly of the Republic of Belarus; the Deputy Head of the Secretariat of the House of Representatives of the National Assembly of the Republic of Belarus, twenty eight (28) heads of departments and divisions; nine (9) deputy heads of departments and divisions.

On the women – members of the House of Representatives of the National Assembly of the Republic of Belarus of the fifth convocation

In accordance with the Constitution of the Republic of Belarus the House of Representatives of the National Assembly of the Republic of Belarus consist of 110 deputies elected in accordance with the law on the basis of universal, free, equal and direct suffrage by secret ballot.

In the House of Representatives of the National Assembly of the Republic of Belarus of the fifth convocation thirty (3) women are elected, accounting for 27.27 percent of the total number of deputies, including two (2) chairwomen of the commissions; thirteen (13) deputy chairwomen fifteen 915) women-members of the commissions.

Women-members of the House of representatives are represented in eleven (11) of the fourteen (14) standing commissions of the House of Representatives of the National Assembly of the Republic of Belarus of the fifth convocation and one major lines of their activity is to develop the legislative framework in all spheres of socio-economic, political and cultural life of the country.



PARLIAMENT OF CANADA



Women Parliamentarians in Senate of Canada

As of 20 April 2016, there are 34 women senators out of 88 total members, representing 39% of the composition of the Chamber. There are 17 vacancies in the Senate. 4 women Senators were appointed on April 2016, however they have not yet been given any committee assignments.

Committee Assignments of Women Senators in Canada

SENATOR'S NAME	TITLE	COMMITTEE NAME
Frum, Linda	Member	Senate Modernization (Special) Social Affairs, Science and Technology
Hervieux-Payette, Céline	Deputy Chair Member	Banking, Trade and Commerce Selection Committee
Hubley, Elizabeth	Deputy Chair Member Member	Fisheries and Oceans Human Rights Selection Committee
Jaffer, Mobina S.B	Member Deputy Chair Member Member	Internal Economy, Budgets and Administration Legal and Constitutional Affairs Official Languages Rules, Procedures and the Rights of Parliament
Johnson, Janis G.	Member Member Member	Energy, the Environment and Natural Resources Foreign Affairs and International Trade Senate Modernization (Special)

SENATOR'S NAME	TITLE	COMMITTEE
Lovelace Nicholas, Sandra M.	Member	Aboriginal Peoples
	Member	Fisheries and Oceans
Marshall, Elizabeth	Member	Internal Economy, Budgets and Administration
	Member	National Finance
	Chair	Selection Committee
Martin, Yonah	Member	Human Rights
	Member	Rules, Procedures, and the Rights of Parliament
	Member	Selection Committee
McCoy, Elaine	Member	Energy, the Environment and Natural Resources
	Member	Scrutiny of Regulations (Joint)
	Member	Senate Modernization (Special)
Merchant, Pana	Member	Agriculture and Forestry
	Member	Library of Parliament (Joint)
	Joint Chair	Scrutiny of Regulations (Joint)
	Member	Social Affairs, Science and Technology
Nancy Ruth	Member	Human Rights
	Member	Social Affairs, Science and Technology
Andreychuk, Raynell	Chair	Foreign Affairs and International Trade
	Member	Human Rights
Ataullahjan, Salma	Member	Foreign Affairs and International Trade
	Deputy Chair	Human Rights
	Member	Library of Parliament (Joint)
Batters, Denise	Member	Internal Economy, Budgets and Administration
	Member	Legal and Constitutional Affairs
	Member	Rules, Procedures and the Rights of Parliaments
Bellemare, Diane	Member	Banking, Trade and Commerce
	Member	Energy, the Environment and Natural Resources
	Member	National Finance
	Member	Senate Modernization (Special)
Beyak, Lynn	Member	Aboriginal Peoples
	Member	Agriculture and Forestry
	Member	National Security and Defence
Cools, Anne C	Member	Rules, Procedures and the Rights of Parliaments
	Member	Senate Modernization (Special)
Cordy, Jane	Member	Foreign Affairs and International Trade
	Member	Human Rights
	Deputy Chair	Internal Economy, Budgets and Administration
Dyck, Lillian Eva	Chair	Aboriginal Peoples

SENATOR'S NAME	TITLE	COMMITTEE NAME
Eaton, Nicole	Member	Fisheries and Oceans
	Member	Library of Parliament (Joint)
	Member	National Finance
Fraser, Joan	Member	Legal and Constitutional Affairs
	Member	Official Language
	Chair	Rules, Procedures and the Rights of Parliament
	Member	Selection Committee
	Member	Human Rights
	Member	Rules, Procedures and the Rights of Parliament
	Member	Selection Committee
Poirier, Rose-May	Member	Foreign Affairs and International Trade
	Deputy Chair	Official Languages
Raine, Nancy Greene	Member	Anoriginal Peoples
	Member	Fisheries and Oceans
	Member	Social Affairs, Science and Technology
Ringuelette, Pierrette	Member	Banking, Trade and Commerce
	Member	Energy, the Environment and Natural Resources
Seidman, Judith G.	Member	Energy, the Environment and Natural Resources
	Member	Official Languages
	Member	Rules, Procedures and the Rights of Parliament
	Member	Social Affairs, Science and Technology
Stewart Olsen, Carolyn	Member	Fisheries and Oceans
	Member	Senate Modernization (Special)
	Member	Social Affairs, Science and Technology
Tardif, Claudette	Member	Agriculture and Forestry
	Chair	Official Languages
	Member	Senate Modernization (Special)
Unger, Betty E.	Member	Agriculture and Forestry
	Member	Transport and Communications

SENATE OF CANADA

SPEAKER OF THE SENATE
The Honorable George J. Falaris

Standing Committee on Internal Economy, Budgets and Administration
The Honorable Leo Hurlburt

Clark of the Senate and Clerk of the Parliament and Chief Legislative Services Officer
Charles Fournier

Office of the Ulster of the Clerk of the Senate
A. Denis Fournier

Chamber Operations and Procedure Office
Heather Lobb

Constitutional Law Research
David L. Smith

Parliamentary Exchange and Protocol, UK
David L. Smith

Law Clerk and Parliamentary Counsel and Chief Parliamentary Process Services Officer
Michael Fournier

Corporate Offices for Values and Ethics for the Senate Administration
Steve Oliver

Parliamentary Process Services
Chris Higgins

Corporate Security
Vicki Smith

Property and Services
Doreen Davidson

Chief Corporate Services Officer and Clerk of the Standing Committee on Internal Economy, Budgets and Administration
Michael Hurlburt

Communications
Valerie Fournier

Human Resources
M. J. Fournier

Information Systems
Michael Hurlburt

Audit and Planning
Michael Hurlburt

Finance and Procurement
Michael Hurlburt

Legal Services
Michael Hurlburt



EUROPEAN PARLIAMENT



Repartition of women and men in parliamentary committees

(Situation 06/02/2018)

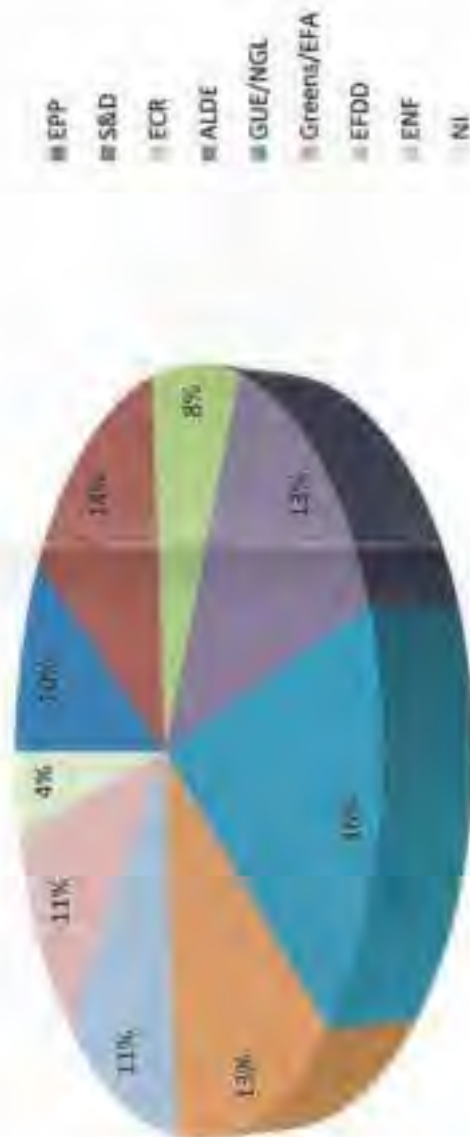
Committee		Women	Men	Ratio Women/Men
AFCO	Committee on Constitutional Affairs	14	52	26.90%
AFET	Committee on Foreign Affairs	32	107	23.02%
AGRI	Committee on Agriculture and Rural Development	28	62	31.11%
BUDG	Committee on Budgets	18	61	22.78%
CONT	Committee on Budgetary Control	17	51	29.31%
CULT	Committee on Culture and Education	29	31	48.33%
DEVE	Committee on Development	17	38	30.58%
DRDH	Subcommittee on Human Rights	19	33	31.25%
ECON	Committee on Economic and Monetary Affairs	27	61	31.26%
EMPL	Committee on Employment and Social Affairs	54	51	56.47%
ENVI	Committee on the Environment, Public Health and Food Safety	88	79	43.17%
FEMM	Committee on Women's Rights and Gender Equality	28	9	68.57%
IMCO	Committee on the Internal Market and Consumer Protection	36	41	46.19%
INTA	Committee on International Trade	25	55	31.25%
ITRE	Committee on Industry, Research and Energy	40	51	43.02%
JURI	Committee on Legal Affairs	18	28	38.38%
LIBE	Committee on Civil Liberties, Justice and Home Affairs	62	58	51.67%
PECH	Committee on Fisheries	18	23	58.58%
PETI	Committee on Petitions	22	30	51.61%
REGI	Committee on Regional Development	25	38	53.33%
SEDE	Subcommittee on Security and Defence	12	0	100.00%
TRAN	Committee on Transport and Tourism	38	59	58.18%

Women in the European Parliament

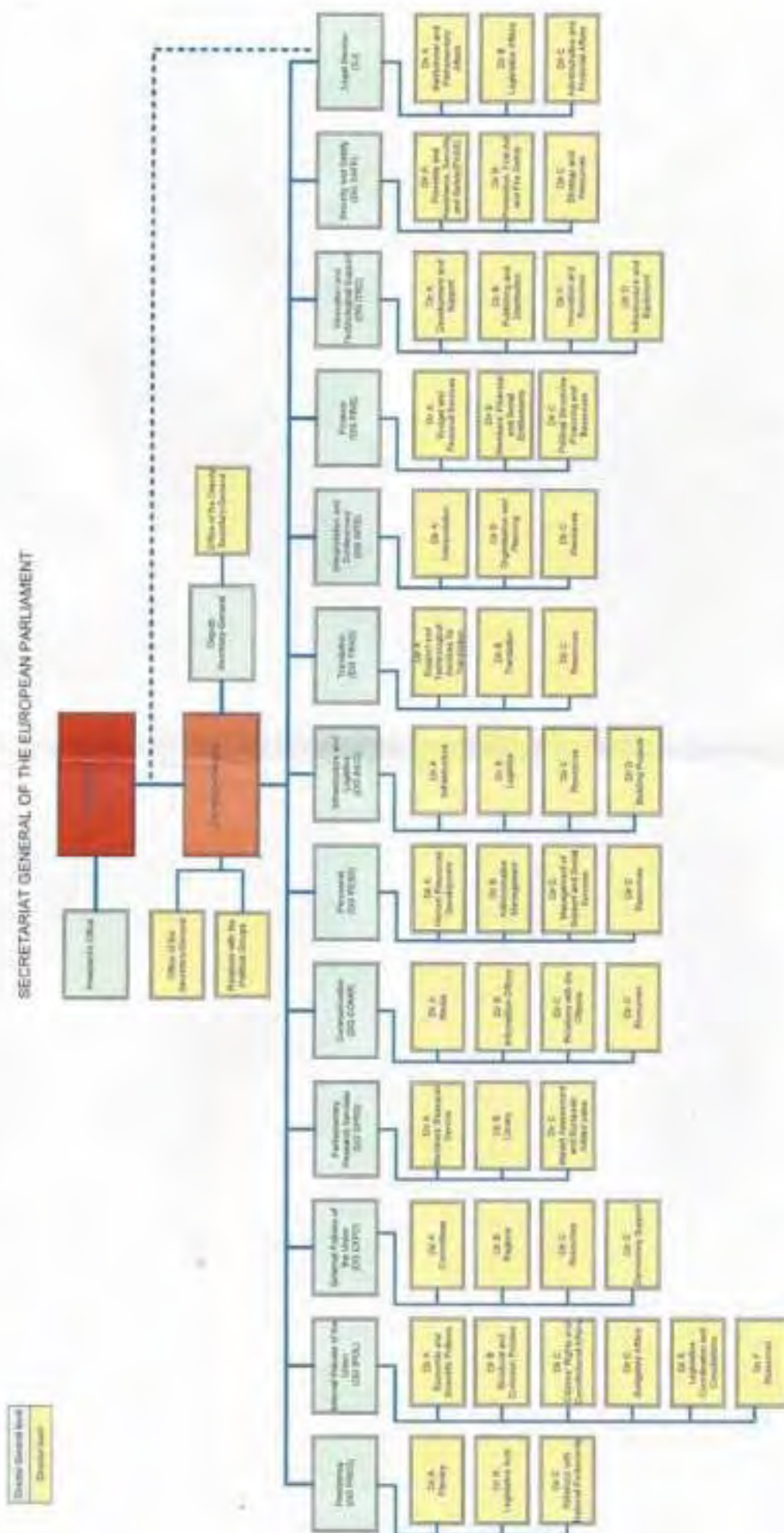
(Situation: 08/02/2018)

	Political Group	Seats	Women	%
EPP	Group of the European People's Party (Christian Democrats)	216	68	30,56%
S&D	Group of the Progressive Alliance of Socialists and Democrats in the European Parliament	190	86	45,26%
ECR	European Conservatives and Reformists Group	75	18	24,00%
ALDE	Group of the Alliance of Liberals and Democrats for Europe	70	30	42,86%
GUE/NGL	Confederal Group of the European United Left - Nordic Green Left	52	26	50,00%
Greens/EFA	Group of the Greens/European Free Alliance	50	21	42,00%
EFDD	Europe of Freedom and Direct Democracy Group	45	16	35,56%
ENF	Europe of Nations and Freedom Group	38	13	34,21%
NI	Non-attached Members	15	2	13,33%
	TOTAL	751	278	37,07%

Women in the European Parliament



SECRETARIAT GENERAL OF THE EUROPEAN PARLIAMENT





PARLIAMENT OF INDIA



BRIEF ON ORGANISATIONAL STRUCTURE OF LOK SABHA SECRETARIAT

- 1.0 Article 98 of the Constitution of India mandates that each House of Parliament shall have a separate secretarial staff. It has further enabled the Parliament to make laws regulating the recruitment and conditions of service of persons appointed to the secretarial staff of either House of Parliament. Article 98 also provides that until such laws are made by Parliament, the President may after consultation with the Chairman, Rajya Sabha or the Speaker of Lok Sabha, as the case may be, make rules regulating the recruitment and the conditions of service of persons appointed to the secretarial staff of either House of Parliament.

Promulgation of Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955

- 2.0 Parliament has not so far enacted any law for regulating recruitment and conditions of service of the Secretarial staff of either House. However, in exercise of the powers conferred by the above mentioned provisions of the Constitution, the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955 were framed and promulgated by the President in consultation with the Speaker on 1st October, 1955.
- 2.1 Under these Rules, the Speaker enjoys adequate powers in the matters governing and regulating the Recruitment and Conditions of Service of the officers/staff of Secretariat. The powers conferred on the Speaker by these Rules are exercised by her/him through Recruitment and Conditions of Service Orders issued from time to time. While exercising these powers, the Speaker is required to consult the Ministry of Finance only on certain specified matters. The Executive has, therefore, no direct control over the conditions of service of the employees of the Secretariat. This is to ensure that the Secretariat of Lok Sabha functions independent of the Executive Government.
- 2.2 The Rules, *ibid*, inter-alia pertain to creation of temporary/permanent posts in the Secretariat, method of recruitment, qualifications for recruitment, conditions of service of officers on deputation to the Secretariat, conduct of officers, pay, leave, pension and age of compulsory retirement. For the convenient and efficient transaction of business arising out of the administration of Rules, *ibid*, the Speaker had made an Order No. PDA-1104/2004 dated 17.12.2004.

3. The independent position of the Secretariat has been safeguarded both under the Constitution and the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955.

Consultation with Ministry of Finance

4. Certain matters regulating service conditions may form the subject matter of discussion with the Ministry of Finance in terms of the relevant provisions of the R&CS Rules and if a final settlement at Secretary-General's level is not reached, the matter is placed before the Speaker, who records her/his opinion. As a rule, when the Speaker is satisfied that certain conditions of service are necessary, her/his opinion prevails. It is, of course, always open to the Minister of Finance to request the Speaker to reconsider her/his decision. In actual practice, such cases have been very rare and the experience of operation of the Rules during the last 60 years has shown that generally no major points of difference arose between the Secretariat and the Ministry of Finance.

Adoption of orders of GOI

5. According to well established conventions, the orders issued by the Government to the Ministries/Departments of the Government of India do not *ipso facto* or *ipso jure*, apply to the Officers and Staff of the Secretariat. As a matter of fact, the orders of the Government of India in service matters, issued by them from time to time, are being extended to the employees of the Secretariat through R&CS orders if such orders of the Government of India are to be made applicable *in toto*.

Role of UPSC/SSC

6. Posts in the Lok Sabha Secretariat are excluded from the purview of Union Public Service Commission (UPSC) under the provisions of UPSC (Exemption from Consultation) Regulations, 1958. The Central Administrative Tribunal Act, 1985 is also not applicable to any person appointed to the secretarial staff of either House of Parliament. Appointment to the posts in the Secretariat is made either by promotion, deputation or direct recruitment as may be prescribed by the Speaker from time to time.

Organizational set up

- 7.0 The Lok Sabha Secretariat functions under the ultimate guidance and control of the Speaker, Lok Sabha. In the discharge of her/his constitutional and statutory responsibilities, the Speaker, Lok Sabha is assisted by the Secretary-General, Lok Sabha, (whose pay scale, position and status etc. is equivalent to that of the highest ranking official in the Government of India i.e. Cabinet Secretary), functionaries of the level of the Secretary, Additional Secretary, Joint Secretary and other officers and staff of the Secretariat at various levels.

Based on functionality there are at present following ten distinct services which cater to the specific needs of the House:-

- (i) Legislative, Financial Committee, Executive and Administrative Service (LAFEAS).
- (ii) Library, Reference, Research, Documentation and Information Service (LARRDIS).
- (iii) Verbatim Reporting Service (VRS).
- (iv) Private Secretaries and Stenographic Service (PSSS).
- (v) Simultaneous Interpretation Service (SIS).
- (vi) Printing & Publications Service (P&PS).
- (vii) Editorial and Translation Service (E&T).
- (viii) Parliament Security Service.
- (ix) Clerical Service.
- (x) Messengers Service.

The Officers and Staff are not freely interchangeable owing to the nature of duties of each Service, which are quite specific and distinct. Broadly, functions of each Service may be stated as under :-

(i) Legislative, Financial Committee, Executive and Administrative Service (LAFEAS)

The Service consists of officials manning the Legislative, Parliamentary Committees, Protocol, Executive and Administrative Branches of the Secretariat. The Legislative Service deals with the work connected with the business of the House and includes Parliamentary Notice Office, Table Office, Legislative Branches, Question Branches etc. The Committee Branches deal with the work connected with various Parliamentary Committees including Public Accounts Committee, Estimates Committee, Committee on Public Undertakings, various Standing Committees etc. The Executive and Administrative Branches deal with various administrative and general matters and include Administration Branches, General Works, Procurement, Store, Computer (Hardware & Software) Management Branches, Bills and Payment Branch, Integrated Finance Unit, Pay and Accounts Office, Members' Salaries and Allowances Branches, Members Services Branch etc. Officials in the Protocol and Conference related Branches are an important cog in the Parliamentary Diplomacy. They have to perform field/liaison work for organizing Conferences, Meetings and assisting visiting Indian/Foreign Parliamentary delegation. They are also the Secretariat of Indian Parliamentary Group and the CPA India region. All the Officials in the LAFEAS Service are liable to serve in and be frequently transferred to any of these Branches in the exigencies of parliamentary administration.

(ii) **Library, Reference, Research, Documentation and Information Service (LARRDIS).**

The Service is entrusted with the responsibility of keeping members of Parliament well informed of the day-to-day developments in India and abroad by maintaining an up-to-date and well-equipped Library along with efficient research, documentation and reference services. The Service provides reference/research material on legislative and other matters coming up before the House, so as to enable the members to effectively participate in the debates. It prepares background notes, Information Bulletins, Research Notes etc. for the use of members of Parliament as also Briefs/Research Notes etc. for parliamentary delegations going abroad under bi-lateral exchange as also for IPU and CPA Conferences etc., as well as for other Parliamentary Conferences held within the country. Besides, the Research Service also undertakes periodic studies/projects and brings out books and other publications on areas of interest to MPs/ parliamentary institutions.

(iii) **Verbatim Reporting Service (VRS).**

Parliamentary Reporters under the Verbatim Reporting Service perform the duties of verbatim reporting of the proceedings of the Lok Sabha/Parliamentary Committees/Seminars/Talks organized by BPST/IPG Sessions etc.

(iv) **Private Secretaries and Stenographic Service (PSSS).**

The officials in this Service provide Secretarial and Stenographic assistance to the Presiding Officers, Chairpersons of various Parliamentary Committees serviced by the Secretariat and senior officers. The nature of work performed broadly includes taking dictation, transcription, typing, attending to telephone calls and visitors besides maintaining engagements and keeping important and confidential records for the dignitary/officer whom they serve.

(v) **Simultaneous Interpretation Service (SIS).**

The Service provides simultaneous interpretation (English to Hindi & vice-versa as well as from regional languages into English) of the proceedings of Lok Sabha/Parliamentary Committees /Conferences /Seminars / discussions with Foreign Parliamentary delegations etc. In Lok Sabha, members generally deliver their speeches either in Hindi or English.

(vi) **Printing & Publications Service (P&PS).**

The officials of this Service provide printing, rota printing, proof reading and book binding services to the Secretariat.

(vii) **Editorial and Translation Service (E&T).**

The officials in this Service are engaged in work relating to Translation/Editing/Vetting and preparations of Synopsis of Lok Sabha debates, Committee Reports, proceedings and allied work. This Service *inter alia* includes Editorial Branch, Synopsis Branch, Rajbhasa Prabhag, Translation (Committee) Branches, Translation (Parliamentary Papers) Branch etc.

(viii) **Parliament Security Service.**

The officials of Parliament Security Service are responsible for security of Parliament House Estate. It consists of two wings viz. the Non-Technical Wing and the Technical Wing. The officials in the Housekeeping Wing undertake housekeeping services to keep the Parliament Estate neat and clean.

(ix) **Clerical Service.**

This Service consists of officials providing clerical, typographical and other assistance to various Branches of the Secretariat.

(x) **Messengers Service**

The incumbents of this Service provide messengerial services in the Chamber of the House, to dignitaries, officers and Branches.

Apart from these ten organised services, there are some ex-cadre posts in the Secretariat. These include personnel manning the Parliament Museum, two Marshals, a Welfare Officer, a Muralist and a Despatch Rider, etc.

Filling up of posts in the Secretariat

8. Posts in the Secretariat at junior level are filled up by direct recruitment and the rest by promotion as per the ratio prescribed in the Recruitment Rules. Some posts are also filled up through deputation of Officers from outside the Secretariat. In addition, contractual appointments are also made. Promotions and direct recruitment are also effected by holding competitive departmental examinations as per the relevant provisions of Recruitment Rules. Normally, the posts beyond the level of lowest Group A posts are filled up by promotion of eligible Officers from the respective feeder grades except in the exigencies of administration where Officers could be brought on deputation for a limited period. However, recently, 5% posts in the grade of Deputy Secretary and Joint Director (LARRDIS) in LAFEA and LARRDI Service respectively have also been earmarked for filling up by Direct Recruitment. The eligibility conditions for various categories of posts being filled up either by promotion or direct recruitment are different for each category of post depending upon the functional requirements.

9. The lower age limit for appointment in the Secretariat is 18 years and the upper age limit is 27 years subject to relaxation in upper age limit to candidates belonging to SC/ST/OBC categories, as per the relevant orders of the Government of India. The age for superannuation of Officers/staff upto the level of Secretary is 60 years. The age of retirement of Secretary-General, as per rule is 62 years. However, this does not apply to those who are appointed on the basis of contract.

Classification of posts

10. The classification of posts in the Secretariat is based with reference to the scales of pay as Group A, Group B, Group C. The details are as under:

Sl. No.	Description of Posts	Classification of posts
1.	Secretary General, Secretary, Additional Secretary and posts carrying the grade pay of Rs.10000, Rs.8700 Rs. 8000, Rs.7600, Rs.6600 and Rs. 5400.	Group A
2.	Post carrying the grade pay of Rs.4800, Rs. 4600 and Rs.4200	Group B
3.	Post carrying the grade pay of Rs.2800, Rs.2400, Rs. 2200, Rs. 2000 and Rs. 1900	Group C

Appointing/Disciplinary/Appellate authorities

11. The appointing/disciplinary/appellate authorities for different categories of posts are as under:

Sl. No.	Group	Appointing Authority	Disciplinary Authority	Appellate Authority
1.	'A'	Hon'ble Speaker	Hon'ble Speaker	-
2.	'B'	Secretary-General	Secretary-General	Hon'ble Speaker
3.	'C'	Secretary/Additional Secretary/Joint Secretary (In-charge of Administration)	Secretary/Additional Secretary/Joint Secretary (In-charge of Administration)	Secretary-General

Budget of Lok Sabha and Lok Sabha Secretariat

12. The expenditure incurred in respect of salaries and allowances of, and amenities to, members and Officers/Staff of the Secretariat is met from the Consolidated Fund of India. Separate Demands for Grants in respect Lok Sabha are laid on the Table of the House. Parliament sanctions the expenditure through the Appropriation Act. No cut motions or any discussion relating to the budget of Lok Sabha and its Secretariat are allowed on the floor of the House. If a Member wishes to have any information, it is supplied to him under the orders of the Speaker.
13. The Budget Estimates of Lok Sabha and its Secretariat are scrutinised by a Budget Committee consisting of the Deputy Speaker, the Chairperson, Public Accounts Committee and the Chairperson, Estimates Committee before it is submitted for approval of the Speaker. The Lok Sabha Secretariat is primarily responsible for the preparation of the Budget Estimates of Lok Sabha and its Secretariat. The Estimates are forwarded to the Ministry of Finance for incorporation in the Union Budget as a matter of course. The Estimates are not subject to any examination by any departmental committee of the Ministry of Finance or any Committee of Parliament. In case the Ministry of Finance has any suggestion to make, it is submitted to the Speaker, for consideration and broadly speaking, final decision acceptable to both is arrived at after discussion. In the unlikely event of any difference of opinion between the Speaker and the Ministry of Finance, the decision of the Speaker would normally prevail as it is for her/him to decide what is necessary for Lok Sabha and its Secretariat, in the efficient discharge of its responsibilities.

Constitution of Parliamentary Pay Committee

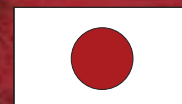
14. Owing to the independent nature of the Lok Sabha Secretariat, as enshrined in Article 98 of the Constitution, the question of revision of pay scales of Officers and Staff of the Secretariat is kept outside of the purview of the Central Pay Commissions. Till 1973, on the basis of recommendations made by the Central Pay Commissions, the pay scales of the Officers and Staff of the Secretariat were also suitably revised under orders issued by the Speaker after consultation with the Ministry of Finance. Since 1973, however, a separate Parliamentary Pay Committee is jointly appointed by the Speaker, Lok Sabha and the Chairperson, Rajya Sabha to advise them on the revision of pay and other conditions of service of the parliamentary staff. Four Parliamentary Pay Committees have so far been constituted. The Fourth Parliamentary Pay Committee presented its report in the year 2009.

Human Resource Development & Management

15. The Secretariat have a training unit namely Bureau of Parliamentary Studies and Training (BPST), which imparts training to officials of the Secretariat to sharpen their skills and update their knowledge of Parliamentary Developments and Processes. Further, Officers/staff of the Secretariat are also deputed not only with several outside organisations within the country but also abroad to attend training programmes concerning parliamentary administration organised by foreign parliaments/international organisations like Commonwealth Parliamentary Association, Inter Parliamentary Union. The Secretariat, thus, provides ample opportunities to the staff for development of their professional skills.



NATIONAL DIET OF JAPAN



1. The Secretariat of the House of Representatives has the following organizational structure;

- Secretary General
- Deputy Secretary General
 - Secretariat Division
 - Proceedings Department
 - Committees Department
 - Records Department
 - House Police Department
 - General Affairs Department
 - Maintenance Department
 - International Affairs Department
 - Parliamentary Museum
 - Office for the Commission on the Constitution
- Director General, Research Bureau
 - Research Offices of the Research Bureau (Each Committee has the Research Office)

2. Total number of the House of Representatives: 475

Total number of female Parliamentarians of the House: 45(9.47%)

* Female Parliamentarians are not officially assigned to particular tasks in the House.



NEW ZEALAND PARLIAMENT



Total number of female members is 41 of 121 (33.88%). Committee assignment is set out hereunder

Up to date information on committee assignments can be found here:

<http://www.parliament.nz/en-nz/mpp/mps/current>

GENDER	NAME	COMMITTEES
Female	Adams, Amy	National Party, Selwyn Minister
Female	Ardern, Jacinda	Labour Party, List Member, Justice and Electoral Committee
Female	Barry, Maggie	National Party, North Shore Minister
Female	Bennett, Paula	National Party, Upper Harbour Minister
Female	Bond, Ria	NZ First, List Member, Commerce Committee
Female	Collins, Judith	National Party, Papakura Minister Member, Education and Science Committee Member, Commerce Committee
Female	Curran, Clare	Labour Party, Dunedin South Member, Commerce Committee
Female	Davidson, Marama	Green Party, List Member, Justice and Electoral Committee Member, Māori Affairs Committee Member, Business Committee
Female	Dean, Jacqui	National Party, Waitaki Chairperson, Justice and Electoral Committee Member, Health Committee
Female	Delahunty, Catherine	Green Party, List Member, Education and Science Committee
Female	Dowie, Sarah	National Party, Invercargill Deputy Chairperson, Government Administration Committee Member, Transport and Industrial Relations Committee
Female	Dyson, Ruth	Labour Party, Port Hills Chairperson, Government Administration Committee
Female	Fox, Marama	Maori Party, List Member, Māori Affairs Committee

GENDER	NAME	COMMITTEES
Female	Genter, Julie Anne	Green Party, List Member, Finance and Expenditure Committee
Female	Goodhew, Jo	National Party, Rangitata Minister
Female	Hayes, Joanne	National Party, List Member, Local Government and Environment Member, Māori Affairs Committee
Female	Kaye, Nikki	National Party, Auckland Central Minister
Female	King, Annette	Labour Party, Rongotai Member, Health Committee
Female	Kuriger, Barbara	National Party, Taranaki-King Country Deputy Chairperson, Health Committee Member, Primary Production Committee
Female	Lee, Melissa	National Party, List Chairperson, Commerce Committee Member, Education and Science Committee
Female	Logie, Jan	Green Party, List Member, Social Services Committee
Female	Mahuta, Nanaia	Labour Party, Hauraki-Waikato Deputy Chairperson, Māori Affairs Committee
Female	Martin, Tracey	NZ First, List Member, Education and Science Committee
Female	Mathers, Mojo	Green Party, List Member, Government Administration Committee
Female	Moroney, Sue	Labour Party, List Member, Transport and Industrial Relations Committee
Female	Parata, Hekia	National Party, List Minister
Female	Parmar, Parmjeet	National Party, List Member, Social Services Committee Member, Transport and Industrial Relations Committee
Female	Pugh, Maureen	National Party, List
Female	Roche, Denise	Green Party, List Member, Transport and Industrial Relations Committee
Female	Sage, Eugenie	Green Party, List Member, Local Government and Environment Committee
Female	Salesa, Jenny	Labour Party, Manukau East Member, Education and Science Committee
Female	Sepuloni, Carmel	Labour Party, Kelston Member, Business Committee Member, Social Services Committee Member, Officers of Parliament Committee
Female	Stewart, Barbara	NZ First, List Member, Officers of Parliament Committee Member, Health Committee Member, Business Committee
Female	Tolley, Anne	National Party, East Coast Minister Member, Privileges Committee
Female	Turei, Metiria	Green Party, List Member, Justice and Electoral Committee
Female	Upston, Louise	National Party, Taupō Minister Member, Justice and Electoral Committee
Female	Wagner, Nicky	National Party, Christchurch Central Minister
Female	Wall, Louisa	Labour Party, Manurewa Member, Justice and Electoral Committee
Female	Whaitiri, Meka	Labour Party, Ikaroa-Rāwhiti Member, Local Government and Environment Committee
Female	Williams, Poto	Labour Party, Christchurch East Member, Health Committee
Female	Woods, Megan	Labour Party, Wigram Member, Foreign Affairs, Defence and Trade Committee



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



In the administrative structure of the National People's Congress of the People's Republic of China (NPC), the General Office is the Standing Committee's general administrative body. The General Office works under the direction of the Secretary-General. It has the First Bureau of Secretaries, the Second Bureau of Secretaries, the Liaison Bureau, the Foreign Affairs Bureau, the Information Bureau, the Letters and Visits Reception Bureau, the Personnel Bureau, the Administrative Bureau of the Departmental Affairs, the Administrative Bureau for the Great Hall of the People, the Training Center, the Information Center, and the Library, as well as research and consultative bodies under it.

The General Office of NPC also works closely with other administrative offices of the NPC's Working Bodies (*Legislative Affairs Commission; Budgetary Affairs Commissions; Hong Kong Special Administrative Region Basic Law Committee; and Macao Special Administrative Region Basic Law Committee*) and NPC's Special Committees (*Ethnic Affairs Committee; Law Committee; Internal and Judicial Affairs Committee; Financial and Economic Affairs Committee; Education, Science, Culture, and Public Health Committee; Foreign Affairs Committee; Overseas Chinese Affairs Committee; Environment Protection and Resources Conservation Committee; Agriculture and Rural Affairs Committee*).



NATIONAL ASSEMBLY OF THE REPUBLIC OF KOREA



Secretariat of the National Assembly of the Republic of Korea

Secretariat assist the National Assembly of the Republic of Korea on matters related to legislative affairs, parliamentary diplomacy, and legislative education. Current Secretary-General is Mr. Park Heong-joon. He is assisted by two Deputy-Secretaries General, Mr. Koo Ki-sung, Deputy Secretary General for Legislative Affairs and Mr. Kim Dae-hyun, Deputy Secretary General for Administrative Affairs.

Roles of the Secretariat



Female Parliamentarians of the 19th National Assembly as of Mar, 23, 2016

	Total MPs	Women	Percentage of Women
19th National Assembly	292	46	15.75%

Female Parliamentarians in each Committees of Mar, 23, 2016

Committee	Total MPs	Women	Percentage of Women
House Steering Committee	28	7	25.00%
Legislation and Judiciary Committee	16	1	6.25%
National Policy Committee	24	2	8.33%
Strategy and Finance Committee	25	2	8.00%
Science, ICT, Future Planning, Broadcasting and Communications Committee	21	5	23.81%
Education, Culture, Sports and Tourism Committee	30	5	16.67%
Foreign Affairs and Unification Committee	21	2	9.52%
National Defense Committee	17	3	17.65%
Security and Public Administration Committee	21	5	23.81%
Agriculture, Food, Rural Affairs, Oceans and Fisheries Committee	19	1	5.26%
Trade, Industry and Energy Committee	30	4	13.33%
Health and Welfare Committee	20	6	30.00%
Environment and Labor Committee	16	7	43.75%
Land, Infrastructure and Transport Committee	31	3	9.68%
Intelligence Committee	11	1	9.09%
Gender Equality and Family Committee	16	13	81.25%

- Term of the 19th National Assembly: May 30th 2012 – May 29, 2016
- Parliamentarians can hold plural offices for these three standing committees: House Steering Committee, Intelligence Committee, Gender Equality and Family Committee
- For specific information on the National Assembly of the Republic of Korea, refer to the official web-site of the National Assembly : <http://korea.assembly.go.kr/secretaryv>





FEDERAL ASSEMBLY OF THE RUSSIAN FEDERATION



The internal structure and activity of the Council of Federation is defined by the Constitution of the Russian Federation and the Rules of the Procedure of the Council of Federation.

The Council of Federation elects its Chairman, First Deputy Chairman and 4 Deputy Chairmen who conduct the sessions and are in charge of the chamber regulations.

The Council of Federation forms committees, ad hoc commissions all consisting of its members. The Council of Federation has the right to form, dismiss or re-organize every committee or commission.

The support of work of the Council of Federation provides by the Apparatus of the Council of Federation. The Council of Federation is the public authority and has the rights of legal entity. Its activities are defined by the Constitution, legislation of the Russian Federation, the decisions of the Council of Federation and the Rules of the Procedure of the Council of Federation. The Apparatus of the Council of Federation carries out legal, organizational, information and documentary maintenance of activity of corresponding Committees of the Council of Federation and other events conducted by relevant the Council of Federation bodies. The Apparatus of the Council of Federation participates in the preparation of materials necessary for the development and consideration of bills.

In the structure of the Apparatus of the Council of Federation possible to allocate:

- The Secretariat of the Chairperson of the Council of the Federation
- The Secretariat of the first Deputy Chairperson of the Council of Federation
- The secretariats of Deputy Chairpersons of the Council of Federation
- The Apparatus of 10 committees of the Council of Federation
- Departments

The structure of the Apparatus of the Council of Federation includes 8 departments.

1. **Departments of public service and personnel.** Its main tasks are organizational and staffing activities of the Council of Federation. In addition, implementation of measures for prevention of corruption and other violations by the federal state civil servants.
2. **Analytical department** performs basic tasks such as: analytical support of the Council of Federation activities to implement the constitutional and other powers, analytical support for interaction the Council of Federation and its bodies.
3. **Department of information technologies and document service.** Its main task is information provision and documentation support of activities of the Council of Federation.
4. Department of information and communication with the media (**Press service**).
5. **Department of organizational support.** Its main tasks are organizational support for the realization of plenary sessions and events of the Council of Federation, organizational support for work with collective and individual appeals of the citizens.
6. **Foreign affairs department.** Its main tasks are the analysis of the international situation, the international parliamentary activities and the development of concepts of international relations.
7. **Legal Department.** Its main task is legal and linguistic provision of the Council of Federation activities.
8. **General affairs department.** Its main task is information and publishing provision to members of the Council of Federation.



THE NATIONAL PARLIAMENT OF THE DEMOCRATIC REPUBLIC OF TIMOR-LESTE



The Organizational structure of the Secretariat is illustrated in table below. There are three directorates under the Secretary General, namely Directorate for Administration, Directorate for Parliamentary Support Services and Directorate for Research and Technical Information,

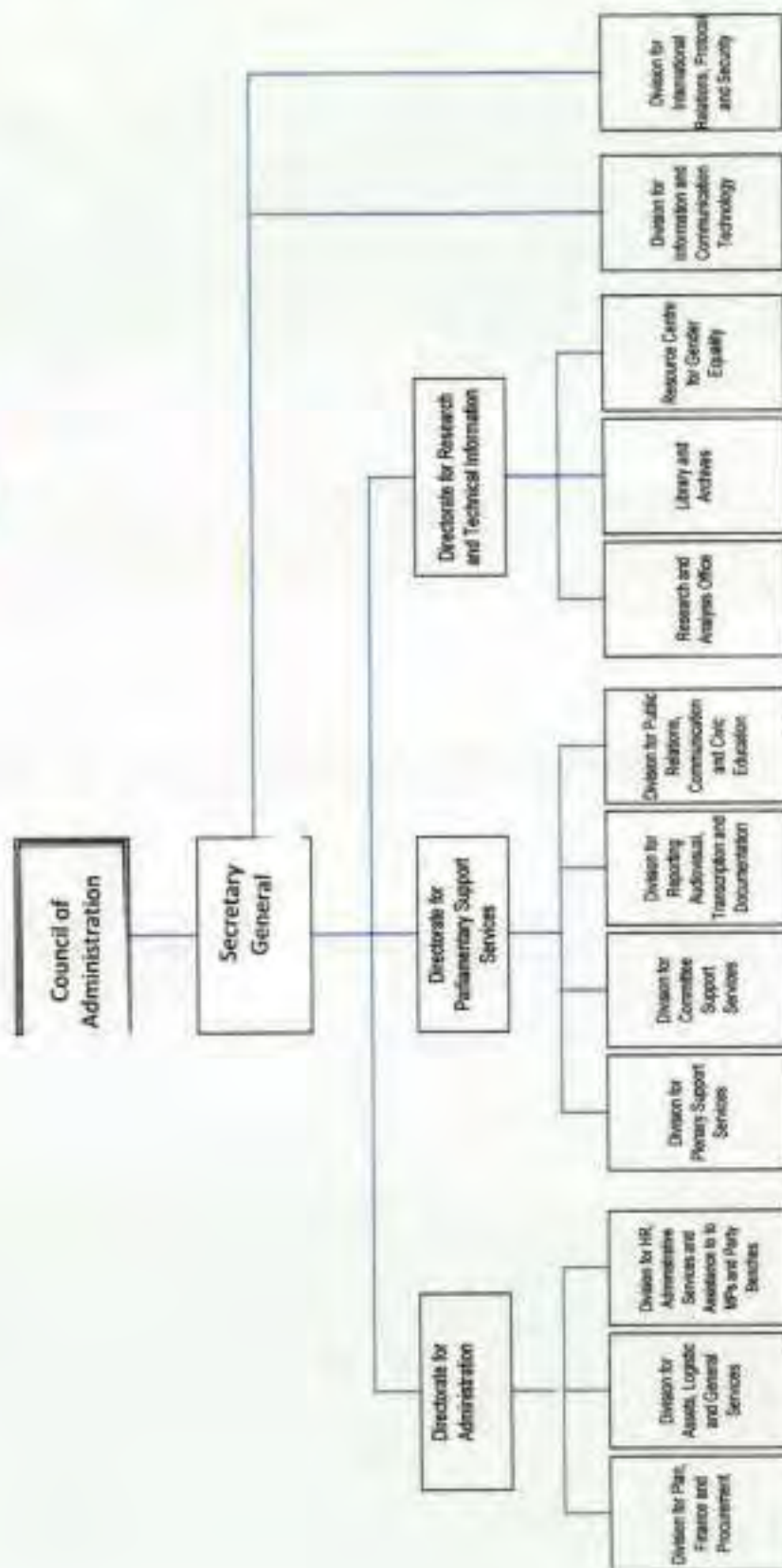
There are 65 Members of Parliament in the National Parliament, 24 of which are female (37%).

The National Parliament has seven specialized standing committees. The 24 female parliamentarians are distributed in the committees, as follows:

No.	Committee	No. of Female Parliamentarians
1	Constitutional Affairs, Justice, Public Administration, Local Government and Anti-Corruption (Committee A)	2
2	Foreign Affairs, Defense and National Security (Committee B)	3
3	Public Finance (Committee C)	5
4	Economy and Development (Committee D)	4
5	Infrastructure, Transport and Communications (Committee E)	2
6	Health, Education, Culture, Veterans and Gender Equality (Committee F)	3
7	Ethics (Committee G)	5
Total		24

Annex I – Organizational Chart of National Parliament's Administration

Organograma da Administração do Parlamento Nacional

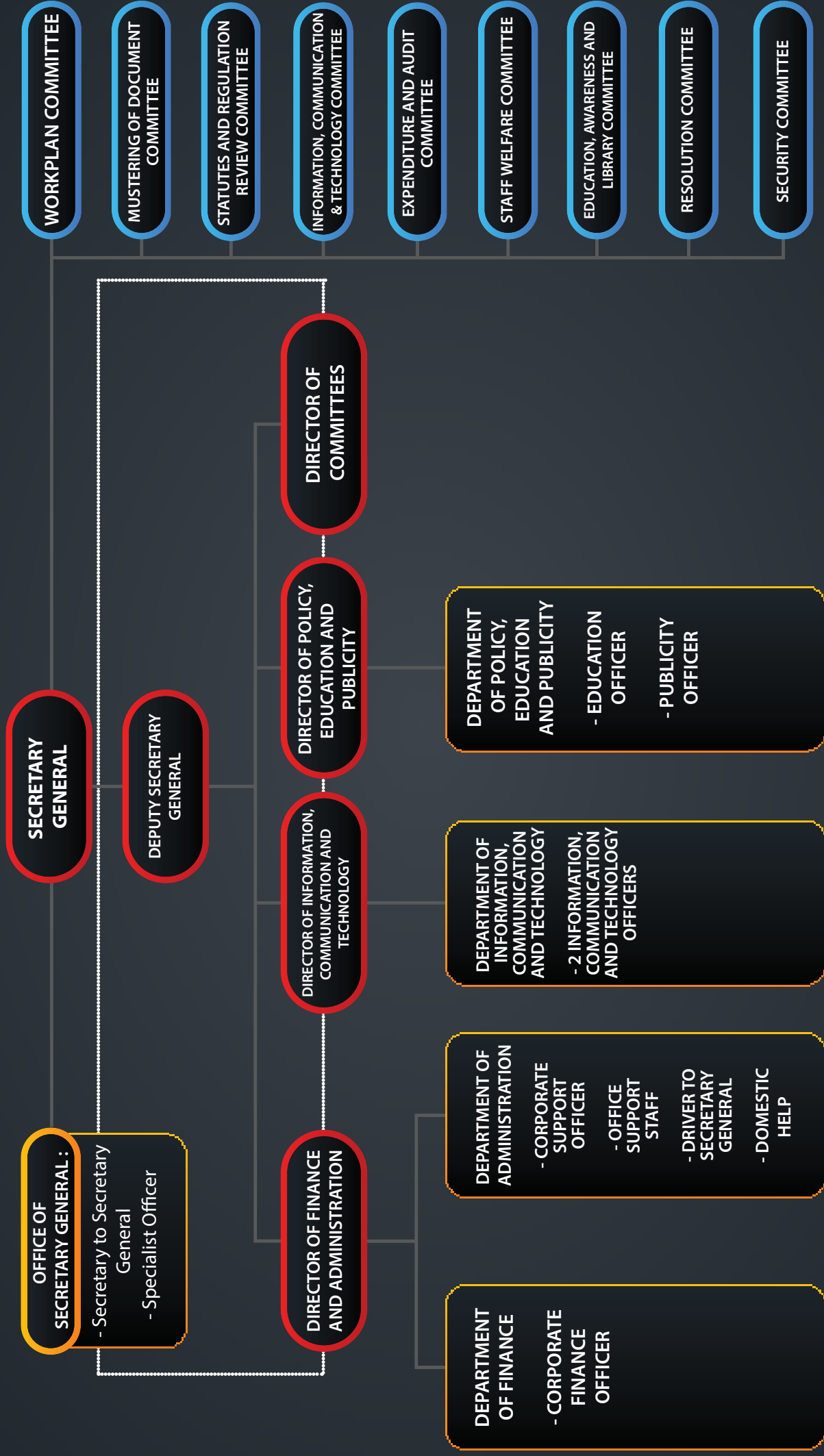


SECRETARIAT



ORGANIZATIONAL STRUCTURE
DIRECTORATE REPORT
SECRETARIAT COMMITTEES
FUNCTIONS OF COMMITTEES
COMMITTEES TARGETS
COURSES, WORKSHOPS & TRAININGS
AWARENESS PROGRAM
ACTIVITIES
TARGETS 2017
ATTACHMENT PROGRAM
CONSULTANT REPORT
LEAVE ROSTER

ORGANIZATIONAL STRUCTURE



INFORMATION COMMUNICATION TECHNOLOGY REPORT

Overview

The Directorate of Information, Communication and Technology (ICT) manages all computer and technology services in the AIPA Secretariat. It is responsible for advising 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. 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 network, hardware and software system.



RESKY WIWOHO

DIRECTOR OF
INFORMATION
COMMUNICATION
AND TECHNOLOGY



YAN PRASEIYA

OFFICER OF
INFORMATION
COMMUNICATION
AND TECHNOLOGY

AIPA Connect (AIPA Intranet System)

The AIPA Connect and video conferencing are ongoing projects under the Directorate of Information, Communication and Technology of AIPA Secretariat. AIPA Connect was established during the workshop on the 13th to 15th November 2013 in Vientiane, Lao PDR. The aim of AIPA Connect is to enable effective communication and to facilitate information exchange in real time amongst all AIPA Member Parliaments.

The Federal Foreign Office of the Federal Republic of Germany through GIZ supports the development of AIPA Connect by providing the technical assistance. The second workshop on AIPA Connect was successfully held on the 10th to 13th June 2015 at the Singapore Parliament. During the workshop, video conferencing facility is also established. Subsequent to the third workshop, on the 3rd to 6th December 2015 in Ho Chi Minh City, Viet Nam, another workshop was held where the licenses of AIPA Connect was distributed to all Member Parliaments. The aforementioned licenses will enable the users to gain access into the intranet system. Thus, the AIPA Connect is ready to be used by AIPA Member Parliaments since then.

Video Conferencing

On the 4th of April 2016, a signing of Memorandum of Understanding (MoU) between AIPA Secretariat and Parliamentary Institute of Cambodia (PIC) was convened in the compound of the National Assembly of the Cambodia, Phnom Penh, Cambodia.

The MoU itself aims to pursue a partnership in order to strengthen the legislative capacity in ASEAN.

During the signing, AIPA Secretariat staff witnessed the event through Skype as part of AIPA Connect (Intranet system) facilities. AIPA Connect also enabled both the staff of AIPA Secretariat & PIC to talk with each other through Live Chat. This platform, while acts as a mode of communication between AIPA Member Parliaments also facilities the users. In temrs of knowledge sharing.



Video Conference between AIPA Secretariat and Parliament of Myanmar on the preparation of the 37th AIPA General Assembly



AIPA Intranet Training at Parliament of Thailand



AIPA Intranet Platform

Functions

In addition, the Directorate handles the following key functions:

- Administrator of AIPA Connect (Intranet System) and AIPA website.
- Establishment wireless network.
- Provide information computer services.
- Provide up-to-date system, maintenance system and database relating to AIPA website.
- Support the users on all other technical matters related to AIPA computer programs.
- Identification of application systems, hardware and software, and manpower resources required to support the AIPA Secretariat's mission and functions.
- Advice on the budget required funding of the ICT plan.
- Provide for the planning, acquisition, installation, operation, maintenance and security of the computers and network facilities in AIPA Secretariat.
- Provide design for booklet, newsletters, workplan, digital banner, brochure and other reference resources.
- Maintain and produce the AIPA multi-media collection.
- Network design, planning, installation and maintenance;
- Software and Operating system configuration, testing, installation and support;
- Software and License Control for all Software purchased for use within the application problems;
- Database/Environment creation, maintenance and administration;
- Implementation and Monitoring of the best practice information related security processes;
- Project co-ordination for both internal infrastructure-based;
- Implementation of the ICT Policy;
- In charge of ICT requirements especially on matters related to technical advice on ICT initiatives in the Secretariat.

FINANCE AND ADMINISTRATION REPORT

Overview

The Directorate of Finance and Administration, which previously was 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 currently has two functions which are different and distinct. The functions are namely Finance and Administration. The function of Security has been absorbed by the new post called Specialist Officer.



SUHERI
STAFF OF FINANCE &
ADMINISTRATION



DARUMUTI RATMOKO
DIRECTOR OF FINANCE &
ADMINISTRATION



TUMIRAN
STAFF OF FINANCE &
ADMINISTRATION

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.

There was a proposal for AIPA Special Fund which was first tabled at the 35th AIPA General Assembly. However, it was moved, at the request of the host Parliament, to the 36th General Assembly to be held in Kuala Lumpur, Malaysia. The purpose of the Special Fund is to cater for the needs of AIPA and not the AIPA Secretariat. This is necessary to ensure the expenditures are kept separately. The increase in contribution is necessary as the overall cost of maintaining the Secretariat is increasing and the pressure on the capped budget will not be sustainable due to inflationary market forces. However, the consensus has not been made yet among the Members hence the said fund is still being postponed.



Secretariat's staff at the AIPA Day 2015



DWI SUPIANA
OFFICER OF FINANCE &
ADMINISTRATION



NENI TRIANA
STAFF OF FINANCE &
ADMINISTRATION



NYOMAN ASTINI SARI
OFFICER OF FINANCE &
ADMINISTRATION

Function of the Work of Administration Department

Following the work done on mustering and digitising all AIPA Meeting Reports dating back to 1978 and documents which classified as incoming and outgoing letters and invoices dating back to 1990, the department continues on mustering and digitising files and documents. 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 a new staff for the post of Education Officer to strengthen the work of the Secretariat. The new post of Director of Committees has already filled in by one of the existing staff to be responsible as a person in charge to any AIPA related meetings. A new post namely Specialist Officer has been created to be responsible for the maintenance of office and AIPA House and as a line of communication between AIPA and the House of Representatives of Indonesia and Ministry of Foreign Affairs of Indonesia. The function of security which was previously under the Directorate of Finance and Administration is now absorbed to the said post. 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.

Its other responsibilities include:

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

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.

POLICY EDUCATION PUBLICITY REPORT

Overview

The Directorate of Policy, Education and Publicity is responsible for the internal and external relations of AIPA as set out in the Statutes and regulations of AIPA. Its main tasks are not only to provide administrative support but also to act as a service provider to AIPA main stakeholders, namely, AIPA Member Parliaments. Communication and consultation with the national secretariats of respective AIPA Member Parliaments occurs in regular basis and is aimed at informing Member Parliaments of the current and forthcoming activities. The Directorate also covers the role of engaging and establishing external and internal communication to promote AIPA Secretariat's mission to the general public. Furthermore, the engagement of AIPA with regional and international organisations also falls under the Directorate's responsibility, emphasising AIPA Secretariat's role as the administrative and information centre for AIPA activities.



M. ILYAS SAUDEK
OFFICER OF POLICY,
EDUCATION & PUBLICITY



SOFIA ARIANI
DIRECTOR OF POLICY,
EDUCATION & PUBLICITY



SHABRINA HAZANIA BASRI
OFFICER OF POLICY,
EDUCATION & PUBLICITY

The Directorate has two sub-divisions, Education and Publicity. Both sub-divisions' areas of work are intertwined and responsible in disseminating information and updates to publicise the existence of AIPA and ASEAN to the general public, especially in view of the proximity of ASEAN Community 2015 and ASEAN Post-2015.

Directorate of PEP also provides insights and analysis to Secretary General and AIPA Member Parliaments on matters of AIPA's concerns including gender mainstreaming, wildlife issues, capacity development and ASEAN integration. With regards to wildlife issues, AIPA has entered into an understanding with Freeland Foundation on 7th December 2015 to deepen bilateral contacts and cooperation on the "green legislative agenda". Furthermore, the protection of wildlife

has now become an agenda item of AIPA Caucus and delegations attending AIPA Caucus are expected to present their reports on wildlife issues in their respective state.

AIPA is also keenly aware of the importance of capacity development for the staff of its Member Parliaments and Secretariat. The Federal Republic of Germany has been assisting AIPA in its Capacity Development Project since 2012. The beginning of Phase 2 of the project was marked by the signing of Joint Declaration of Intent in March 2016. AIPA is also assisted by regional institution namely Parliamentary Institute of Cambodia (PIC) to train staff of national parliaments of ASEAN Member States and to establish a reciprocal learning activities among Member Parliaments through various courses e.g. Parliamentary Research Training, English Language,



AIPA Lecture Tour at Gadjah Mada University

Legislative Analysis, Legislative Drafting Technique, Budget Analysis, and Parliamentary Communications and Public Relations. The first course to be offered is the Parliamentary Research Training, which commenced in August 2016.

Education

AIPA views education as the foundation of ASEAN community building. It is an integral part of ASEAN's development process, creating a knowledge-based society, and contributing to the enhancement of ASEAN competitiveness. Education acts as the vehicle to raise ASEAN awareness, which is crucial to create a sense of belonging to the ASEAN Community. Education is also important to disseminate information on how AIPA works and its roles within ASEAN integration process. Under the Education Sub-Division, AIPA has been implementing several educative and awareness-raising measures, namely:

- Organising "AIPA Lecture Tour" to schools and universities in Indonesia such as University of Gadjah Mada, National Development University (UPN Veteran), State University of Yogyakarta, University of Indonesia, Al-Azhar University, London School of Public Relations, University of Paramadina and overseas university namely University of Melbourne. This activity is crucial to pique interest towards AIPA, how it works, and how it relates to ASEAN integration.
- Implementing "Undergraduates Attachment Programme" in which AIPA recruits students from various universities in Indonesia as well as overseas graduates. These attached students are trained to handle activities and tasks at the AIPA Secretariat on daily basis, obtaining understanding of AIPA at large at the end of their attachment term.
- Seeking the possibilities for attachment for staff of AIPA Member Parliaments and AIPA Secretariat staff. AIPA has sent its staff to be attached to Legislative Council of Brunei Darussalam, Parliament of Singapore, European Parliament and Parliament of Canada.

- Assisting and providing materials for the establishment of AIPA Corner/Section in the respective AIPA Member Parliament and AIPA's partner's library. It has assisted the establishment of AIPA Corner 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, ASEAN Secretariat Resource Center (ARC) and European Parliament.

Publicity

AIPA produces and disseminates publicity and resource materials to complement its programmes and activities to its Members, Observers, and partners. To support the combat against wildlife crimes, AIPA assisted Freeland and ASEAN-WEN to disseminate their publication entitled *"The ASEAN Handbook on Legal Cooperation to Combat Wildlife Crime"* to all Member Parliaments. The publication provides an array of wildlife national laws in ASEAN Member States for the prosecution of wildlife criminals.

Popular social media platforms such as Facebook and Twitter as well as AIPA Website are also utilised to disseminate information and to spread awareness regarding the existence of AIPA and ASEAN to a wider audience.

COMMITTEES & CONSULTANT REPORT



ZULKAMAL ZAKARIA

DIRECTOR OF
COMMITTEES



RIA ARTONANG

AIPA
CONSULTANT

Overview

The Directorate of Committees is responsible to ensure that the hosting of events of AIPA is conducted in accordance with the Statutes. This directorate is expected to be knowledgeable on AIPA Resolutions made by the General Assembly and be capable of resolutions available as when required by Member Parliaments. These AIPA events are General Assembly, AIFOCOM, AIPA Caucus, ASEAN-AIPA Interface, and any other events directed by the General Assembly to be organised by AIPA Secretariat.

Function

The Directorate of Committees provides administrative support as requested by Member Parliament hosting the event(s) of AIPA. The initial draft Programme of Activities, Agenda, and Procedural notes shall be provided by the Directorate to the Host Parliament. The Directorate of Committees may also advise and supervise the Hosting Parliament on organising of AIPA's events. Furthermore, the Directorate of Committees should provide updates on the progress of the events of AIPA with all National Secretariats.

This year the Directorate Committees provided the aforesaid support for Parliaments hosting the AIPA Events i.e. the 8th AIPA Caucus and ASEAN – AIPA Interface both in Lao PDR, and the 37th AIPA General Assembly in Myanmar.

Covering the areas of policy, education, publicity and AIPA external relations

Program development on international and regional cooperation and networking

Developing communication strategy, outreach and networking

Developing awareness programs or activities aimed at bringing AIPA into a wider audience

Advising and monitoring agreements and reports

Advising on concept note, conference attendance, paper presentation

SPECIALIST OFFICER & SECRETARY TO SECRETARY GENERAL **REPORT**



ANDHIE ANANTA

SECRETARY TO
SECRETARY GENERAL

Secretary to Secretary General performs administrative duties to the Secretary General. Some of its duties are to Monitor deadlines for Secretary General and initiate follow-up actions; to plan and manage Secretary General's schedule for all appointments and functions and to draft/type correspondence/speeches for the Secretary General.



WAHYU SAMODRA

SPECIALIST OFFICER
AIPA SECRETARIAT

Specialist Officer is responsible for the security and maintenance of the office and AIPA House, act as AIPA protocol officer, liaise with the Ministry of Foreign Affairs and Immigration on AIPA Secretariat matters, and maintain the line of communication with Indonesian House of Representatives



BUDI HANDOKO

SECURITY OFFICER OF
AIPA SECRETARIAT

Security Officer is responsible to secure AIPA premises and personnel by patrolling property; monitor surveillance equipment; inspect buildings equipment, and access points; and permitting entry

SECRETARIAT COMMITTEES

WORKPLAN COMMITTEE	MUSTERING OF DOCUMENT COMMITTEE	STATUTES AND REGULATIONS 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 (Chairperson)	Ms. Darumuti (Chairperson)	Mr. P.O. Ram (Chairperson)	Mr. Reski Wiwoho (Chairperson)	Ms. Darumuti (Chairperson)	Mr. Andhie Ananta (Chairperson)	Ms. Sofia Ariani (Chairperson)	Ms. Sofia Ariani (Chairperson)	Mr. P.O. Ram (Chairperson)
Ms. Ria Artonang (Secretary)	Mrs. Dwi Supiana (Secretary)	Mr. Zulkamal Zakaria (Secretary)	Mr. Yan Prasetya (Secretary)	Ms. Nyoman A.S. (Secretary)	Mr. Tumiran (Secretary)	Mr. M. Ilyas Saudek (Secretary)	Ms. Ria Artonang (Secretary)	Mr. Wahyu Samodra (Secretary)
Members:	Members:	Members:	Members:	Members:	Members:	Members:	Members:	Members:
Ms. Darumuti	Mrs. Nyoman A.S.	Ms. Darumuti	Mr. Zulkamal Zakaria	Mrs. Dwi Supiana	Mr. Yan Prasetya	Mr. Wahyu Samodra	Mr. Zulkamal Zakaria	Mr. Budi Handoko
Ms. Sofia Ariani	Ms. Shabrina Basri	Ms. Sofia Ariani	Mr. Wahyu Samodra	Ms. Shabrina Basri	Ms. Shabrina Basri	Mr. Yan Prasetya	Mr. Andhie Ananta	AKBP. Herry Ardyanto
Mr. Reski Wiwoho	Mr. Suheri	Mr. Wahyu Samodra	Mr. M. Ilyas Saudek	Mr. Tumiran	Mr. Suheri	Ms. Shabrina Basri	Ms. Shabrina Basri	Mr. Suheri
Mr. Zulkamal Zakaria	Mr. Tumiran	Mrs. Dwi Supiana			Mr. M. Ilyas Saudek	Mr. Andhie Ananta	Mr. M. Ilyas Saudek	Mr. Tumiran
Mr. Yan Prasetya								
Mr. Wahyu Samodra								
Mrs. Dwi Supiana								
Mrs. Nyoman A.S.								
Mr. Andhie Ananta								
Ms. Shabrina Basri								
Mr. M. Ilyas Saudek								
Mr. Suheri								
Mr. Tumiran								

FUNCTIONS OF COMMITTEES

I. WORKPLAN COMMITTEE

To produce workplan 2016-2017

II. MUSTERING OF DOCUMENTS COMMITTEE

1. Documents to be mustered and reproduce it into CDs:
 - General Assembly Resolutions since : 1978
 - Reports of the First General Assembly up to 36th General Assembly
 - Reports of the 1st – 12th AIFOCOM meeting
 - Reports of the 1st – 8th AIPA Caucus
 - Reports of Technical Working Group and Ad Hoc Meeting
 - Reports of AIPA Visits
 - Reports of 14th – 27th ASEAN Summit
 - Reports of Seminars
 - Cash Out Voucher, Incoming and Outgoing Email since 1990
2. Create file management
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 the AIPA Secretariat; Financial Regulations of the AIPA Secretariat; and Security Regulations of the AIPA Secretariat.

IV. INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

- Administrator of AIPA Connect (Intranet)
- Administrator of AIPA Website
- Install program for video conferencing
- Support Capacity Building Program
- Organise an ICT Workshop

V. EXPENDITURE AND AUDIT COMMITTEE

- Monitoring cash flow for a proper utilization
- Revamp on 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 2017
- Suggest amendments to the Staff Regulations and Instruction Manual for Staff (IMS) with regard to the usage of Staff Welfare Fund
- Organise events

VII. EDUCATION, AWARENESS AND LIBRARY COMMITTEE

- Actively enhance public awareness and promote greater people's participation, including civil society in ASEAN community building
- Provide lecture for visitors to AIPA Secretariat and Visitor of Member Parliaments
- Produce brochures, factsheets, newsletters to the all guest/visitors
- Encourage member parliaments to disseminate information about AIPA to visitors of their Secretariat
- Complete task on all Parliament's libraries
- Encourage Observer parliaments to create an AIPA Corner at their Parliament's Library
- To source for materials from Observers and Member Parliaments

VIII. RESOLUTIONS COMMITTEE

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

IX. SECURITY COMMITTEE

- To review the Security Regulations
- To enhance the existing relationship with the Security Department of the Parliament of Indonesia
- To engage with the Police of the Republic of Indonesia, especially with the division of Vital Object Protection

COMMITTEES TARGETS 2017

1. WORKPLAN COMMITTEE

- To publish an attractive and useful Workplan

2. MUSTERING DOCUMENTS COMMITTEE

- To advise on optimising storage space through minimalisation of materials for filing
- To keep both hardcopy and softcopy archives in a better arrangement
- To establish File Management system

3. STATUTES AND REGULATIONS REVIEW COMMITTEE

- To make a comparative study of AIPA Statutes with the ASEAN Charter
- To recommend amendments to the Security regulations

4. ICT COMMITTEE

- To expand wireless network
- To support the capacity building program
- To reproduce files in digital format
- To provide technical support in the establishment of File Management system

5. EXPENDITURE AND AUDIT COMMITTEE

- To have rigorous oversight of the expenses account to ensure that all expenditures are strictly in compliance with the Financial Regulations
- To ensure the best practices on handling finances of the Secretariat

6. STAFF WELL-BEING COMMITTEE

- To organise at least four events a year
- To organise a healthy lifestyle event monthly
- To provide greeting cards, wreath or gifts for staff's special event i.e. birthday, giving birth, demise, hospitalisation.

7. EDUCATION, LIBRARY AND AWARENESS COMMITTEE

I. Education

- To provide workshop and training courses for staff and member parliament
- To source for and manage attachment program for parliamentary staff
- To extend the Awareness Program
- To manage attachment program at AIPA Secretariat and maintain relationship with students attached to AIPA Secretariat
- To establish link with academic institutions in the region for the purpose of organising AIPA lecture/information session

II. Library

- To pursue the goal to set up an AIPA-ASEAN corner in each Observer Parliament's library
- To look into producing some useful publications
- To set up a reference library within the premises of AIPA Secretariat
- To provide AIPA-ASEAN corner in each AIPA Member Parliament's library with the latest AIPA publications.

III. Awareness

- To intensify the Awareness Program activities
- To source for a possibility to enter into an understanding with other institutions and/or regional/international organisations on Awareness Program
- To invite ASEAN to have a joint Awareness Program
- To produce AIPA video profile
- To extend our links with invited participants attending the AIPA General Assembly and turn them into AIPA Goodwill Ambassador.

8. RESOLUTIONS COMMITTEE

- To pursue with the AIPA National Secretariats on the implementation of adopted resolutions
- Publishing implemented Resolutions in the AIPA Website and Intranet

9. SECURITY COMMITTEE

- To ensure that Fire Drills are conducted periodically
- To enlarge the scope of the Security Department
- To participate in training conducted by the Security Division of Indonesian Parliament

COURSES, WORKSHOPS & TRAININGS



Workshop and Training under the AIPA Capacity Development Project assisted by the Government of the Federal Republic of Germany through Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)

Upon the signing of the Joint Declaration of Intent between the Government of the Federal Republic of Germany with AIPA on 14th March 2016 in Jakarta, the Capacity Development Project for 2016 saw the implementation of the following activities;

- Second Workshop on Human Capacity Development hosted by the Legislative Council of Brunei Darussalam in Bandar Seri Begawan from 16th to 19th May 2016. The workshop was held at the Legislative Council of Brunei Darussalam.
- Second Workshop on Networking and Outreach with Civil Society Organizations hosted by Parliament of Malaysia in Kuala Lumpur, Malaysia from 31st July to 3rd August 2016. The workshop was held at Parliament of Malaysia.
- Third Workshop on Human Capacity Development hosted by the National Assembly of Cambodia from 23rd to 26th August 2016. The workshop was held at the National Assembly of Cambodia.
- Inception Workshop on the Framework of AIPA Communication Master Plan (September to November 2016).
- Consultative Meeting on AIPA Corporate Branding and Design (October to November 2016).
- Consultative/Preparatory Meeting for the 2017 AIPA-ASEAN Retreat, Consultation for Cooperation Framework (November 2016).

Most Workshops, Trainings and Consultation are hosted by AIPA Member Parliaments, and specific venues for the said activities are at parliament building. Rotating the hosting of workshops, training and consultation among all AIPA Member Parliaments aims to distribute ownership of the capacity development project, and to grow opportunity for workshop/training participants to acquire better information and understanding of each other's parliament structure and system.

Training Course under the Memorandum of Understanding between Parliamentary Institute of Cambodia (PIC) and AIPA

Pursuant to the Memorandum of Understanding (MoU) for "Capacity Development Program for Staff of ASEAN Inter-Parliamentary Assembly Member Parliaments between

AIPA and Parliamentary Institute of Cambodia (PIC)" which was signed on 4 April 2016 in Phnom Penh, PIC offers a Regional Fellowship Program (RFP) to AIPA Member Parliaments for various courses i.e. English language, parliamentary research, legislative analysis, legislative drafting technique, budget analysis, parliamentary communications, and public relations.

The first course on Parliamentary Research is scheduled to commence in mid-August 2016. Under the program, fellows will have an opportunity to work closely with research instructors by producing reliable, high quality research papers for members of parliament of their respective parliaments. Fellows will also have the opportunity to improve their English for Research through PIC's English Program. Other forthcoming courses to be offered in December 2016 and February 2017 are Parliamentary Communication and Public Relation and Training of Trainers (ToT) respectively.

Capacity strengthening is at the core of PIC's activities, which includes provisioning of related services, such as training, workshops, seminars, internships and support for outreach activities, such as expert hearings, public consultations and national and international fact-finding and study missions.

AWARENESS PROGRAM

Pursuant to Resolution 34GA/2013/ORG/09 on *Awareness Building*, AIPA Secretariat performs its role in community building by disseminating knowledge about ASEAN and AIPA to the community at large through several initiatives, namely:

1. Continuation of Joint Programme with the Indonesian Parliament to provide lecture to their visitors comprising mainly students from secondary and tertiary education and general public;
2. Launching of the AIPA Goes to Campus through which AIPA representatives conduct information sessions in universities.
3. Attachment program for students who are interested to know the daily business of the secretariat of AIPA.
4. Attachment program for staff of the Secretariat at AIPA Member or Observer's Parliament.

DATE	INSTITUTION	AWARENESS PROGRAM
25 May 2016	University of Indonesia, Depok, Indonesia	AIPA Class
12 May 2016	ASEAN Secretariat, Jakarta, Indonesia	Study Visit to AIPA Secretariat
18 March 2016	London School of Public Relations Jakarta, Indonesia	Study Visit to AIPA Secretariat
15 March 2016	University of Muhammadiyah Prof. Dr. Hamka, Jakarta, Indonesia	DPR – AIPA Joint Lecture
1 February 2016	University of Al-Azhar, Jakarta, Indonesia	AIPA Class
13 November 2016	Gadjah Mada University, Yogyakarta, Indonesia & exchange students from University of Melbourne, Australia	AIPA Class
12 November 2015	UPN, Yogyakarta, Indonesia	AIPA Class
11 November 2015	Gadjah Mada University, Yogyakarta, Indonesia	AIPA Class
4 November 2015	SMA Islam Terpadu Raudhatul Jannah, Banten, Indonesia	DPR – AIPA Joint Lecture
3 November 2015	SMP An-Nurmaniyah, Banten, Indonesia	DPR – AIPA Joint Lecture



AIPA Secretariat publishes AIPA Newsletter two times a year to inform the public on the updates of AIPA activities; ASEAN-related information; and forthcoming meetings, workshops, and conferences.



To reach out to greater audience, AIPA also maintains AIPA official website, which has been relaunched in 2015, and social media accounts such as AIPA Facebook fan page, AIPA Official Twitter (@AIPA_SECT) and AIPA YouTube Channel. These accounts are updated on daily basis with information from throughout the region.



Youth Diplomacy Community of the London School of Public Relation (LSPR) in Jakarta paid a visit to AIPA Secretariat to be enlightened on the vision and mission of AIPA and how it works to support regional integration.



AIPA Secretariat has published three publications with the support of the Federal Republic of Germany namely *Parliamentary Budgeting and Transparency in ASEAN Member States*, *Information Fact Sheets on Political and Parliamentary Systems of AIPA Member Parliaments* and *Legislative Procedures of AIPA Member Parliaments*. AIPA Work Plan is annually published to monitor and report the progress and achievement of AIPA Secretariat throughout the year. All these publications are accessible through AIPA Secretariat's Official Website, www.aipasecretariat.org and also circulated to all the AIPA Corners of each AIPA Member Parliament's library and ASEAN Secretariat Resource Center (ARC).

ACTIVITIES 2015-2016

NO	DATES	ACTIVITIES	VENUE	ATTENDING OFFICER
1	15 July 2015	Visit from Mr Gert Reinberger (GIZ), Mr Peter Palesch (GIZ), Mr Timo Goosman (German Embassy), Mr Ulrich Klingshirn (HSF), Mr Christian von Lubke (Independent Auditor from Germany), Ms Putri Maha Lima (HSF Officer)	AIPA Secretariat	SG, Dir. FAS, Dir. ICT, ICT Officer, Education Officer, Secretary to SG
2	26-30 July 2015	7 th AIPA CAUCUS	Siem Reap, Cambodia	SG, Dir. PEP, Dir. FAS, Education Officer
3	3 August 2015	Visit from Ms Rachel Arini Judhistari, Programme Manager of APHR	AIPA Secretariat	SG, Dir. PEP, Education Officer, Secretary to SG
4	20-23 August 2015	Workshop on "Human Capacity Development"	Phnom Penh, Cambodia	SG, Dir. PEP, Education Officer, Publicity Officer
5	2 September 2015	Celebration of the 38 th Anniversary of AIPA	ASEAN Secretariat	All Staff of AIPA Secretariat
6	6-12 September 2015	36 th AIPA General Assembly	Kuala Lumpur, Malaysia	SG, Dir. PEP, Dir. FAS, Dir. ICT, Secretary to SG, Education Officer, ICT Officer, Office Support Staff
7	14-25 September 2015	Attachment Program at the European Parliament on Information, Telecommunication and Communication within the Parliament	European Parliament, Brussels, Belgium	ICT Officer
8	2 October 2015	Visit from Mr Izuru Kobayashi (COO of ERIA)	AIPA Secretariat	SG, Dir. PEP, Education Officer, Publicity Officer, Secretary to SG, Consultant of AIPA Secretariat
9	6 October 2015	Visit from Mr Isra Sunthornvut, Mr Kasit Piromya, and Ms Prapenpim Prachonpachanuk; Democrat Party, former Minister of Foreign Affairs of Thailand, and Minister Counselor, Royal Thai Embassy respectively	AIPA Secretariat	Dir. PEP, Dir. FAS, Dir. ICT, Education Officer, Publicity Officer, Secretary to SG, Consultant of AIPA Secretariat
10	9 October 2015	Visit from Mr Tobias Lenz (Researcher)	AIPA Secretariat	SG, Dir. PEP, Education Officer, Secretary to SG
11	15 October 2015 – Present	ASEAN Foundation 1st Model ASEAN Meeting (coincide with 27 th ASEAN Summit)	ASEAN Foundation, Jakarta	Dir. PEP
12	23 October 2015	Visit from ASEAN - U.S. Progress and U.S. Mission to ASEAN; Ms Endah Agustiana and Ms Jennifer Collier Wilson respectively	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Education Officer, Publicity Officer, Secretary to SG
13	27 October 2015	Visit from Dr Stephen Sherlock, Dr Dina Melhem, Ms Aliyah Dar, Mr Agus Wijayanto (Researcher, Director for MENA and Asia, Head of Commons Library, and Consultant & Trainer respectively)	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Dir. ICT, Consultant of AIPA Secretariat, Publicity Officer
14	27-29 October 2015	ASEAN Responsible Business Forum	Kuala Lumpur, Malaysia	SG, Consultant of AIPA Secretariat
15	29 October 2015	Visit from Mission of Japan to ASEAN, Mr Kazuki Matsubara and Ms Naoko Ito	AIPA Secretariat	Dir. PEP, Consultant of AIPA Secretariat
16	2 November 2015	Courtesy Call with European Union	AIPA Secretariat	SG, Dir. PEP, Dir. FAS, Dir. ICT, Consultant of AIPA Secretariat, Publicity Officer, ICT Officer
17	3 November 2015	Courtesy Call with Ambassador of Georgia to Indonesia	AIPA Secretariat	SG, Dir. PEP, Consultant of AIPA Secretariat, Publicity Officer, Secretary to SG
18	10-13 November 2015	AIPA Lecturing Tour	Yogyakarta, Indonesia	Dir. PEP, Education Officer, Publicity Officer
19	11-13 November 2015	Fire Drill organized by Indonesian Parliament	Jakarta, Indonesia	Dir. FAS
20	15-18 November 2015	Workshop on "Networking and Outreach with Civil Society Organisations"	Bangkok, Thailand	SG, Secretary to SG, Consultant of AIPA Secretariat

21	24 November 2015	Dialogue between Members of the AIPA and the Members of Parliament of Japan	Jakarta, Indonesia	SG, Consultant of AIPA Secretariat, Dir. PEP
22	24 November 2015	Briefing on the 27th ASEAN Summit and Related Summits	ASEAN Secretariat	SG
23	25 November 2015	Talking ASEAN: "The Dynamics and Future of Democracy in the ASEAN Region"	Hotel Le Meridien, Jakarta	Dir. PEP
24	25 November 2015	Visit from ASEANSAL Secretariat, Ms Ami Rahmawati and Ms Yuli Puspitasari	AIPA Secretariat	SG, Dir. PEP, Consultant of AIPA Secretariat
25	30 November – 3 December 2015	Study Visit Programme in the Parliament of Singapore	Singapore	Publicity Officer
26	30 November – 3 December 2015	The AICHR Regional Dialogue on the Mainstreaming of the Rights of Persons with Disabilities in the ASEAN Community	Bangkok, Thailand	Dir. PEP
27	1 December 2015	Workshop on "Social Media Engagement"	ASEAN Secretariat	Dir. FAS, Secretary to SG, Consultant of AIPA Secretariat
28	2 December 2015	Visit from Mr Timo Goosman (German Embassy in Indonesia) and Ms Stefanie Seedig (Deputy Head of Unit for South East Asia / Pacific for Federal Foreign Office of Germany)	AIPA Secretariat	Dir. FAS and Secretary to SG
29	3-6 December 2015	Training for Trainers on AIPA Intranet System	Ho Chi Minh City, Viet Nam	Dir. ICT, ICT Officers (2)
30	4-5 December 2015	Bangkok Human Rights Dialogue: Impacts from ASEAN Integration	Bangkok, Thailand	Dir. PEP
31	4-6 December 2015	ASEAN Secretariat Staff Gathering	Ciawi, Bogor	Dir. FAS and Secretary to SG
32	6-8 December 2015	AIPA-Ranger Interaction Dialogue, Field Mission and Networking Dialogue	Bangkok, Thailand	SG, Consultant of AIPA Secretariat
33	7-12 December 2015	8th APA Plenary Session	Phnom Penh, Cambodia	SG
34	11 December 2015	Visit from Regional Child Protection Specialist of UNICEF Regional Office, Ms Grace Agcaoili	AIPA Secretariat	Dir. PEP
35	16 December 2015	Visit from Mission of Japan to ASEAN Mr Kazuki Matsubara and JAIF, Ms Hiroko Kitamura	AIPA Secretariat	SG, Dir. PEP, Consultant of AIPA Secretariat, Education Officer, Publicity Officer, Secretary to SG
36	23 December 2015	Video Conference with Mr Obaidur Rahman from OXFAM	AIPA Secretariat	SG, Secretary to SG, Consultant of AIPA Secretariat, Education Officer, Publicity Officer
37	7 January 2016	Courtesy Call with EU Mission to ASEAN, H.E. Amb. Francisco Fontan Pardo	AIPA Secretariat	SG, Dir. PEP, Dir. ICT, Secretary to SG, Consultant of AIPA Secretariat, Education Officer, Publicity Officer, ICT Officer
38	7 January 2016	The Annual Press Statement of the Minister for Foreign Affairs of the Republic of Indonesia	MOFA, Jakarta, Indonesia	Education Officer
39	15 January 2016	Opening of 1 st Session of the 13 th Parliament of Singapore	Parliament of Singapore, Singapore	SG
40	21 January 2016	Courtesy Call with H.E. Ade Komarudin, Speaker of the House of Representative of Indonesia	House of Representatives of Indonesia	SG, Consultant, Dir. FAS, Dir. PEP, Dir. ICT, Secretary to SG
41	21 January 2016	Regional Dialogue on "30 th Talking ASEAN on The Role of the ASEAN Intergovernmental Commission on Human Rights (AICHR) in Promoting Human Rights in ASEAN : Past Achievements and Future Challenges" by Habibie Center	Habibie Center, Jakarta	Education Officer, Internee Student
42	22 January 2016	Courtesy Call with H.E. Mohammad Aqil Nadeem, Ambassador of Pakistan for Indonesia	AIPA Secretariat	SG, Consultant, Dir. PEP, Dir. FAS, Secretary to SG, Publicity Officer
43	25 January 2016	Courtesy Call with H.E. Busadee Santipitaks, Ambassador/Permanent Representative of Thailand to ASEAN	AIPA Secretariat	SG, Dir. FAS, Dir. PEP, Dir. ICT, Secretary to SG, Publicity Officer

SECRETARIAT TARGET 2017

1. Develop AIPA Communication Master Plan and AIPA Corporate Branding.
2. Expand the ongoing attachment program by sourcing for funds through ASEAN Foundation and other donors.
3. Enlarge the ASEAN awareness program jointly with ASEAN Foundation.
4. To have a team of staff on call to provide report-drafting service to parliaments hosting AIPA meetings.
5. To urge Member Parliaments to increase the contribution in view of the increased activities of the Secretariat.
6. Establish AIPA Corner in AIPA Observer Parliaments' libraries.
7. Maintain the AIPA Connect (AIPA Intranet System) as the main platform for knowledge sharing among the Member Parliaments.
8. To consider expanding the AIPA Connect to Secretariat of AIPA Observer Parliaments and to members of parliaments from AIPA Member Parliaments.
9. To study the feasibility of setting up the Secretariat's intranet system.
10. To study the feasibility of working jointly with ASEAN on the awareness program.

ATTACHMENT PROGRAM

AIPA Secretariat has two attachment program schemes. The first scheme, the programme is made available for individual who applied to be attached at the AIPA Secretariat for particular period of time. This programme is a work-based experience for individual to develop specific skills which is valuable to their professional development. The other scheme is offered to staff of AIPA Secretariat to be attached at the secretariat of Member or Observer Parliament. It is expected that the staff will learn the skills and working practices from Member or Observer Parliament and to apply the gained knowledge at the AIPA Secretariat as well as to train fellow staff. Provided below are details of attachment programme for the period September 2015 to September 2016.

(A) Attachment Programme for Staff of AIPA Secretariat

No	Name	Designation	Host	Period
1.	Mr. Wahyu Samodra	ICT Officer	European Parliament	14 – 25 September 2015
2.	Mr. Andhie Ananta	Publicity Officer	Parliament of Singapore	30 Nov – 2 Dec 2015
3.	Ms. Darumuti Ratmoko	Acting DSG and Director of FAS	Parliament of Canada	11 – 25 April 2016
4.	Mr. Zulkamal Hidayat	Acting Director of Committees	Parliament of Singapore	30 - 31 May 2016
5.	Ms. Shabrina Hazania Basri	Publicity Officer	Parliament of Singapore	30 - 31 May 2016

(B) Attachment Programme for Students at the AIPA Secretariat

No	Name	Institution	Period
1.	Ms. Novya Nasrati	The London School of Public Relations, Jakarta, Indonesia.	1 Oct – 31 Dec 2015
2.	Ms. Margaretha Ambarwati Mutis	University of Indonesia, Jakarta, Indonesia.	18 Dec, 2015 – 29 Jan, 2016
3.	Mr. Adhityan Anbumozhal	Jakarta Intercultural School, Jakarta, Indonesia.	18 – 31 Dec 2015
4.	Ms. Vita Andriana	Parahyangan Catholic University, Bandung, Indonesia.	1 – 29 Feb 2016
5.	Ms. Camelia Kristika Pepe	Padjajaran University, Bandung, Indonesia.	1 Jun – 31 Aug 2016
6.	Ms. Gracias Ruth	University of Indonesia, Jakarta, Indonesia.	16 Aug – 30 Sep 2016

LEAVE ROSTER 2016

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

FINANCE



Expenditure s Financial Year 2012-2013 to
2015 - 2016

Comparison of Expenditure s and
Contribution

Budget Estimates Financial
Year 2015-2016

Budget Estimates Financial Year
2016-2017, Supplementary Financial
Year 2017 - 2018

Audit Report Financial Year 2015-2016

Income and Expenditure s Period
1 October 2012 to 31 July 2016

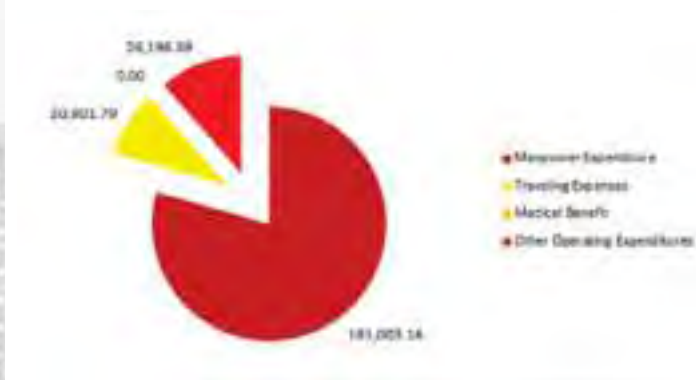
EXPENDITURES FINANCIAL YEAR 2012-2013 TO 2015 - 2016

AIPA Secretariat Expenditure FY 2012/2013



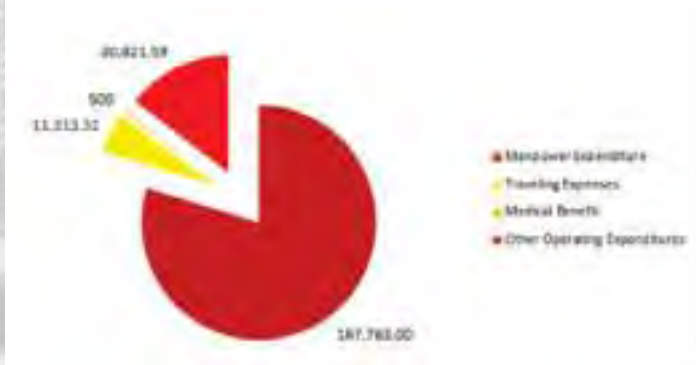
Manpower Expenditure	US\$ 211,008.93
Traveling Expenses	US\$ 14,264.51
Medical Benefit	US\$ 9,959.30
Other Operating Expenditures	US\$ 71,659.71
Total Expenditure	US\$ 306,892.45

AIPA Secretariat Expenditure FY 2013/2014



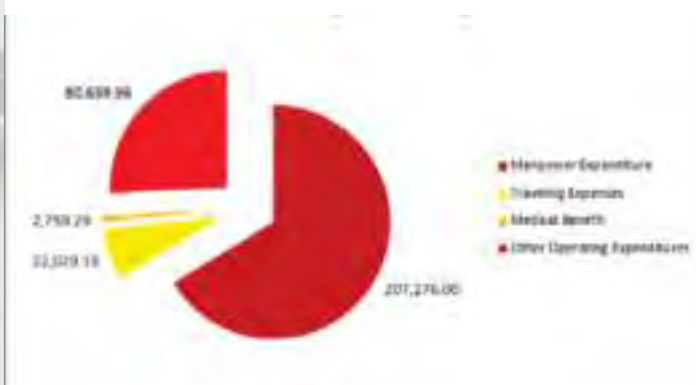
Manpower Expenditure	US\$ 181,003.16
Traveling Expenses	US\$ 20,901.79
Medical Benefit	US\$ 0,00
Other Operating Expenditure	US\$ 26,196.38
Total Expenditure	US\$ 228,101.33

AIPA Secretariat Expenditure FY 2014/2015



Manpower Expenditure	US\$ 167,763.00
Traveling Expenses	US\$ 11,313.32
Medical Benefit	US\$ 500.00
Other Operating Expenditures	US\$ 30,821.59
Total Expenditure	US\$ 210,397.91

AIPA Secretariat Expenditure FY 2015/2016



Manpower Expenditure	US\$ 207,276.00
Traveling Expenses	US\$ 22,029.13
Medical Benefit	US\$ 2,759.29
Other Operating Expenditures	US\$ 80,639.96
Total Expenditure	US\$ 312,704.38

COMPARISON OF EXPENDITURES AND CONTRIBUTION

Contributions in kind provided by Indonesian Parliament

No	ITEM	TOTAL
1	Health Facilities for 17 staff / year	IDR 13.807.562
2	Refurbishing of AIPA Secretariat	IDR 600.000.000
3	Maintenance of AIPA Official Vehicles	IDR 16.400.000
TOTAL		IDR 630.207.562

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

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

In the 2012-2013 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. As for the project of Phase II which covers the year 2016-2018, the Federal Republic of Germany is contributing EUR 900,000.00.

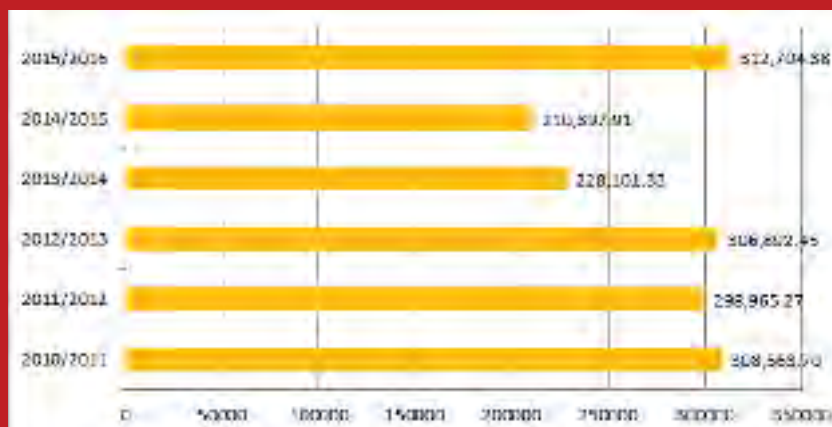
Contributions provided by AIPA Member Parliaments and Observer for the Attachment Programme for AIPA Secretariat Staff

Contribution in the form of Attachment Programme was provided by the Singapore Parliament in November 2015 and May 2016 and Parliament of Canada in April 2016.

Contributions in kind provided by Parliamentary Institute of Cambodia (PIC) for Training/Course

Under the *Memorandum of Understanding for Capacity Development Program for Staff of ASEAN Inter-Parliamentary Assembly Member Parliaments between PIC and AIPA*, PIC offered a Regional Fellowship Program (RFP) for officer and staff of the Secretariat of AIPA Member Parliaments. The fellowship program is a fully-funded scholarship and fellows are entitled to participate in a 6-month training course, return air travel as well as monthly allowance contribution to living expenses amounted to USD 1,500/month.

Total Expenditure from 2010/2011 – 2015/2016



BUDGET ESTIMATES FINANCIAL YEAR 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
	7. Publicity Officer		
	- Salary	1 x 12 x US\$ 400.00=	US\$ 4,800.00
	- Bonus (13th Month Salary)		US\$ 400.00

BUDGET ESTIMATES FINANCIAL YEAR 2015-2016

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 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		
	- Mustering/Binding/Printing/Production of CD	US\$	1,500.00		
(xiii)	Performance Bonus (9 Staff)	US\$	3,500.00		
(xiii)	ALPA 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		

SUPPLEMENTARY ESTIMATES 1 AUGUST 2016 - 30 SEPTEMBER 2016

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	
	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

AIPA SPECIAL FUND FINANCIAL YEAR 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

BUDGET ESTIMATES FINANCIAL YEAR 2016-2017

AIPA BUDGET ESTIMATES FOR 1 AUGUST 2016 TO 31 JULY 2017 FY. 2016/2017

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\$	200.00
	- Time Deposits	US\$	3,000.00
(c)	Other Income		-
	Total Income	US\$	303,200.00

B. EXPENDITURE (1 AUGUST 2016 - 31 JULY 2017)

(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\$ 750.00	US\$	9,000.00
- Bonus (13th Month Salary)		US\$	750.00
2. Director Finance and Administration			
- Salary	1 x 12 x US\$ 500.00=	US\$	6,000.00
- Bonus (13th Month Salary)		US\$	500.00
3. Director Policy, Education and Publicity			
- Salary	1 x 12 x US\$ 500.00=	US\$	6,000.00
- Bonus (13th Month Salary)		US\$	500.00
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. Director Committees			
- Salary	1 x 12 x US\$ 500.00=	US\$	6,000.00
- Bonus (13th Month Salary)		US\$	500.00
6. Secretary to Secretary General			
- Salary	1 x 12 x US\$ 400.00=	US\$	4,800.00
- Bonus (13th Month Salary)		US\$	400.00
7. Specialist Officer			
- Salary	1 x 12 x US\$ 550.00=	US\$	6,600.00
- Bonus (13th Month Salary)		US\$	550.00
8. Education Officer			
- Salary	1 x 12 x US\$ 400.00=	US\$	4,800.00
- Bonus (13th Month Salary)		US\$	400.00
9. Publicity Officer			
- Salary	1 x 12 x US\$ 400.00=	US\$	4,800.00
- Bonus (13th Month Salary)		US\$	400.00

BUDGET ESTIMATES FINANCIAL YEAR 2016-2017

10. Corporate Finance Officer				
- Salary	1 x 12 x US\$ 540.00=	US\$	6,480.00	
- Bonus (13th Month Salary)		US\$	540.00	
11. Corporate Support Officer				
- Salary	1 x 12 x US\$ 540.00=	US\$	6,480.00	
- Bonus (13th Month Salary)		US\$	540.00	
12. Information and Communication Officer				
- Salary	1 x 12 x US\$ 400.00=	US\$	4,800.00	
- Bonus (13th Month Salary)		US\$	400.00	
13. Driver to Secretary General				
- Salary	1 x 12 x US\$ 450.00=	US\$	5,400.00	
- Bonus (13th Month Salary)		US\$	450.00	
14. Office Support Staff				
- Salary	1 x 12 x US\$ 390.00=	US\$	4,680.00	
- Bonus (13th Month Salary)		US\$	390.00	
15. Domestic Help				
- Salary	1 x 12 x US\$ 280.00=	US\$	3,360.00	
- Bonus (13th Month Salary)		US\$	280.00	
Sub Total II		US\$	92,950.00	
(b)	Other Operating Expenditure			
(i)	Traveling Expenses including travel insurances	US\$	22,000.00	
(ii)	Office Stationery and Supplies	US\$	5,000.00	
(iii)	Car Fuel	US\$	1,500.00	
(iv)	Car Insurance	US\$	1,500.00	
(v)	Equipment	US\$	4,000.00	
(vi)	Miscellaneous:			
	- Household Expenditure	US\$	3,000.00	
	- Ex-Grata	US\$	200.00	
	- Yearly Website Subscription	US\$	1,500.00	
	- Yearly Intranet Subscription	US\$	1,500.00	
	- 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\$	5,000.00	
(viii)	Bank Charges	US\$	300.00	
(ix)	Awareness Program	US\$	5,000.00	
(x)	Staff Well Being	US\$	3,500.00	
(xi)	Workplan:			
	- Printing Workplan Books	US\$	2,000.00	
	- Mustering/Binding/Printing/Production of CD	US\$	1,000.00	
(xii)	Performance Bonus (13 Staff)	US\$	3,500.00	
(xiii)	Undergraduates Attachment Program	US\$	1,000.00	
(xiv)	ASEAN/AIPA Day	US\$	3,000.00	
(xv)	AIPA House Regular Expenditure	US\$	6,000.00	
(xvi)	AIPA House - Renovation and Refurbishment	US\$	3,000.00	
(xvii)	Outsource Staff	US\$	600.00	
	Estimated Surplus for FY 2015/2016			
	Sub Total III	US\$	77,100.00	
	Total Expenditure	US\$	276,850.00	
(c)	Additional Expenditure			
1.	Outgoing Secretary General			
	- Gratuity for completion of service 7 months x 17.5% x US\$ 6000	US\$	7,350.00	
	- 13th Month Salary (Prorated) 7/12 x US\$ 6000	US\$	3,500.00	
	- Shipment of Personal Effects	US\$	3,000.00	
	Sub Total IV	US\$	13,850.00	
2	Incoming Secretary General			
	- Outfit Allowance	US\$	1,000.00	
	- Airfare for Incoming Secretary General and family on first arrival	US\$	2,000.00	
	Sub Total V	US\$	3,000.00	
	Grand Total Expenditure	US\$	293,700.00	
	Surplus for FY 2016/2017	US\$	9,500.00	

SUPPLEMENTARY ESTIMATES

1 AUGUST 2017 TO 30 SEPTEMBER 2017

AIPA BUDGET ESTIMATES (SUPPLEMENTARY) FOR 1 AUGUST 2017 TO 30 SEPTEMBER 2017 FY. 2017/2018

B. EXPENDITURE (1 AUGUST 2017 - 30 SEPTEMBER 2017)

(a)	Manpower Expenditure				
(i)	HOME BASED STAFF (HBS)				
	1. Secretary General				
	- Salary	2 x US\$ 6,000.00	=	US\$	12,000.00
	- Overseas Cost of Living Allowances (OCLA)	2 x US\$ 1,400.00	=	US\$	2,800.00
	- Entertainment Allowance	2 x US\$ 1,000.00	=	US\$	2,000.00
	Sub Total I			US\$	16,800.00
(II)	LOCALLY RECRUITED STAFF (LRS)				
	1. Deputy Secretary General				
	- Salary	2 x US\$ 750.00	=	US\$	1,500.00
	2. Director Finance and Administration				
	- Salary	2 x US\$ 500.00	=	US\$	1,000.00
	3. Director Policy, Education and Publicity				
	- Salary	2 x US\$ 500.00	=	US\$	1,000.00
	4. Director Information, Communication and Technology				
	- Salary	2 x US\$ 550.00	=	US\$	1,100.00
	5. Director Committee				
	- Salary	2 x US\$ 500.00	=	US\$	1,000.00
	6. Secretary to Secretary General				
	- Salary	2 x US\$ 400.00	=	US\$	800.00
	7. Specialist Officer				
	- Salary	2 x US\$ 550.00	=	US\$	1,100.00
	8. Education Officer				
	- Salary	2 x US\$ 400.00	=	US\$	800.00
	9. Publicity Officer				
	- Salary	2 x US\$ 400.00	=	US\$	800.00
	10. Corporate Finance Officer				
	- Salary	2 x US\$ 540.00	=	US\$	1,080.00
	11. Corporate Support Officer				
	- Salary	2 x US\$ 540.00	=	US\$	1,080.00
	12. Information and Communications Officer				
	- Salary	2 x US\$ 400.00	=	US\$	800.00
	13. Driver to Secretary General				
	- Salary	2 x US\$ 450.00	=	US\$	900.00
	14. Office Support Staff				
	- Salary	2 x US\$ 390.00	=	US\$	780.00
	15. Domestic Help				
	- Salary	2 x US\$ 280.00	=	US\$	560.00
	Sub Total II			US\$	14,300.00

SUPPLEMENTARY ESTIMATES

1 AUGUST 2017 TO 30 SEPTEMBER 2017

(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\$	0.00
(v)	Equipment	US\$	1,000.00
(vi)	Miscellaneous:		
	- Household Expenditure	US\$	500.00
	- Ex-Grata	US\$	0.00
	- Yearly Website Subscription	US\$	0.00
	- Yearly Intranet Subscription	US\$	0.00
	- Accountant Fee	US\$	2,000.00
	- Cost of sending Documents by Courier Service	US\$	300.00
(vii)	Medical Benefits for Home Based Staff and Locally Recruited Staff	US\$	2,000.00
(viii)	Bank Charges	US\$	50.00
(ix)	Awareness Program	US\$	2,000.00
(x)	Staff Well Being	US\$	1,000.00
(xi)	Workplan:		
	- Printing Workplan Books	US\$	2,000.00
	- Mustering/Binding/Printing/Production of CD	US\$	300.00
(xii)	Performance Bonus (13 Staff)	US\$	0.00
(xiii)	Undergraduates Attachment Program	US\$	200.00
(xiv)	ASEAN/AIPA Day	US\$	3,000.00
(xv)	AIPA House Regular Expenditure	US\$	1,000.00
(xvi)	AIPA House - Renovation and Refurbishment	US\$	500.00
(xvii)	Outsource Staff	US\$	100.00
	Sub Total III	US\$	26,450.00
	Total Expenditure	US\$	57,550.00

AUDIT REPORT FINANCIAL YEAR 2015-2016

**THE ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA)
INCOME AND EXPENDITURE STATEMENT
FOR THE PERIOD AUGUST 1, 2015 TO JULY 31, 2016
(Expressed in US Dollar)**

NO	DESCRIPTION	TOTAL US \$
	BEGINNING BALANCE as of August 1, 2015	899,472.22
A	INCOME	
1.	Contributions from AIPA Member Countries	359,923.88
2.	Interest Income	3,199.63
3.	Other Income	457.66
	Total Income	363,581.17
B	EXPENDITURE	
1.	Home Based Staff	100,800.00
2.	Salaries for Locally Recruited Staff	76,930.00
3.	Bonuses	13,273.00
4.	Gratuity for Completion of Service for the Secretary General	37,800.00
5.	Traveling Expenses	22,029.13
6.	Office Stationery and Supplies	3,928.51
7.	Office Vehicles Maintenance and Fuel	987.14
8.	Car Insurances	834.77
9.	Equipment, Furniture and Fixtures	1,846.38
10.	Miscellaneous	5,592.14
11.	Medical Benefits for Home Based Staff and Locally Recruited Staff	2,759.29
12.	Bank Charges	207.10
13.	Awareness Program	4,588.11
14.	Staff Well Being	3,500.00
15.	Work Plan	2,401.18
16.	Undergraduate Attachment Program	300.00
17.	Performance Bonus (10 Staffs)	2,273.00
18.	AIPA House Regular Expenditure	6,871.51
19.	AIPA House Renovation and Refurbishment	1,073.12
20.	Death Gratuity of Security Officer Mr. Sudarsono	10,560.00
21.	Security Officer (Outsource Staff)	150.00
22.	Consultant	14,000.00
	Total Expenditure	312,704.38
	ENDING BALANCE as of July 31, 2016	950,349.01

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



INCOME AND EXPENDITURES

PERIOD 1 OCTOBER 2012 TO 31 JULY 2016

NO	DESCRIPTION	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016
		US\$	US\$	US\$	US\$
	Beginning Balance	1,416,919.95	1,417,387.88	850,011.87	899,472.22
A	INCOME				
	1. Contribution from AIPA Member Countries	299,421.41	262,207.25	248,212.31	359,923.88
	2. Interest Income	5,355.19	3,181.76	2,745.92	3,199.63
	3. Other Income	2,583.78	1,605.78	553.79	457.66
	TOTAL INCOME	307,360.38	266,994.79	251,512.02	363,581.17
B	EXPENDITURE				
	Manpower Expenditure				
	1. Secretary General	103,900.00	86,300.00	84,000.00	100,800.00
	2. Salaries of Locally Recruited Staff	80,650.78	80,335.21	68,560.00	76,930.00
	3. Entertainment Allowance	6,000.00	0	0	0
	4. Transportation Allowance	5,940.00	5,940.00	0	0
	5. Chief Information Officer	10,138.15	1,546.95	0	0
	6. Thirteenth Month Salary	4,380.00	5,906.00	11,239.00	13,273.00
	7. Consultant				14,000.00
	SUB TOTAL I	211,008.93	180,028.16	163,799.00	205,003.00
C	OTHER OPERATING EXPENDITURE				
	1. Travelling Expenses	14,264.51	20,901.79	10,929.77	22,029.13
	2. Cost of Attendance of the President of AIPA to the ASEAN Summit				
	3. Office Stationary and Supplies	4,536.77	5,136.87	3,111.13	3,928.51
	4. Office Maintenance				
	5. Utility Charges				
	6. Office Vehicle, Maintenance and Fuel	2,681.47	1,446.15	973.68	987.14
	7. Car Insurances		1,500.00	925.17	834.77
	8. Equipment	118.41	125.82	110.47	1,846.38
	9. Miscellaneous				
	-Household Expenditure	3,034.68	4,143.45	1,392.59	2,754.96
	-Accountant Fee	1,606.00	1,523.51	2,209.52	0.00
	-Stamp Duty Fee				
	-Stamp Air Mail	731.24	276.9	206.67	270.43
	-AIPA Website	1,500.00	1,500.00	1,500.00	1,125.00
	-AIPA Intranet				1,292.63
	-Overtime Job	1,675.46	94.65		
	-Gift/Ex Grata			157.52	149.12
	10. Medical Benefit for HBS, LRS and Co-Terminus Staff	9,959.30	0	0	2,759.29
	11. Contingencies	1,817.72	0	0	0
	12. Bank Charges	258.31	210.03	202.58	207.1
	13. Cost of Part Financing for AIFOCOM				
	14. Gratuity Payment for Executive Secretary	11,655.00			
	15. Gratuity for Outgoing Secretary General upon Completion of Service	18,900.00			37,800.00
	16. Airfare for Outgoing Secretary General	1,097.00			
	17. Thirteenth Month Salary of Outgoing Secretary General	9,000.00			
	18. Shipment of Personal Effect of Outgoing Secretary General	4,466.00			
	19. Outfit and Installation of Incoming Secretary General	1,000.00			
	20. Airfare for Incoming Secretary General	649.80			
	21. Accommodation for Incoming Secretary General on the Occasion of the Handing Over of Secretary General of AIPA	764.35			
	22. Per diem of Secretary General of AIPA on the Occasion of the Handing Over of Secretary General of AIPA	375.00			
	23. Gratuity for Chief Information Officer	5,792.50			
	24. Staff Well Being		6,208.94	3,198.74	3,500.00
	25. Termination Allowance		975.00		
	26. Awareness Program		314.04	0	4,588.11
	27. Workplan		3,716.02	0.00	1,974.72
	28. Mustering/Binding/Printing/Production of CD			397.83	426.46
	29. Undergraduate Attachment Program			400	300
	30. Performance Bonus			4,214.00	2,273.00
	31. Residence Regular Expenditure			6,731.64	6,871.51
	32. Purchasing and renovation AIPA House		606,269.47	1,591.36	1,073.12
	33. Death Gratuity of Security Officer				10,560.00
	34. Security Officer (Outsource Staff)				150.00
	SUB TOTAL II	95,883.52	654,342.64	38,252.67	107,701.38
	TOTAL EXPENDITURE	306,892.45	834,370.80	202,051.67	312,704.38
	SURPLUS / (DEFICIT)	467.93	-567,376.01	49,460.35	50,876.79
	ENDING BALANCE	1,417,387.88	850,011.87	899,472.22	950,349.01

PARTNERSHIP



AIPA - ASEAN

AIPA - GERMAN FEDERAL FOREIGN
OFFICE JOINT PROJECT

AIPA - ASEAN FOUNDATION

AIPA - FREELAND / ASEAN - WEN

AIPA - ERIA

AIPA - PARLIAMENTARY INSTITUTE OF
CAMBODIA (PIC)



ASEAN Parliamentarians play an important role in helping ASEAN to attain the ASEAN Community's Post-2015 Vision. They are expected not only to communicate the ASEAN vision to the people, but also to facilitate early ratification, enforcement and execution of regional agreements as well as to help harmonize legislations and policies that will deepen regional integration and ASEAN community building. For this purpose, AIPA, as the only parliamentary entity associated with ASEAN, is an important stakeholder in these endeavors.

AIPA and ASEAN, through their Secretariats, have adopted a step-by-step approach towards developing a stronger and more target-specific program to facilitate AIPA's support for ASEAN Community. Such efforts include reciprocal attendance on each other's meetings, and the establishment of an AIPA publications' section within the ASEAN Resource Center in the ASEAN Secretariat to enhance information sharing.

ASEAN has supported many AIPA's endeavors, including its plan on developing AIPA Communication Master Plan. ASEAN has circulated outcome documents from AIPA's Caucus and General Assemblies to the related pillars in ASEAN, and invited AIPA to briefings and important meetings in the region. More recently, ASEAN Secretariat has begun to invite AIPA Secretariat staffs to its internal trainings and capacity-building activities, as well as to the celebration of ASEAN Day in the secretariat. There is also discussion to study the feasibility of housing AIPA Secretariat in the new ASEAN Secretariat premise when ready.

It is hoped that through such steps and efforts, there will be an increase of prominence of AIPA as an ASEAN associated entity, and to pave the way for closer and deeper engagement with the ASEAN Secretariat and other relevant stakeholders, as ASEAN enters the next phase of consolidation, further integration and stronger cohesiveness as a rules-based, dynamic, inclusive and people-oriented, people-centered ASEAN Community.

Lee Yoong Yoong Director, Community Affairs Directorate

Community and Corporate Affairs Department, ASEAN Secretariat

AIPA - GERMAN FEDERAL FOREIGN OFFICE JOINT PROJECT

Capacity Development for the ASEAN Inter-Parliamentary Assembly (AIPA) (Phase II, 2016 – 2018)

The over-all objective of the project "Capacity Development for the ASEAN Inter-Parliamentary Assembly" is to support the ASEAN integration process and contribute to peace, stability and security in the ASEAN region. It also aims to strengthen and secure for the long term the ASEAN Member States' parliamentary policy-making and control functions in general, and to do the same for the competences of selected AIPA committee members, AIPA Secretariat employees, the Woman Parliamentarians of AIPA (WAIPA) and the national AIPA secretariats by means of targeted further training and dialogue measures.

This project is assisted by the Federal Foreign Office of the Federal Republic of Germany through its implementing agency Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. It was initially approved through a Resolution (Res.32A/2011/Org/07) by the 32nd General Assembly of the ASEAN Inter-Parliamentary Assembly (AIPA) on 23rd of September 2011 in Phnom Penh, Cambodia, and continued through another Resolution (Res. 34GA/2013/Org/10) by the 34th AIPA General Assembly on 22nd of September 2013 in Bandar Begawan, Brunei Darussalam, and continued even further through a Resolution (Res.36GA/2015/ORG/11) approved by the 36th AIPA General Assembly on 11th of September 2015 in Kuala Lumpur, Malaysia.

The present phase of the project (Phase II, 2016-2018) was approved by AIPA and the Federal Republic of Germany through the Joint Declaration of Intent and Implementation Agreement signed by both parties on the 14th of March, 2016.

There are three components of this project, namely (1) Inter-parliamentary Knowledge Management, (2) Human Capacity Development, and (3) Communication and Outreach.

The following are the objectives of each component, its indicators, its achievements and its plans:

Component 1: AIPA Inter-Parliamentary Knowledge Management (AIPA InterKnowledge)

Objective: Key elements of the 'AIPA InterKnowledge' have been defined, documented and practiced

Indicators:

1. By end of 2016, the roll out (follow-up implementation meetings) with all AIPA Member Parliaments has been concluded and all AMPs are using at least 3 of the 5 functionalities (File Directory, Forum, AIPApedia, Calendar and People Directory) of AIPA Connect, while at least 3 out of the 6 identified user groups have subscribed to AIPA Connect and started inter-parliamentary exchange;
2. By end of 2016, the AIPA Connect Management Committee approved the Management Plan and Policy Guidelines, and by 2017 all AMPs follow the approved plan and guidelines; and
3. The AIPA Intranet Management Committee has regularly (2016 - 2018) monitored, reviewed and expanded the services of the Intranet according to user needs and documented its actions.

Achievements:

1. Fully Developed the System Using SharePoint of Microsoft 365;
2. Drafted the Management Plan and Protocols, and Users' Manual;
3. Organized the Focal Persons in each member parliaments; and
4. Conducted Training of Trainers in Ho Chi Minh City, December 4-5, 2015.

Plans:

1. Roll out (full implementation) of AIPA Connect to member parliaments
2. Technical review and expansion of AIPA Connect

Component 2: Human Capacity Development activities for AIPA staff on specialized skills

Objective: Selected AIPA Parliamentarians & staff members are trained in specialized skills

Indicators:

80% of trained participants evaluate the trainings as (very) relevant for their work and confirm applying the trained subjects in their positions;

1. By 10/2017, AIPA Member Parliaments (AMPs) have formulated 'Human Capacity Development Frameworks' for their parliaments; and
2. By June 2017, AMPs have mutually agreed upon an AIPA Policy framework on 'Networking and Outreach with Civil Society Organisations (CSOs)' and tabled the policy framework for adoption by the AIPA General Assembly (09/2017).

Achievements:

1. Completed Three Workshop Series on "Parliamentary Budgeting & Transparency", and
2. Completed Three Workshop Series on "Strengthening Scientific Services of AIPA."

Plans:

1. Conduct Three Workshop Series on Human Capacity Development Framework
2. Conduct Three Workshop Series on Networking and Outreach with Civil Society Organizations

Component 3: Communication and Outreach

Objective: AIPA Communication strategy and branding contribute effectively to AIPA communication and outreach

Indicators:

1. As of end of 2017 onwards, AIPA follows an adopted (by AIPA GA 2017) 'AIPA Communication Masterplan';
2. As of end of 2017 onwards, AIPA follows an adopted (by AIPA GA 2017) Corporate Design; and
3. By mid of 2017, AIPA and ASEAN have documented areas (and procedures) of enhanced cooperation/partnership.

Achievements:

1. Publication of (a) Fact Sheets on Political and Parliamentary Systems of AIPA members, (b) Legislative Procedures of AIPA Member Parliaments, and (c) Parliamentary Budgeting & Transparency of AIPA Parliaments.

Plans:

1. Develop Communication Master Plan for AIPA
2. Develop Corporate Design and Branding for AIPA
3. Facilitate AIPA-ASEAN Retreat to improve its collaboration and enhance its partnership

The Secretariat of AIPA headed by its Secretary-General and the national secretariats of AIPA member parliaments are the project implementing partners of GIZ.



Hundreds of AMPs staff and on specific topic-also parliamentarians have participated in the workshops/trainings conducted under this project since its inception in 2012. Better understanding, friendship and bonding among parliament staff and law makers of the AMPs which has been grown through dialogue and exchanges during the courses is an encouraging outcomes in addition to the objectives of the workshops and training. Distribution of the hosting of the workshops/training among all AMPs has also enhanced ownership of the project by all AMPs

Since October 2014, the GIZ Project Team is supported by its Technical Assistance Coordinator, Mr. Bernardo R. Agawin, Jr. (bernardo.agawin@giz.de), who is based at the AIPA Secretariat office in Jakarta, Indonesia. He is supervised by Ms. Nicole Heppner (nicole.heppner@giz.de), the Principal Advisor of the project.

AIPA - ASEAN Foundation



The ASEAN Inter-Parliamentary Assembly (AIPA) and the ASEAN Foundation entered into a partnership on 18 December 2013 when the AIPA and the ASEAN Foundation signed a Memorandum of Understanding (MoU) in Jakarta. The MoU outlines future collaboration in addressing priority interest of both institutions for the benefit of ASEAN. The AIPA agreed at its 34th Assembly to develop cooperation with the ASEAN Foundation.

Both Secretary-General of the AIPA and Executive Director of the ASEAN Foundation met on several occasions in 2015 at ASEAN-related meetings to explore how their existing programmes can support and complement the cooperation.

With the formal establishment of the ASEAN Community in 2015, the partnership between the AIPA and the ASEAN Foundation emphasises the need to work hand-in-hand in promoting active participation of people in the process of forging the ASEAN Community as mandated by the 27th ASEAN Summit.

Parliamentarians are selected by the people, thus they represent people's interests and needs. On the other hand, people to people connectivity is important to the ASEAN Foundation in carrying out its mandate. In this regard, the partnership shall address the importance of implementing programmes that are aimed at increasing the visibility of the AIPA and the ASEAN Foundation among the people, especially the youth, and enhancing their understanding of these institutions' roles in ASEAN.

The AIPA Secretariat's involvement in the First ASEAN Foundation Model ASEAN Meeting 2015 (First AFMAM 2015) Programme, participation in the recruitment process of one of the ASEAN Foundation project staff, and knowledge sharing in strengthening the ASEAN Foundation's information and communication system are examples of how the cooperation between the AIPA and the ASEAN Foundation is developing.

The ASEAN Foundation and the AIPA Secretariat have consulted each other and have identified a number of possible cooperation for 2016 that include participation of the ASEAN Foundation in promotional activity during the AIPA General Assembly Meeting, inviting relevant ASEAN Foundation's beneficiaries, in particular youth, as observers to AIPA's meetings, and creating an AIPA awareness programme modeled after the AFMAM Programme. Further discussion will be undertaken to pursue with the implementation.

AIPA - FREELAND / ASEAN WEN



Introduction

Freeland Foundation, an international organization dedicated to stopping human and wildlife trafficking was founded in 2000 and previously known as WildAid Foundation (Thailand) and PeunPa Foundation, it works in partnership with governments, communities, corporations, and other NGOs worldwide. While several international NGOs working in Asia have headquarters outside the region, Freeland is the only international environmental and human rights organization headquartered in Asia with multi-national staff. Freeland builds responses to combat the illegal wildlife trade and habitat destruction.

Its environmental conservation programs are designed to address imminent threats to endangered flora and fauna, which includes 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 been providing 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.



*Memorandum of Understanding
signed by Steve Galster, Freeland
Director & Hon. P. O. Ram, AIPA
Secretary-General*

Freeland – AIPA Engagement

Freeland commenced its engagement with AIPA, the legislative branch of ASEAN in view of the significance of law makers' participation in the combat against wildlife. Freeland delegation for the first time attended the AIPA Executive Committee/AIFOCOM Meeting in Yogyakarta, Indonesia in July 2012 where Freeland introduced their organization, mission and program to the AIPA Member Parliaments attending the meeting.

In the 33rd AIPA General Assembly in Lombok, Indonesia, 16 – 22 September 2012, Res.33GA/2012/Org/07 on Strengthening Law Enforcement and Regional Cooperation to Combat Wildlife Crime and on Partnership Development with ASEAN-WEN/ARREST/FREELAND was adopted. The Resolution specifically directed the AIPA Caucus (a standing committee of AIPA) to include curbing wildlife trafficking as part of its oversight function on the implementation of approved AIPA resolutions, and to receive country report on wildlife from all AIPA Member Parliaments. The adoption of the Resolution led to the signing of the Letter of Cooperation between Freeland and AIPA 4th December 2012 in Bangkok, Thailand, stipulated the agreement between both parties to cooperate and collaborate in areas of research, policy/legislation development and review, inter-parliamentary partnerships and linkages, communications and public awareness. Scope of areas of this cooperation includes

: (i) Research, Policy/Legislation Development and Review, (ii) Communications and Public Awareness and (iii) Initiate, with availability of funds, staff exchanges and/or staff secondment arrangements to both the FREELAND Foundation in Bangkok and AIPA Secretariat in Jakarta.

36th General Assembly ASEAN Inter-Parliamentary Assembly in Kuala Lumpur, Malaysia

from 6th to 11th September 2015 adopted Res.36GA/2015/Org/09 on Strengthening Law Enforcement and Regional Cooperation to Combat Wildlife Crime. This second resolution on the engagement with Freeland and ASEAN WEN urged AIPA Member Parliaments to get involved in combating wildlife crime, it reiterated recommendation underlined in the previous resolution on the creation of AIPA national parliamentary group or caucuses to provide oversight in the implementation of national strategies to support ASEAN national commitments in curbing wildlife crime. This Resolution followed by the signing of Memorandum of Understanding between both parties on 7 December 2015 in Bangkok, Thailand.

Marking the continuation to the Letter of Cooperation of 2012, the scope of cooperation under the MoU emphasizes the importance of advancing the Green Legislative Agenda to strengthen AIPA efforts in the combat against wildlife crime in the region. Both Freeland and AIPA agreed to cooperate and collaborate in the areas of research, policy/legislation development and review, inter-parliamentary partnership and linkages, and communication and public awareness

ASEAN Handbook on Legal Cooperation to Combat Wildlife Crime: Compendium of International Treatises and National Legislations



Freeland coordinates the "ASEAN Legal Studies and Support Program to Fight Transnational Organized Wildlife Crime", an innovative legal capacity building and research support initiative to promote strategic legal remedies in prosecuting transnational wildlife trafficking in Southeast Asia, through legal analyses, toolkit development, trainings, in-country missions, and research support to ASEAN-WEN and its member agencies. The program is supported by the US Agency for International Development (USAID) and the US Fish and Wildlife Service (USFWS), the UN Office on Drugs and Crimes (UNODC) and the Asia Pacific Centre for Environmental Law and National University of Singapore (APCEL).

The consortium led the development of the "ASEAN Handbook on Legal Cooperation to Combat Wildlife Crime: Compendium of International Treatises and National Legislations". The handbook was inspired by an ASEAN Legal Task Force, comprising ASEAN-WEN officials, prosecutors, ASEAN experts, the UN and NGOs

Combating Wildlife Crime included in the Agenda of the 8th AIPA Caucus

An initial step to include wildlife issue and how to combat wildlife trafficking took place at the 8th AIPA Caucus Meeting in Luang Prabang, Lao PDR in August 2016. 8th AIPA Caucus set the agenda topic "Wildlife and CITES Implementation (promotion for preservation and protection, best practices and response to crime) for discussion at the meeting. The inclusion of wildlife agenda in the AIPA Caucus came under the purview that parliamentarians of AIPA need more exposure to the reality of the issue, thus may expand awareness raising about the significance of wildlife issue to the region in terms of security, economic, tourism, and especially on the environment and people's livelihood.



About ERIA

The Economic Research Institute for ASEAN and East Asia (ERIA) is an international organisation providing support to the ASEAN and the East Asia Summits through policy research. ERIA was established by a formal agreement among 16 heads of government at the Third East Asia Summit in Singapore on 21 November 2007. It works closely with the ASEAN Secretariat, researchers, and research institutes from East Asia to provide intellectual and analytical research and policy recommendations. The 16 heads of government represent Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Viet Nam, Australia, China, India, Japan, Republic of Korea, and New Zealand.

Research

ERIA conducts research under three pillars: (i) deepening economic integration, (ii) narrowing development gaps, and (iii) sustainable economic development. ERIA studies cover a wide range of areas such as trade and investment, human resource and infrastructure development, globalisation, and energy issues. In May 2014, ERIA expanded its work by signing a memorandum of understanding with the Organisation for Economic Co-operation and Development to conduct joint policy research on multi-dimensional issues focusing on a common area of concern: the betterment of Southeast Asia.

Dissemination

In order to disseminate its research findings and solicit inputs from various stakeholders, ERIA organises seminars and symposia that nurture a sense of community in the region. ERIA publishes books, reports, discussion papers, and policy briefs that present the key recommendations of its studies. It likewise uses social media and engages with journalists in the region for wider dissemination. Its monthly e-newsletter, the ERIA Frames, showcases the Institute's activities and research.

Policy Recommendations

Based on the mandate given by the East Asia and ASEAN Summits, ERIA provides policy recommendations to leaders and ministers during their meetings. These policy recommendations aim to stimulate economic growth, deepen regional integration, and strengthen partnership in ASEAN and East Asia.

Capacity Building Programme

In partnership with regional research institutes, ERIA regularly conducts capacity building seminars and workshops for policymakers, administrators, researchers, and business managers of CLMV countries (Cambodia, Lao PDR, Myanmar, and Viet Nam) and other developing areas in East Asia to strengthen the link between research and policymaking.

Dialogue between AIPA Member Parliaments and Japanese Members of Parliament

ERIA organized the 'Dialogue between Members of the ASEAN Inter-Parliamentary Assembly (AIPA) and the Members of Parliament of Japan' on 24 November 2015 in Jakarta, Indonesia. The Dialogue was supported by AIPA and aimed to discuss ASEAN-Japan cooperation on disaster management. Delegation from Parliament of Japan was led by H.E. Mr. Toshihiro Nikai, former Japan's Minister of Economy, Trade, and Industry. It was also well attended by members of parliament from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, and Myanmar.

AIPA - PARLIAMENTARY INSTITUTE OF CAMBODIA (PIC)



The Parliamentary Institute of Cambodia was founded in 2011 at the request of the Cambodian Parliament. Its fundamental aim is to support capacity strengthening among Parliamentarians and parliamentary staff and to help the Cambodian Parliament in its aspirations to fully meet the internationally-recognized standards required of a democratic parliament in the 21st century. Its second mandate is to share experiences and learning opportunities with parliamentary strengthening institutes and Parliaments in the region and abroad through South-South cooperation.

PIC is independently run and funded, adheres to a policy of strict neutrality and is demand-driven so that it can fully align its activities to those of the Parliament. Capacity strengthening is at the core of PIC's activities, and services include training, workshops, seminars and internships, as well as support for outreach activities such as expert hearings, public consultations and national and international fact-finding and study missions.

There is a particular emphasis on strengthening the research skills of parliamentary staff, some of whom take year-long internships with PIC while they learn-by-doing. The emphasis has always been on building the skills of parliamentary staff while producing the research information to guide Parliamentarians in pursuing their legislation function. Other capacity strengthening topics include English for parliamentary research, parliamentary communications, budget analysis, and legal review.

In helping to strengthen the Cambodian Parliament, PIC draws on the expertise of national, regional and international partners including parliamentary organizations in other parts of the world.

The South-South Cooperation Initiative for joint parliamentary capacity strengthening

Over the past two years, the PIC has put the emphasis on fostering regional cooperation in the field of parliamentary strengthening through the development of bilateral relations with Parliaments of Laos, Myanmar and Thailand (through the King Prajadhipok's Institute (KPI)). The PIC has received parliamentary staff from these three countries, who are undertaking an internship on parliamentary research. Their contribution is vital for mutual learning and knowledge & information exchange, and understanding each other.

The MoU signed on 4 April 2016 between the PIC and the ASEAN Inter-Parliamentary Assembly (AIPA) forms the basis for the establishment of a capacity development program for staff of AIPA Member Parliaments and particularly supports PIC's South-South Cooperation Initiative. This collaboration with the AIPA will enable the PIC to widen the scope of learning exchanges and capacity development opportunities to ASEAN parliaments, thus contributing to the development of strong and responsive parliaments in the context of the ASEAN Economic Community (AEC).

In the framework of that new partnership, the AIPA will play a facilitating and bridging role between its member parliaments and the PIC, with the latter as a service provider.

GALLERY





AIPA Connect training at The National Assembly of Thailand



AIPA Joint Lecture Programme with the House of Representatives of Indonesia for the students from An-Nurmaniyah Junior High School, 3 November 2015.



Representative of AIPA Secretariat received a token of appreciation from Youth Diplomacy Community of the London School of Public Relation (LSPR) at the House of Representative of Indonesia, 18 March 2016.



AIPA Goes to Campus, University of Al-Azhar, Jakarta, Indonesia, 14 December 2015.



AIPA Joint Lecture Programme with the House of Representatives of Indonesia for the students from University of Muhammadiyah Prof. DR. Hamka, 8 March 2016.



AIPA Joint Lecture Programme with the House of Representatives of Indonesia for the students from Raudhatul Jannah Senior High School on 8 March 2016.



AIPA Shared its History during Third ASEAN Chief Justices Meeting and a Workshop on ASEAN Chief Justices Technical Working Groups at the Training Center of the Philippine Judicial Academy in Tagaytay, the Philippines, from 4 – 6 February 2016.



AIPA Attachment Program – Study Visit Programme in Parliament of Singapore, 30 November – 3 December 2015.



AIPA Secretary General, Hon. Periowsamy Otharam, and Parliamentary Institute of Cambodia (PIC) Executive Director, Mr. Dararith Kim-Yeat, signed a Memorandum of Understanding (MoU) for “Capacity Development Program for staff of ASEAN Inter-Parliamentary Assembly Member Parliament” at the PIC office in Phnom Penh, Cambodia, on Monday, 4 April 2016.



H.E. Dr. Thorsten Hutter (Charge d’Affaires) of the German Embassy to Indonesia and AIPA Secretary General Hon. Mr. Periowsamy Otharam signed the Joint Declaration of Intent between the Federal Government of Germany and AIPA Secretariat for the AIPA Capacity Development Program Phase II March 2016 – February 2018, 14 March 2016.



AIPA Secretary General, Hon. Periowsamy Otharam, received courtesy visit by H.E. Fransisco Fontan Pardo, Ambassador of the European Union to ASEAN at the Harmony Chamber of AIPA Secretariat, Jakarta, 7 January 2016.



Dialogue between the ASEAN Inter-Parliamentary Assembly (AIPA) and the Members of Parliament of Japan organised by Economic Research Institute of ASEAN and East Asia (ERIA) supported by AIPA Secretariat, Jakarta, 24 November 2015.



AIPA Secretary General, Hon. Periowsamy Otharam, received courtesy visit by H.E. Mohammad Aqil Nadeem, Ambassador of Pakistan to the Republic of Indonesia at the Harmony Chamber of AIPA Secretariat, Jakarta, 22 January 2016.



Heads of delegations and AIPA Secretary General at the Preparatory Meeting for the Interface between ASEAN Leaders and Representatives from AIPA during the 28th and 29th ASEAN Summit, 5 September 2016, Donchan Palace Hotel, Vientiane, Lao PDR.



AIPA Secretariat Goes to Thailand, 26 – 29 February 2016.




AIPA Day was observed by the AIPA Secretariat on the 2nd of September 2016 at 'Pondok Si Boncel' Orphanage in Jakarta, Indonesia



Participants of the Third Workshop on “Human Capacity Development” posed with Secretary General of the National Assembly of the Kingdom of Cambodia, Hon. Leng Peng Long, Secretary General of AIPA Hon. PO Ram, GIZ Principal Advisor Ms. Nicole Heppner, and Workshop Facilitator Ms. Jenny Pearson at the National Assembly of the Kingdom of Cambodia on 24 August 2016





"... I am convinced that parliaments can do more to help bridge, the gap in international relations, through parliamentary diplomacy. AIPA through its established parliamentary network across the region as well as at the international level, would be a valuable alternative channel, of diplomacy, for discussion and negotiations on many issues that affect our region."

Remarks by:

H.E. Tan Sri Datuk Seri Panglima Pandikar Amin Mulia

President of AIPA and Speaker of the House of Representatives of Malaysia

at the Opening Ceremony of the 36th AIPA General Assembly

on 8 September 2015

Kuala Lumpur, Malaysia

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