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PAKISTAN LEGISLATIVE STRENGTHENING PROJECT

Quarterly Report (October 1 – December 31, 2007)

Contract No. DFD-I-00-04-00129-00
(Tenth Quarterly Report for Task Order 01)

January 2008

This report was produced for submission to the United States Agency for International Development. It was prepared by Development Alternatives, Inc., submitted by Eleanor Valentine, Chief of Party.

Development Alternatives, Inc.

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This quarterly report is submitted to the project CTO Humaira Ashraf of the Office of Democracy and Governance of USAID-Pakistan Mission under the guidelines as stated in Clause A.6 of the contract.

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(Ninth Quarterly Report for Task Order 01)

The **Pakistan Legislative Strengthening Project (PLSP)** is a two-year initiative funded by the US Agency for International Development (USAID) and implemented by Development Alternatives, Inc. (DAI). The project will work with the National Assembly and Senate and the provincial assemblies in NWFP, Balochistan, Sindh and Punjab. The project will operate from September 2005 to September 2007. DAI IQC subcontractors include the National Conference of State Legislatures, Social Impact and the State University of New York Center for Legislative Development.

Program activities in each of the legislatures focus in four general technical areas. While some activities may be similar, PLSP is responsible for ensuring that implementation is tailored to the specific needs of each assembly. The main areas of PLSP work include:

Representation – Assisting Pakistani parliaments provide information to the public and receive input from citizens during the legislative process. Key tasks include: media coverage of parliament, public hearings, parliamentary websites, dissemination of legislative records, parliamentary public relations strategies.

Law Making – Assisting Pakistani parliaments, including members and staff, improve the structures and mechanisms by which legislation is analyzed, debated, and passed. Key tasks include: committee structures, library and research, legislative drafting and development of a Pakistan Institute for Legislative Studies.

Oversight / Accountability– Assisting Pakistani parliaments oversee government operations, particularly in the area of budget formulation and implementation. Key tasks include: budget formulation, budget process, question time, and public auditing

Management / Infrastructure – Assisting Pakistani parliaments improve the day to day management and operation of the legislative process. Key tasks include: equipment and hardware and software improvements, archiving and legislative records management.

The Pakistan Institute for Parliamentary Services (PIPS) will be the key institutional legacy of the project. All training and technical assistance activities will be designed to support the future operations of PIPS.

Each assembly has identified “focal persons” to coordinate with PLSP staff and each has established a Legislative Development Steering Committees to develop work plans and prioritize institutional needs. The Steering Committees serve as the formal interface with the PLSP.

This activity supports USAID/Pakistan mission’s Strategic Objective (SO) 4.0 seeking the promotion of a “More participatory, representative and accountable democracy in Pakistan,” and specifically Intermediate Result (IR) 4.1 “Improved Representation and Responsiveness of National and Provincial Legislatures.”

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I. EXECUTIVE SUMMARY

The quarter was marked in Pakistan by the end of Ramazan, celebrations of two Eid holidays and what began as political uncertainty, but ended in national tragedy.

In the first days of October 2007 it was uncertain whether or not the MPAs, MNAs and Senators of Pakistan would be called to vote for their President in an indirect election on October 6. The members were called to this duty, but not without conflict and turmoil. The Supreme Court of Pakistan ruled at the last minute that the elections could go forward, but that the official results would be delayed until the court could make a final decision regarding the eligibility of the incumbent candidate to stand for election. The NWFP Provincial Assembly dissolved itself one day before that scheduled election.

The National Assembly saw out its full-five year term – the first Assembly in Pakistan to achieve such a milestone - and remaining provincial assemblies dissolved themselves on the same day.

Later that month the return of former Primer Minister Benazir Bhutto to Pakistan was met with more bloodshed in Karachi on October 27, when more than 300 people were killed in a dual bomb blast. Soon thereafter, on November 3, the Chief of Army of Pakistan declared a “State of Emergency” dissolving the Supreme Court and removing and replacing the Justices and putting political opposition leadership under detention and house arrest at the national and provincial levels. A caretaker government was set up without consultation with the major political parties represented in Parliament and elections were announced for January 8, 2008. However, at the end of the quarter, it was announced that elections would be postponed due to the tragic assassination of Mohtarma Benazir Bhutto on December 27 in Rawalpindi.

Against this tumultuous backdrop of political instability, the DAI PLSP team continued its work under a no-cost extension to conduct training programs, convene working group meetings, deliver IT and other equipment for all houses, manage the internship program, complete the design of websites and convene the Secretaries of all houses for a reporting and planning meeting. Furthermore, PLSP provided logistical and informational assistance to USAID’s consultants who conducted during this quarter a review of the effectiveness of legislative strengthening programs in Pakistan.

Despite the seemingly increasing dysfunction in Pakistan in general, legislative counterparts continued to pursue internal reform and development agendas with the assistance of USAID Pakistan Legislative Strengthening Project.

USAID –Pakistan recruited a Director of the Office of Democracy and Governance and in the interim colleagues from the Washington D&G office served rotating TDY missions including Michael Hryshchyshyn, Hassan Baroudy and Maria Elena Barron. CTO Saad Paracha announced his departure from USAID-Pakistan effective January 15, 2008,

Legislative Branch Secretaries Inamullah and Hidayatullah have been serving at NWFP Provincial Assembly for more than a decade and the last five years essentially without an office as the Provincial Assembly offices were demolished to make way for the construction of the new assembly building. Yet, their commitment to provide the highest level of legislative services to their members and the people of NWFP has not been hindered by such an obstacle. Both officers have participated in the PLSP legislative drafting training activities following the International Consortium for Law and Development's (ICLAD) methodology of applying reasoned, research-based analysis and logic to law-making. They particularly understood that the "ROCCIP" analysis for legislative drafting could be more broadly applied. In a meeting with USAID Acting Director Office of Democracy & Governance on November 10, Inamullah related his story of how the two officers had applied the "ROCCIP" analysis to their review of the Provincial Budget Bill presented to the Assembly in June 2007. Traditionally the Assembly has only several days to review the bulky document and members tend to focus therefore only on narrow areas of interest regarding expenditures to support policy implementation in their particular area of interest. In their exercise however, Inamullah and Hidayatullah applied the ROCCIP Analysis to the revenue bills in the budget and discovered that, by some error, one of the main sources of own-source revenue had been eliminated from the budget. The two officers of the house brought this to the attention of the Speaker who then negotiated with the Minister of Finance to correct the error so that the budget could be passed. By applying the "ROCCIP" analysis learned in the Legislative Drafting Courses they had attended they saved the exchequer millions of rupees allowing continued service to the people of NWFP. The gentlemen completed a Legislative Drafting TOT in August 2007 and conducted their first training for their own colleagues in NWFP Assembly and in the line departments to apply this methodology in their work. At the end of 2007, they celebrated their move into the newly completed NWFP Provincial Assembly office building. They have been provided modern equipment and internet access. One cannot help but wonder, if such dedicated civil servants were about to produce such results working without an office, how might they will be able to serve the Assembly now?



(L) Inamullah illustrating his legislative assessment findings to DG Acting Director Hassan Baroudy

(R) NWFP Assembly officers Abdur Rehman, Librarian; Mr. Kifayatullah Khan Afridi, Additional Secretary; Inamullah, Legislation Branch Secretary; Mr. Attallya, IT Director; Hidayatullah, Legislation Branch Secretary

II. NATIONAL LEVEL PROGRAMMING

INTRODUCTION AND SUMMARY

The project continued providing assistance in the establishment of the Pakistan Institute for Parliamentary Services (PIPS) though the draft legislation for its formal creation, and recruitment of the PIPS Executive Director were suspended with the dissolution of the National Assembly in November. The project continued to manage the PIPS interim facility at Parliament Lodges providing research support services to members and training opportunities for staff.

The new website for the Senate Standing Committee on Education, Science and Technology was completed and reports of the committee were available online and the Senate Standing Committee on Defense and Defense Production website was formally launched.

Parliamentary Interns continued to serve both the National Assembly and Senate to provide research support and administrative support to committees and Secretariat offices. 16 interns completed their terms in December and 19 extended for an additional 3 months (the end of the project contract).

The project assisted the National Assembly Standing Committee on Defence to prepare a summary report of all the committees' meetings and recommendations.

The Parliamentarians' Resource Center remained functional throughout all the tumultuous events and was recognized by several Senators and former MNAs as a peaceful oasis where they were able to continue working.

Inter-legislative working groups continued to meet and work on training and reform agendas.

The balance of the IT and administrative support equipment was delivered to the Senate and National Assembly in early November and preparation of the environments for proper installation was initiated in the National Assembly and the Senate although slowed by stringently imposed security measures during November.

During this quarter, one international PLSP short-term consultant, Project Associate Jean-Marc Gorelicki was mobilized to Pakistan essentially to plan project close-down activities and to conduct a project documentation audit. Technical Backstop Jeremy Kanthor completed analysis of the survey of members on their work in committees.

Local STTA consultants engaged during this quarter on project activities included Chief Technical Advisor Khan Ahmad Goraya; Zane Green who provided instructional design services, Muhammad Rafiq provided training for Pakistan provincial assemblies librarians on the KOHA Library Management System, Zaigham Khan conducted training on Media and the Parliament for journalists in Lahore.

Summarizing the Quarter's National Activities:

- **Task 1.2 Website Development** – All three Senate Committee pilot websites (Defense Committee, Education, Science and Technology Committee and Foreign Affairs Committee) are online and operating.
- **Task 1.2.1 Website Launch** – Senate Defense Committee Chairman Nisar Memon formally launched the Senate Defense Committee website for the news media on 9 October at the interim PIPS facility at Parliament Lodges in Islamabad.
- **Task 1.4.3 Press Gallery Enhancements** – Press Gallery Equipment was delivered and assessment to complete the update of the National Assembly and Senate existing facilities to accommodate the new equipment was completed.
- **Task 1.4.3 Press Gallery Policy Guidelines** – The Press Gallery Policy Guidelines draft was formally presented at the November 27 Secretaries Meeting.
- **Task 2.1.3.1 Expanded PIPS Research Services** – The PIPS Research Services continued for the Members responding to three research requests.
- **Task 2.1.2.2 New Member Orientation (NMO)** – Preliminary plans for New Member Orientation were drafted and shared with Secretaries of all houses at the November 27 meeting in Lahore.
- **Task 2.2.1.6 Parliamentary Librarians Working Group** – The Parliamentary Librarians Working Group met in Lahore on November 28. Librarians from all houses attended the meeting which coincided with the Punjab Library Association's Annual meeting.
- **Task 2.3.1.4 Committee Branch Working Group (CBWG)** – The CBWG met on 18 December to obtain feedback on the course developed to facilitate committee work in the national and provincial assemblies.
- **Task 2.4 Internship Program** – Participants in the National Internship Program received an orientation on the Midterm Budget Review process.
- **Task 4.1 Parliamentarian's Resource Center** – During this quarter 63 different Senators and MNAs utilized the services of PRC which remained open throughout the quarter.
- **Task 4.2.1 Equipment Procurement and Installation** – Proceedings Reporting Units, Print Shop and Press Gallery Equipment was delivered during this quarter.
- **Task 4.2.2 New Equipment and Software Training** – National Assembly Print Shop and Proceedings Reporting staff received training on new equipment and relevant software.

COMPONENT 0: Project Administration

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 0.1 Legislative Development Steering Committees Instituted

During the No Cost Extension (NCE), PLSP continued to serve as the secretariat for the national LDSC and Steering Committees in each of the provincial assemblies, although due to the political uncertainty and the dissolution of all the Provincial Assemblies and the National Assembly in expectation of the imminent elections, monthly meetings of the LDSC were not possible. The October LDSC meeting was postponed because of October 27 Karachi bombings. PLSP is preparing to work with the respective houses to constitute new LDSC's immediately after the elections, now re-scheduled for February 18, 2008.

PLSP sought guidance from the LDSC members on the design of the New Member Orientation during a series of focus groups conducted by PLSP during October and November 2007. Finally, continued efforts to ensure that the PIPS is established as planned, despite the political situation.

Task 0.2 Coordination of Project Activities with Secretaries

In November 2007, PLSP held a third meeting of Secretaries of all provincial and national houses, plus the AJK Legislative Assembly. The meeting reviewed the progress made to date, discussed and reviewed the NCE work plan with particular attention to plans for activities after parliamentary elections and the role of the project and PIPS. In addition, the counterparts were provided an opportunity to give feedback on project activities and identify key areas of focus for the project staffing the future phase.

Task 0.4 Project Monitoring and Evaluation

The PLSP project prepared a PMP report for USAID, though the end of the Third Quarter of 2007. (Project PMP Matrix is appended). The survey report was completed and selected results were shared with secretaries at the November 27 meeting.

Task 0.5 Project Close Down

The current six-month extension of the Pakistan Legislative Strengthening Project constitutes the final phase of the project under the current contract which at reporting time ends on March 31 2008. Jean-Marc Gorelick produced the preliminary project close down plan during his STTA visit in October/November. The Initial project Close Down activities began this quarter in preparation for the end of the contract. Among the tasks related to these activities was the inventory disposition report that compiles the entirety of all capital goods procured by the Project, with a determination as to how those goods should be distributed after the close down of the project.

COMPONENT 1: Representation Improved

SIGNIFICANT ACTIVITIES/EVENTS

- **Task 1.2 Website Development** – All three Senate Committee pilot websites (Defense Committee, Education, Science and Technology Committee and Foreign Affairs Committee) are online and operating.
- **Task 1.2.1 Website Launch** – Senate Defense Committee Chairman Nisar Memon formally launched the Senate Defense Committee website for the news media on 9 October at the interim PIPS facility at Parliament Lodges in Islamabad.
- **Task 1.4.3 Press Gallery Enhancements** – Press Gallery Equipment was delivered and PLPS staff is working with the National Assembly and Senate to update the existing facilities to install the new equipment.
- **Task 1.4.3 Press Gallery Policy Guidelines** – The Press Gallery Policy Guidelines draft was formally presented at the November 27 Secretaries Meeting.

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 1.1.2 Transparency of Legislative Calendar

PLSP's proposal to prepare legislative calendars for the Senate and National Assembly was met with approval at the 27 November Secretaries' Meeting with general consent.

Task 1.1.3 Parliamentary Briefs

PLSP has prepared draft parliamentary briefs as background material for the NMO adapted to the specific circumstances of each House.

Task 1.2 Enhanced Parliamentary Websites

All three Senate Standing Committee pilot websites (Defense Committee, Education, Science and Technology Committee and Foreign Affairs Committee) are online and operating.

- Defense Committee - www.senatedefencecommittee.pk
- Education, Science & Technology Committee – www.ssc-est.gov.pk
- Foreign Affairs Committee - www.foreignaffairscommittee.org

The websites – which provide public access to committees' activities, calendars, reports, articles, news and upcoming events – help increase awareness about the committee system and individual committee functions.

PLSP has trained the staff of the Defense and Foreign Affairs committees on maintaining the websites the Education Committee staff and intern received preliminary training. The staff training includes the Content Management System and provision of easy-to-understand manuals in order to help understand how to upload to the website. Parliamentary interns have made a significant contribution to getting content loaded on the websites.

PLSP was asked during the last days of the National Assembly to assist in the development of websites for the Public Accounts and Defense Committees of the National Assembly. A Scope of Work was prepared and bids were solicited from Website Designers

Task 1.2.1 Website Launch

Senate Defense Committee Chairman Nisar Memon formally launched the Senate Defense Committee website for the news media on 9 October at the interim PIPS facility at Parliament Lodges in Islamabad. USAID Acting Mission Director Ed Birgells participated.

Senate of Pakistan Defence Committee Launches New Website

Islamabad (9 October) – The Chairman of the Senate Standing Committee on Defence and Defence Production, Senator Nisar A. Memon, today launched the Committee's new website. Acting Mission Director of the United States Agency for International Development Mr. Ed Birgells joined in the launch. The USAID Pakistan Legislative Strengthening Project worked with the Committee to create a website to promote public access and information on the work of the Committee.

The website launched today - www.senatedefencecommittee.pk – provides a full array of information such as Committee functions, Committee member data, Committee reports, Committee activities, the news releases, news clippings, and photographs. Additionally, the website provides an e-mail portal allowing citizens to directly query the Committee, encouraging more public input into its deliberations.

Senator Nisar Memon, the Committee's Chair, said "the creation of this first website of a Senate Committee assisted by USAID PLSP will help bring the work of the Committee closer to the people we represent. The easily navigable website will enable people to have a better understanding of the work we do and the importance of being fully informed and provide feedback to their representatives."

Acting USAID Mission Director Ed Birgells stated that "This website will provide to the citizens of Pakistan greater access to the work of the parliament and enables them to interact with the legislative bodies of Pakistan through both increased understanding of the political process and through greater opportunities of public participation in the legislative processes.



Task 1.4.3 Press Gallery Enhancements

Press Gallery equipment has been delivered to the joint National Assembly and Senate Press Gallery.

Task 1.4.3 Press Gallery Policy Guidelines

A Press Gallery Policy Guidelines document was drafted and circulated among Public Relations Officers (PROs) and then formally presented at the November 27 Secretaries Meeting.

Task 1.5 Public Hearings

A draft Public Hearings manual developed with the assistance of STTA David Ogle and vetted by the members and staff of the Canada Study Tour was shared with the Committee Branch Working group on November 18, 2007 to finalize the manual. A training module for conducting Public Hearings was drafted based on the manual and the working group's discussions.

SUMMARY OF PLANS FOR NEXT QUARTER

- Formal launch of Senate Education Committee Website.
- Continued training for journalists on parliamentary rules and procedures, parliamentary budget process
- Training CSOs and Media on new website resources.
- Conduct training for New Members during the NMO on using the new websites and electronic governance modules.
- Providing on request resources and informational support to the Senate Finance Committee's Select Sub-Committee on Broadcasting.
- Follow up on the Action Items identified in the PRO meeting:
 - **ACTION ITEM:** PLSP to follow up with PROs to obtain comments for submission to the Senate Finance Committee Select Committee on Telecasting.
 - **ACTION ITEM:** It was proposed that a roundtable session be arranged in early November between private TV channels and PROs to discuss maximizing the telecasting of parliamentary proceedings.
 - **ACTION ITEM:** Preparation of a Guide on Electronic Media for New Member Orientation, in both English and Urdu, to accompany the Media training module that is planned for New Member Orientation.
- Installation of the Press Gallery equipment in Senate and National Assembly.
- Initiate design for the Public Accounts Committee website
- Printing of Public Hearings Manual for Senate and National Assembly New Members
- In preparation for the New Member Orientation (NMO), work with the Secretaries of both Houses to produce a preliminary legislative calendar for the legislative year

COMPONENT 2: Improved Lawmaking

SIGNIFICANT ACTIVITIES/EVENTS

- **Task 2.1.3.1 Expanded PIPS Research Services** – The PIPS Research Services continued providing research support for the Members.
- **Task 2.1.2 New Member Orientation (NMO)** – Focus groups were conducted and plans for New Member Orientation were drafted and shared with Secretaries of all houses.
- **Task 2.2.1.6 Parliamentary Librarians Working Group** – The Parliamentary Librarians Working Group met in Lahore on November 28. Librarians from all houses attended the meeting.
- **Task 2.3.1.4 Committee Branch Working Group (CBWG)** – The CBWG met on 18 December to obtain feedback on the course developed to facilitate committee work in the national and provincial assemblies.
- **Task 2.4 Internship Program** – Participants in the National Internship Program received an orientation on the Midterm Budget Review process.

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 2.1.1 Pakistan Institute for Parliamentary Services (PIPS)

The project continued to provide training under the auspices of PIPS and solicited feedback from members on the informational support tools such as the GIS –based Pakistan Data Explorer which was well received by all members to whom it was demonstrated.

Task 2.1.2.1 Policy Resource Guides

Policy Resource Guides prepared for National Assembly Standing Committees for distribution to the relevant Senate Committees and newly constituted assembly committees were further developed and elaborated during this quarter.

Task 2.1.2.2 New Member Orientation (NMO)

Based on the findings of the Focus Group sessions with members, former members and staff, preliminary plans were developed and preparations begun, with key activities and resource persons identified. New Member Orientation (NMO) will be conducted in all houses after inaugural sessions – expected to take place anywhere from 2 weeks to two months after the election, depending on whether time is required for coalition-building. The methodology of the Orientation sessions will involve a three-step process: Introductory Seminars, Detailed Information Sessions and Thematic/Policy Dialogue Sessions. One-page briefing papers have been developed for all topics for the introductory sessions (this is in addition to full interactive participant training modules).

- Introductory Sessions: These will focus on the key areas that a new Member must understand to ensure he or she is able to quickly take up legislative issues and procedures including, Constitutional Authority of Parliament, Parliamentary History, Rules and Procedure (such as Motions and Notices, Question Hour, and Privileges),

the Legislative Calendar, the Committee System, the Legislative Process, Parliamentarians as Legislators, Parliamentarians and the Budget and Research Support for Legislators. Expectations of the parliamentarians for future project programming will also be solicited during these meetings.

D R A F T
New Member Orientation Introductory Session Agenda
National Assembly / Provincial Assembly
11:00am – 04:00pm

DATE: [TBD]- Proposed to be the day immediately after the Ascertainment of the Leader of the House in each Assembly

11:00am-11:15am	Opening Address <ul style="list-style-type: none">- Reflection on Parliament- Multiple Roles of the Parliament
11:15am-11:20am	Orientation Session Objectives
11:20am -12:00pm	From Politician to Parliamentarian <ul style="list-style-type: none">– Constitutional Authority of a Parliament– Parliamentary History– Parliamentary Privilege
12:00pm- 1:30pm	<ul style="list-style-type: none">– Rules and Procedures<ul style="list-style-type: none">Business of the House (motion notices)Question HourLegislative Process
LUNCH	
2:15pm-2:35pm	<ul style="list-style-type: none">– Committees of Parliament
2:35pm-3:10pm	<ul style="list-style-type: none">– Parliamentarian as Legislator
3:10pm- 3:30pm	<ul style="list-style-type: none">– Parliamentarians and the Budget
03:30pm-04:00pm	<ul style="list-style-type: none">– Research and Informational Support for Legislators
	<ul style="list-style-type: none">– Expectations /Evaluation

- In-Depth Sessions: Following the initial Introductory Sessions, detailed training sessions on key areas of parliamentary service including Motions and Notices, Question Hour, Privileges, the Committee System, the Budget and Constituency Relations will be provided to Members using interactive participatory training methods.
- Thematic Seminars and Dialogues: The final Sessions will focus on the external dynamics of parliamentary service including policy issues, inter-parliamentary relations, media relations, communication skills, conflict resolution, and making the shift from electioneering to policy making.

Task 2.1.3.1 Expanded PIPS Research Services

The PIPS Research Services were extended to Members throughout the quarter. Three requests were received from the MNA and Senators including one on migration and one on parliamentary privilege. The PLSP staff with assistance of the Parliamentary Interns responded to these requests. This included facilitating correspondence with the UK House of Commons regarding the outcome of a published report from 2003 indicating that legislation was pending regarding the codification of Parliamentary Privilege. Through this correspondence, the Senator learned that what had been recommended originally by a special committee was in response to a specific case and not extended to the issue of parliamentary privilege as a whole as had been indicated in the report. This experience showed that the PIPS Research Services can extend to a collaborative problem-solving exercise in support of the members' informational and research needs.

DCOP Eleanor Valentine participated in the 10th Annual American Studies Conference at Quaid-e-Azam University on October 26-28, organized by the Area Studies Centre for Africa North and South America. This provided an opportunity to advertise to the academic community the PIPS mission and extend an invitation for experts to join the PIPS research cadre.

DCOP Valentine and Legislative Capacity Advisor Rashid Mafzool Zaka attended the 10th annual SPDI Development Conference and promoted the PIPS Research Services among the analysts and researchers attending the meeting from across Pakistan.

Task 2.2.1.6 Parliamentary Librarians Working Group

Parliamentary Librarians Working Group met in Lahore on November 28. Librarians from all houses attended the meeting, held in conjunction with the Pakistan Librarians Association conference held in Lahore on November 28 & 29. Eighteen National Assembly and Provincial Assembly staff members were joined by PLSP Library Consultant Mr. Muhammad Rafiq, and Mr. Mian Muhammed Aslam Bhatti, a retired librarian who has studied and worked abroad for many years. The main focus of this meeting was feedback regarding the introduction of the KOHA Library Management software recently installed in the Provincial Assembly Libraries. Mr. Rafiq discussed the completion of KOHA installation and initial training sessions. There was active discussion on the KOHA software, with all participants agreed on combined training plus the inclusion in general basic computer skills training for library staff. Additionally, it was agreed that common standards for KOHA be established for all Houses Libraries. Other discussion included future plans for the New Member Orientation and interest in participation in the next IFLA Conference in Ottawa.

Task 2.3.1 Committee Effectiveness

The project assisted the National Assembly Standing Committee on Defence to prepare a summary report of all the committees' meetings and recommendations from its five years of activity. The report was principally prepared by the intern assigned to work with that committee

Task 2.3.1.4 Committee Branch Working Group (CBWG)

During this quarter, the CBWG met on 18 December to obtain feedback on the course developed to facilitate committee work in the national and provincial assemblies.

The Committee Effectiveness Module has been completed after minor changes and incorporations following feedback from participants of the CBWG. The primary objective of

the Module is to facilitate members of the National Assembly, Senate and Provincial Assemblies “to understand the general workings of the committee system, be equipped to perform their committee duties more efficiently and effectively and actively contribute to successful committee work”. The module was developed for PIPS for use in New Member Orientation (NMO).

The meeting was also an opportunity to discuss with participants the Public Hearings Manual and a report on Parliamentary Oversight of the Government. Both these had been prepared by STTA David Ogle. The Module developed earlier by David Ogle was converted according to the defined PIPS Standard and can include participant and facilitator guides. Zane Green, PLSP instructional design specialist, designed the manual and briefed participants on each of the sessions. The manual will facilitate *“parliamentarians and assembly staff about the authority of parliamentary committees to hold different hearings and understand how a parliament, its committees, and its members could benefit from the regular use of effective committee hearings”*.

Highlights of the meeting included:

- a) Finalization of the Committee Effectiveness Manual which includes national and provincial perspective on the committee system.
- b) Participants discussed the Public Hearing Manual and provided their input. It was recommended that rules of provincial assemblies related to Public Hearing also be incorporated into the manual.
- c) The CBWG decided that the Parliamentary Oversight of the Government Report should be translated into Urdu and printed in bilingual form.
- d) Experience sharing and identifying means of how committee staff can facilitate Standing Committees in conducting their business effectively.

Task 2.3.4 Orientation to Public Hearing

During this quarter the Public Hearings Manual module was converted into a training module according to the PIPS Training Standards.

Task 2.4 Internship program

At the end of the quarter of the 32 interns deployed to the national Parliament, 19 were continuing at the end of the quarter. Of the 18 assigned to work with National Assembly 11 will continue for an additional three months and of 14 originally deployed to the Senate committees, 8 will continue. Ten Interns completed their second 6-month internship. One intern completed her six month internship and left the program. Among those interns who completed the program two interns upon completion of their internship were engaged by International NGOs to work on election programs, one intern was hired by PLSP as a part time PRC Assistant and one intern was hired by the Senate of Pakistan.

The Intern Policy was vetted with a joint sitting of National Assembly and Senate Secretaries and presented at the Secretaries’ meeting in Lahore for their review.

Task 2.4.1 Parliamentary Intern Program Seminar Series

Participants in the National Internship Program received an orientation on the Midterm Budget Review process from PLSP Legislative Oversight Advisor Aizaz Asif.

RESULTS FOR THIS QUARTER

“She is a Willing Worker”

The general lethargy of the civil service officers of the Senate and National Assembly was identified early on in the project as an area to be addressed if institutions were to have a chance to improve. The shortage of staff had been identified as a factor hindering the effectiveness of committees.

The Parliamentary Internship Program was introduced to provide extra support to Parliamentary Committees and also to stimulate work in the Parliament through the assistance of bright, eager, computer literate young professionals.

Sara Saleem, a recent M.S. graduate in Pakistan Studies from Quaid-e-Azam University in Islamabad was recruited as a Parliamentary Intern in May 2006. Selected through a national competition she was assigned to work with the Senate Committee on Government Assurances chaired by former Speaker of the West Pakistan Assembly, Senator M. Chaudhry Anwar Bhinder. Under Senator Bhinder's guidance Sara learned to cull from Senate debate proceedings the assurances made by government ministers on the floor of the house. She learned how to prepare briefings for members prior to the committee meetings and then how to prepare the minutes of the meetings. She always responded promptly and ably to requests of the Chair and committee members and often asked, “Now that I have completed that task what can I do next”

Senator Bhinder, a member of PLSP LDSC had many ideas for small “doable steps” to improve the work of the Senate. As Chairman of the House Library Committee, he enlisted Sara's assistance, whom he termed “a willing worker,” to help clean up the disorganized Senate library collection. Sara led a team of volunteers from the Allama Iqbal Open University Library School to take full stock inventory of the collection and begin the arduous task of reclassifying the collection so make it more accessible to the Senators. Upon completion of the internship Senator Bhinder recommended that Sarah apply for a vacancy in the Research Division of the Senate where she now works.

Sarah continues to learn about the work of the Senate in her new position but also continues to be “a willing worker” contributing to the future development of the Parliament.

SUMMARY OF PLANS FOR NEXT QUARTER

- New Member Orientation Sessions will be held for National Assembly Members after elections
- PIPS Legislation will move forward in the new parliament
- PIPS Executive Director will be hired
- PIPS Research Service Recruitment will continue and services marketed to new members
- Policy Guides for Committees will be further developed
- Inter-legislative Working Groups of Librarians and Committee Branch will be convened
- Public Hearings Manual will be shared with Chairs of Committees for comment
- National Assembly Standing Committee on Defence Five Years of Activity will be printed

COMPONENT 3: Oversight/Accountability

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 3.1.2 Other Non-Legislative Oversight Mechanisms

The project received a request from the outgoing Chair of the National Assembly Public Accounts committee to help the committee develop a website to include the reports of the committee, notification of committee meetings, and to also post the documents the committee receives for review (including the Auditor General's report). In response to this request, the project developed a scope of work for the design of the website and solicited bids from Website Designers.

SUMMARY OF PLANS FOR NEXT QUARTER

- A second printing of the bilingual budget guide will be published in preparation for New Member Orientation.
- Public hearing workshop will be conducted.
- PAC Website design will commence so that it is ready for the new committee to be constituted after elections.
- Government Assurances Briefing Paper will be developed.

COMPONENT 4: Improved Management/Infrastructure

SIGNIFICANT ACTIVITIES / EVENTS

- **Task 4.1 Parliamentarian's Resource Center** – During this quarter, 63 different Senators and MNAs used the PRC,
- **Task 4.2.1 Equipment Procurement and Installation** – Proceedings Reporting Units, Print Shops and Press Gallery Equipment was delivered during this quarter.
- **Task 4.2.2.2 New Equipment Software Trainings** – National Assembly Print Shop and Proceedings Reporting staff received training in new equipment and relevant software.

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 4.1 Parliamentarian's Resource Center

As expected, Member utilization of the PRC was lower than the previous three quarters owing to the dissolution of the National Assembly. During this quarter, 63 different Senators and MNAs used the PRC, (slightly down from last quarter), with the total number of visits at 111, compared to 331 last quarter, which translated into an average of 1.21 users per day compared to 3.59 last quarter. MPs continued to utilize PRC facilities for Internet, photocopying, faxing, printing, scanning and reading periodicals.

During the quarter, the work of the PRC was acknowledged in letters from various MNAs and Senators, praising the staff and the services that were provided. Suggestions for the next term of the National Assembly were developed, as well as ideas for improved PRC services. Additionally, there was a review of the PRC Policy Guide, which was shared with the Provincial Parliamentary Information and Technology Resource Centers (PITRC) in the Provincial Assemblies.

Task 4.2.1 Equipment Procurement

PLSP Chief of Party and Acting Director for USAID-Pakistan made formal delivery of the equipment for Print Shops and Press Galleries on October 20 to the Secretary of the National Assembly Karamat Hussain Niazi.



Task 4.2.1.1 Upgrading Print Shops

In the Senate and National Assembly, PLSP has provided copiers, binding machines, computers, software and digital duplicators to support in-house production of parliamentary proceedings and legislative documentation. Additionally PLSP provided the wiring of the Senate Print Shop facility to accommodate the new machines.

Task 4.2.2.2 New Equipment Software Training

The PLSP procured Urdu Language Unicode software to type script in multiple languages and transcription software to more accurately transcribe legislative proceedings. This software will enable the houses to create text-searchable PDF format documents for their respective websites, thus increasing public access. PLSP conducted training for the National Assembly on transcription software for the Proceedings Reporters Unit, and Microsoft Publisher software training for the Print Shop Unit.

SUMMARY OF PLANS FOR NEXT QUARTER

- Complete the Installation of Senate Print Shop equipment and Training of MS Publisher.
- Installation of Press Gallery equipment in Senate and National Assembly
- PLSP will host 5th IT Forum Meeting.
- Network Management Training for Senate IT officers.

III. PROVINCIAL LEVEL PROGRAMMING

INTRODUCTION AND SUMMARY

During this quarter PLSP focused mainly on activities related to Secretariat Staff as all Provincial Assemblies were dissolved in mid November (or early October in the case of NWFP) to prepare for the constitutionally-mandated general elections.

The Punjab Assembly hosted the semi-annual Secretaries' conference on 27 November 2007 in Lahore. Secretaries of all Houses, including AJK Assembly, participated.

The Provincial Assemblies were all visited by the USAID Project Evaluation Team to view the overall progress and achievements of the PLSP. The team also sat in on the November 27 Secretaries' meeting.

All primary equipment procurements for the Provincial Assemblies by the Project were completed. PLSP DCOP Christopher Shields and Office and Finance Manager Junaid Alam Siddiqui visited all four provincial assemblies to review the reception, placement and installation of the equipment, as well as audit and finalize the relevant inventories in each house.

USAID Acting Director for the Office of Democracy and Governance Hassan Baroudy, Acting CTO Humaira Ashraf and COP Eleanor Valentine made a visit to NWFP Provincial Assembly in November to formally deliver equipment procured for the assembly, tour the nearly completed new NWFP Provincial Assembly building and meet with Secretary Mushtaq and his staff to learn more about the innovations introduced under the project.



Computer training courses and English language enhancement courses were ongoing in all Assemblies.

A Media training workshop for the Journalists accredited to Punjab Assembly was also conducted in Lahore PITRC on 31 October 2007 in which major print and electronic media persons participated.

Summarizing the quarter's provincial activities:

- **Task 1.2 Websites Development** –Three of the four websites were online at the end of this quarter: Balochistan, NWFP and Sindh. Only Punjab Assembly is still reviewing its hosting options and has not yet fully migrated its data.
- **Task 1.4.1 Assembly Relations Workshop for Punjab Journalists** – PLSP conducted a training session for journalists at the Punjab Assembly on the key elements of Assembly Rules and maintaining an effective working relationship between Members and Journalists.
- **Task 1.4.3 Press Gallery Guidelines**
The Press Gallery Policy Guidelines document was formally presented to the Provincial Assembly Secretaries at the November 27 Secretaries Meeting in Lahore.
- **Task 2.1.2.2 New Member Orientation** – Based on the findings of rapid assessment sessions conducted with Members and Assembly staff, a preliminary NMO plan was developed for all Provincial Assemblies and presented to Secretaries for final review at the November 27 Secretaries Meeting in Lahore.
- **Task 2.2.1 KOHA (Library Management System) Training for Librarians** – The initial KOHA training sessions were held in NWFP, Punjab and Sindh.
- **Task 2.2.1.1 Library Equipment Procurement** – All equipment procured for the Provincial Assembly Libraries have been received and installed.
- **Task 2.2.1.6 Parliamentary Librarians Working Group** – The Parliamentary Librarians Working Group met in Lahore on November 28. Librarians from all houses attended the meeting.
- **Task 2.3.1.4 Committee Branch Working Group (CBWG)** – The group met in Islamabad on 18th December.
- **Task 2.4 Provincial Assembly Internship Program** – Interns in all Houses continued their assignments under the direction of the Secretariat and the respective PLSP Provincial Coordinators.
- **Task 2.5.1 Legislative Drafting** – NWFP Legislative Drafting TOT participants conducted a four-week training session for other Assembly Staff.
- **Task 2.5.1.1 Legislative Drafting** – NWFP has begun setting up legislative drafting linkages with Provincial Ministries and academic institutions.
- **Task 4.1.7 Computer Skills Enhancement** – Courses continued to be conducted for Staff in all four Assemblies.
- **Task 4.1.7 English Language Skills Enhancement** – English language skill courses were held in NWFP and Balochistan for Assembly secretariat staff.

- **Task 4.2 Procurement** – Procurement deliveries to the Provincial Assemblies have been mostly completed in all four houses. USAID Acting Director for Democracy and Governance Hassan Baroudy and Acting CTO Humaira Ashraf participated with COP Eleanor Valentine in a ceremony to transfer equipment to NWFP Assembly in November 2007.
- **Task 4.2.1.1 Upgrading Print Shops** – The PLSP has provided new equipment to the Print Shops of the Balochistan, NWFP and Sindh Provincial Assemblies.
- **Task 4.2.1.2 Upgrading Proceedings Reporting Units** – The PLSP has provided new equipment to the Proceedings Reporting Units of all four Provincial Assemblies.

COMPONENT 0: Project Administration

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 0.2 Coordination of Project Activities with Secretaries

In November 2007, PLSP held a third meeting of the Secretaries of all provincial and national houses, plus the AJK Legislative Assembly. The meeting reviewed the progress made to date, discussed and reviewed the PLSP No Cost Extension work plan with particular attention to plans for activities after parliamentary elections and the role of the project and PIPS. In addition, the counterparts were provided an opportunity to give feedback on project activities and identify key areas of focus for the project staffing the future phase.

Task 0.4 Project Monitoring and Evaluation

The USAID Evaluation team visited all four Provincial Assemblies, meeting with Assembly Staff, outgoing Members and other key stakeholders including media representatives, Civil Society Organizations and others.

COMPONENT 1: Representation Improved

SIGNIFICANT ACTIVITIES / EVENTS

- **Task 1.2 Websites Development** –Three of the four websites were online at the end of this quarter: Balochistan, NWFP and Sindh. Only Punjab Assembly is still reviewing its hosting options and has not yet fully migrated its data.
- **Task 1.4.1 Assembly Relations Workshop for Punjab Journalists** – PLSP conducted a training session for journalists at the Punjab Assembly on the key elements of Assembly Rules and maintaining an effective working relationship between Members and Journalists.
- **Task 1.4.3 Press Gallery Guidelines**
The Press Gallery Policy Guidelines document was formally presented to the November 27 Secretaries Meeting.

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 1.1 Legislative Management Modules

NETSOL continued working on Legislative Management Modules for Punjab Assembly during the quarter. GAP Analysis was completed and modules were reviewed in a department-wide presentation. PLSP Chief of Party participated in a meeting to review the results of the Gap Analysis together with Secretary Saeed Ahmed on October 24, after which further changes and developments were recommended to the Netsol team. After making the required changes, User Acceptance Testing (UAT) trainings were held with relevant Assembly staff from Nov 19 to Dec 6.

The PLSP Project Director and Assembly leadership met on Oct 24 with NETSOL to discuss the status of Legislative management modules and priorities for module enhancements.

Another meeting was held on December 5 at NETSOL with the PLSP Project Director and the NETSOL management to review the progress made in the completion of the modules.

Task 1.1.6.1 Balochistan Staff Directory

The database from which the Balochistan Assembly Staff Directory will be generated was completed and data was being checked and cleaned.

Task 1.2 Websites Development – Provincial Assemblies

Provincial Assembly Websites

Balochistan: www.pabalochistan.gov.pk

NWFP: www.panwfp.gov.pk

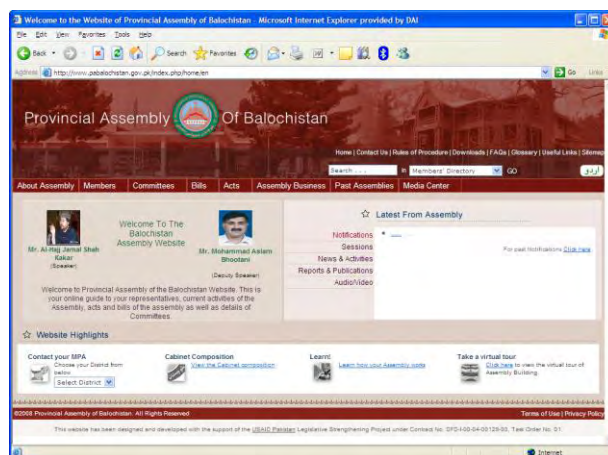
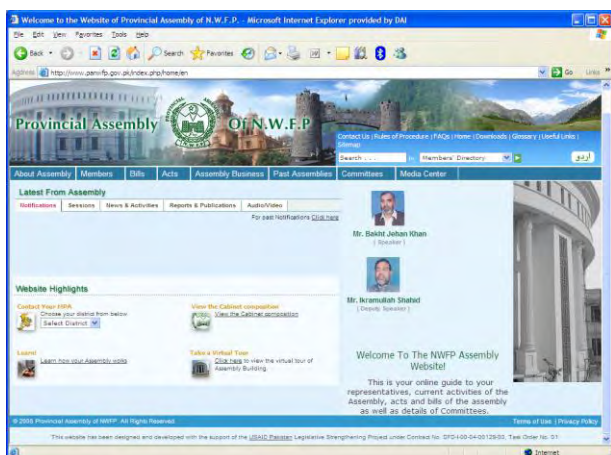
Punjab: www.pap.gov.pk

Sindh: www.pas.gov.pk

At time of this writing, three of the four Provincial Assembly websites, Balochistan, NWFP and Sindh, were online and operational. The Punjab Assembly website delayed going online in order to consider options regarding its hosting arrangements, though the launch of the websites took longer than expected, because they were developed

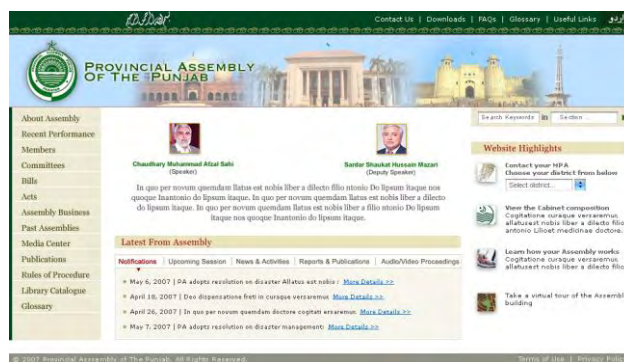
entirely with the input of the assemblies, the secretariats can confidently and immediately

take over the management and maintenance of the sites -- which was a main objective of the exercise.



Balochistan: PLSP Balochistan team has collected and entered the relevant data on the main website of Balochistan. This included data about members, Speaker's message, introduction and history of Assembly, acts, bills and photos of members were uploaded through CMS on the webpage.

NWFP: Data uploading is ongoing with Assembly interns providing support in this work.



Sindh: Website uploading to CMS nearly completed, with new Website format on-line.

Punjab: Website will be online once the hosting arrangements for the site are finalized, as data migration has been completed.

1.2.1.5 Staff Training for Website Systems and Maintenance

PLSP provided basic training of CMS for Balochistan, NWFP, Sindh and Punjab IT officers to facilitate the maintenance of the website update process.

Task 1.4.1 Journalist Training

Punjab: A one-day workshop for Assembly Journalists on the topic of "Parliament and Media: Securing an Effective Relationship" was held at the Punjab Assembly in Lahore on 31st October 2007. The objective of the workshop was to emphasize the importance of media in democratic development as well as how to promote effective media-parliament relations.

Thirty-five journalists from electronic and print media In the Punjab Province attended the workshop. The workshop was facilitated by Mr. Zaigham Khan and Mr. Khan Ahmed Goraya, the former Secretary General of the National Assembly and Technical Advisor to the Project.

Task 1.4.3 Press Gallery Enhancement

PLSP has provided new equipment for the Press Galleries of all four Provincial Assemblies. The draft policy manual for journalists' use of the Press Gallery facilities was finalized and shared with the Secretaries at the meeting on 27th November.

Balochistan: Press Gallery equipment for the Balochistan Assembly has been installed. The equipment includes a fax machine, three computer workstations, a photocopier, a laser printer and has been connected to the Assembly's broadband internet network.

NWFP: Press Gallery equipment has been delivered to the NWFP, and is awaiting completion of the physical space in which it is to be installed, which is expected to be ready in January.

Sindh: The Sindh Assembly Secretariat has adopted the policy for their Media Center and the other Assemblies have indicated plans to do the same.

The Sindh Assembly Secretary, Mr. Hadi Bux Buriro, conducted a tour of the new Sindh Assembly Media Centre for major news outlets in Karachi, highlighting the considerable contribution that USAID has made to the Assembly in terms of capacity-building its staff and facilities.

QUOTES

The Information Technology Courses organized by USAID-Pakistan Legislative Strengthening Project has provided excellent support to the all Sindh Assembly Staff who have taken it. I personally appreciate the opportunity provided by USAID-PLSP. I am sure that there will be a big achievement to improve the working of Assembly Secretariat and lead to enhancement of our computer skills. Now nearly all the staff has become computer literate resulting in prompt and timely work.

*Hadi Bux Buriro
Secretary
Provincial Assembly of Sindh*

Task 1.4.3 Press Gallery Guidelines

A Press Gallery Policy Guidelines document was drafted and circulated among PROs and then formally presented to the November 27 Secretaries Meeting. Sindh Assembly has since adopted and implemented these guidelines.

RESULTS OF THIS QUARTER

- Sindh Assembly adopted and implemented the PLSP-developed Press Gallery Guidelines.

SUMMARY OF PLANS FOR NEXT QUARTER

- NETSOL will complete the User Acceptance Testing (UAT) for the Legislative management modules and amendments, and introduce use of the modules in Punjab Assembly.
- Continued training of journalists on the budget process and rules of procedure of all four provincial assemblies.
- Formal launch of all Provincial Websites; Orientation seminars on new website resources Balochistan & Sindh;
- Completion of installation of all Press Gallery equipment in Punjab Provincial Assembly.
- Preparation and Publication of Balochistan Assembly staff directory.
- Parliamentary Rules and Research Training will be held for journalists in Balochistan and Sindh in the next quarter.

COMPONENT 2: Improved Lawmaking

SIGNIFICANT ACTIVITIES / EVENTS

- **Task 2.1.2.2 New Member Orientation** – Based on the findings of rapid assessment sessions conducted with Members and Assembly staff, a preliminary NMO plan was developed.
- **Task 2.2.1 KOHA (Library Management Software) Training for Librarians** – The initial KOHA training sessions were held in NWFP, Punjab and Sindh.
- **Task 2.2.1.1 Library Equipment Procurement** – All equipment procured for the Provincial Assembly Libraries has been received and installed.
- **Task 2.2.1.6 Parliamentary Librarians Working Group** – The Parliamentary Librarians Working Group met in Lahore on November 28. Librarians from all houses attended the meeting.

Task 2.3.1.4 Committee Branch Working Group (CBWG) – The group met in Islamabad on 18th December.

- **Task 2.4 Provincial Assembly Internship Program** – The second group of interns were deployed in all Houses.
- **Task 2.5.1 Legislative Drafting** – NWFP Legislative Drafting TOT participants conducted training for other Assembly Staff.
- **Task 2.5.1.1 Legislative Drafting** – NWFP has begun setting up legislative drafting linkages with Provincial Ministries and academic institutions.

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 2.1.2.2 New Member Orientation

Based on the findings of rapid assessment sessions conducted with Members and Assembly staff, a preliminary NMO plan was developed. The plan includes three phases:

- Introductory Sessions: These will focus on the key areas that a new Member must understand to ensure he or she is able to quickly take up legislative issues and procedures including, Constitutional Authority of Parliament, Parliamentary History, Rules and Procedure (such as Motions and Notices, Question Hour, and Privileges), the Committee System, the Legislative Process, Parliamentarians as legislators, Parliamentarians and the Budget, Research support for legislators and the expectations of the parliamentarians for future project programming.
- In-Depth Sessions: As follow-up to the Introductory Sessions, detailed sessions on key areas of parliamentary service including Motions and Notices, Question Hour, Privileges, the Committee System, the Budget and Constituency Relations will be

provided to Members after the initial Session based on Member requests to provide in-depth coverage of these areas.

- Thematic Seminars & Dialogues: The final Sessions will focus on the external dynamics of parliamentary service including policy issues, inter-parliamentary relations, media relations, communication skills, conflict resolution, and making the shift from electioneering to policy making.

Task 2.2.1 Initial KOHA Training for Librarians

During this quarter, training in the operation and management of KOHA software was conducted in NWFP, Punjab, and Sindh Provincial Assemblies.

NWFP: Initial KOHA training was held in at NWFP Assembly in Peshawar on 11 – 12 November.

Punjab: The initial KOHA training session for the Punjab Assembly was conducted on 8 – 9 October. User manuals and CDs were provided to the participants. Data entry into the main database was begun following the training. The group discussed their experience in the implementation of KOHA with PLSP Library Management Systems consultant Mr. M. Rafiq. This discussion concluded with a request for follow-on training with other assembly librarians to maximize usage of the KOHA software and sharing of all library databases among the provincial assemblies.

Sindh: The initial KOHA management system was installed the librarian and library staff trained on 24 – 25 October. Cataloging of books in Sindh Assembly Library using PLSP-installed KOHA software was begun with completion expected by the end of the next quarter.

Task 2.2.1.1 Library Equipment Procurement

All equipment procured for the Provincial Assembly Libraries has been received and installed, except in NWFP where the LAN wiring has yet to be completed however the workstation has been made available to begin the cataloging work. Basic equipment training was conducted in the three houses in which the equipment has been installed.

Task 2.2.1.6 Parliamentary Librarians Working Group

Parliamentary Librarians Working Group met in Lahore on November 28. Librarians from all houses attended the meeting. The meeting was held in conjunction with the Pakistan Librarians Association conference held in Lahore on November 28 - 29.

Task 2.3.1.4 Committee Branch Working Group (CBWG)

During this quarter, the CBWG met on 18 December to obtain feedback on the course work developed to facilitate committee work in the national and provincial assemblies. (For full details of meeting, see entry in National Activities section.)

Task 2.4 Provincial Assembly Internship Program

The second group of interns for all four provincial assemblies began work during this quarter. Interns have been deployed to provide research support to the respective house committees, subcommittees and administrative support to secretariat departments. The tasks assigned to the interns include preparing meeting minutes, preparing talking points on a specific topic for the committee chairs and for the members, summaries of the meetings and compiling annual reports. Interns have also been involved in updating the databases of different committees and also providing assistance in developing web sites for the Provincial Assemblies. Fifteen

(15) interns are continuing in the Provincial Assemblies through March 15, 2008 Sindh-2, Balochistan-2, NWFP-7, Punjab-4

Balochistan: The four Balochistan Assembly interns were focused on assisting the Assembly Library in its conversion to the KOHA library management software, as well as data uploading to the new Website.

NWFP: NWFP has recruited a total of eight people for its second group of interns including one intern from the initial group receiving an extension. The NWFP interns have worked on a number of projects related to systems development for the Assembly.

- To develop a data base for all the staff of Secretariat to facilitate the working of admin and Finance department in particular. Database has been developed, Forms have been developed and circulated, and data entry is in process. The output is a database containing all relevant information about all the staff. Relevant staff has started getting training in Data base development and will complete the remaining data entry themselves.
- To develop tools for Finance and Accounting sections. The Finance system has been analysed, tools developed, work is going on developing a pay roll management system. The relevant staff is being trained to maintain and update the tools.
- A data base for legislation has been developed, data entry is in process for Resolutions/ motions and question hour while data base has been developed for call attention, privilege and adjournment motions. The relevant staff is part of the course on data base and further entry would be done by Secretariat staff who would get hands on training
- Five years record of all Acts has been scanned and handed over to Legislation section. A database for Acts is also being developed.



NWFP Interns at work on Various Databases at the PITRC

Punjab: At present, the second group of interns has been working in the Accounts, Legislation, Administration, and Library branches of Punjab Assembly, rotating among the branches after two months to provide a broader learning experience for the interns. In their current assignments, the interns helped finish the backlog of the previous Assembly, including the preparation of Public Accounts Committee reports an index of the Assembly debates and compilation of a New Members' Handbook. Additionally, they have been given

assignments related to rules and procedures and privilege reports for new Members, as well as preparation of a performance fact sheet of 2002 – 2007 Assembly.

Sindh: The two Sindh Assembly interns are assigned to the Questions Branch and the Assembly Library. The Questions Branch intern is utilising the new LAN network to catalogue and give access to all Assembly Questions tabled from 2004 to 2006, as well as preparing a 5-year performance report of Assembly dissolved in November 2007. The Library intern is assisting in the implementation of the new KOHA Library Management software.

Task 2.5.1 Legislative Drafting

NWFP: A three-week training course for legislative capacity was begun by three trainers trained by the Project's Legislative Drafting initiative. The course began on December 3rd and focused mainly on how a social problem can be addressed by proper legislative drafting and how to develop a Research Report and prepare language for a bill. Twelve key members of the Secretariat staff participated in course. The Trainers plan to hold follow-up sessions with several Provincial Ministries. Linkages have been established with the Provincial Law Department, as well as with Khyber Law College, University of Peshawar. The College has made a commitment to try to introduce a similar course in its LL.B Curriculum.

Punjab: A bill on Private School Regulatory Authority that was drafted during the Legislative Drafting Distance Learning Course was under review by the Punjab Provincial Law Ministry. The Punjab LD course group facilitator was the primary author of the draft legislation. He is also was negotiating with Punjab Law College to introduce a drafting course using the research-based drafting methodology into that school's curriculum.

RESULTS OF THIS QUARTER

- The Distance Course Lahore Legislative Drafting Group facilitator Mr. Syed Mohsin Abbas reported to PLSP "The recent law regulating the relationship of landlord and tenant i.e. the Punjab Rented Premises Ordinance 2007 is more or less based on the principles of problem solving methodology. Although, a research report has not been written before drafting of this legislation but the problematic behavior of various role occupants were discussed in detail and the explanations of those behaviors were also deliberated before coming to the solutions of the problematic behaviors.

There are [a] few other examples [as well, for example] the Punjab Prohibition of Kite Flying (Amendment) Ordinance 2007; Punjab Public Private Partnership Ordinance 2008 (yet to be promulgated) and the Punjab Forensic Science Agency Act 2007. "

The Punjab Provincial Law Ministry has also put under review a bill on the Private School Regulatory Authority prepared by the Punjab Assembly Legislative Drafting Distance Learning Course and has been discussing with Punjab Law College the introduction of drafting course into that school's curriculum,

- NWFP Legislative Drafting participants conducted training for other Assembly Staff. They also set up legislative drafting linkages with Provincial Ministries and academic institutions.

- NWFP Legislation Branch officers who participated in the Legislative Drafting Courses reported to PLSP in October that thanks to applying the analysis learned in the course to a review of the Budget Bill for 2008, they were able to discover an error made by the Finance Department thus saving significant money for the people of NWFP Province.
- The Khyber Law College of the University of Peshawar committed to introduce a legislative drafting course in its LL.B Curriculum.

SUMMARY OF PLANS FOR NEXT QUARTER

- New Member Orientation will be conducted upon election of the New Assemblies, following their formal inauguration.
- Completion of KOHA software training for provincial library staff.
- Follow-on training on KOHA will be conducted with all assembly librarians to maximize usage of the KOHA software and sharing of all library databases among the provincial assemblies.
- The Intern Program will continue to support interns to work in assemblies through March 15, 2008.

COMPONENT 4: Improved Management/Infrastructure

SIGNIFICANT ACTIVITIES / EVENTS

- **Task 4.1.7 English Language Skills Enhancement** – English language skill courses were held in NWFP and Balochistan for Assembly secretariat staff.
- **Task 4.1.7 Computer Skills Enhancement** – Courses continued to be conducted for Members and Staff in all four Assemblies.
- **Task 4.2 Procurement** – Procurement deliveries to the Provincial Assemblies have been mostly completed in all four houses.
- **Task 4.2.1.1 Upgrading Print Shops** – The PLSP has provided new equipment to the Print Shops of the Balochistan, NWFP and Sindh Provincial Assemblies.
- **Task 4.2.1.2 Upgrading Proceedings Reporting Units** – The PLSP has provided new equipment to the Proceedings Reporting Units of all four Provincial Assemblies.
- **Task 4.2.2.1 Urdu Font Software** – IT intervention provided Unicode-based Urdu fonts to the Punjab, Sindh; Balochistan Provincial Assemblies and additional copies to NWFP, who had tested the software earlier.
- **Task 4.2.2.7 Network Training Follow-up** – The PLSP IT Advisor conducted Follow-up Network Training for the IT staffs of the Balochistan, NWFP and Sindh Assemblies.

SUMMARY OF THIS QUARTER'S MILESTONES AND OUTPUTS

Task 4.1 Parliamentary Information Technology Resource Centers (PITRC)

The PITRCs of the four provincial assemblies remained a central point for providing services and skills enhancement opportunities for Members and Assembly staff during this quarter. Although the dissolution of the NWFP Assembly, October 5 and the other Provincial Assemblies, November 15 caused an inevitable decrease in Member visits, Assembly staff in all four provinces continued to utilize the Centers, both in person as well as through expanded LAN network services provided by PLSP.

Balochistan: PITRC Balochistan provided the venue for the English Language Course, attended by 20 Assembly Officers and for the Computer Training of 12 Assembly Staff. PITRC staff assisted the Assembly's IT staff in troubleshooting of its LAN on a regular basis. An average of 3 to 4 Assembly staff members now receive services of PITRC on daily basis, including research services, document scanning, and IT assistance.

NWFP: The PITRC continues to be the venue for classes in English Skills Enhancement and Computer Skills Development for Assembly Staff. Additionally, an Advanced Computer Skill course has been initiated, as well as a course on Database Development and Maintenance. So far over 160 Assembly staff have benefited from access to these courses. In addition to these courses, the NWFP Assembly staff members who participated in the PLSP legislative drafting Training-of-Trainers courses conducted their own legislative drafting course in the PITRC. Complementing this work is the logistical assistance provided by the PITRC in

converting past legislation and legislative data into electronic formats and developing databases for Resolutions and Motions of the Assembly.

Punjab: An average of eight to ten Assembly secretariat staff members visited the Punjab PITRC on a daily basis.

Sindh: The PITRC continued to provide the venue for Assembly staff IT training courses. Further outreach has focused on Civil Society Organizations to broaden the information outlets available to Members, with the main contact recently with the Karachi Farmers' Society. Additionally, the PITRC facilitated the finalization and data uploading process for the new Sindh Assembly website. An average of three Assembly officers used the PITRC on a daily basis, but this lower number represents the success of the expanded LAN network installed by PLSP, which makes internet available throughout the house.

Task 4.1.2 Broadband Connection

Balochistan: The PITRC internet connection was extended to new Press Gallery facility, the Library, the Speaker's Chamber, and the entire Assembly Administration Building.

NWFP: Broadband connection has been extended to three offices of Secretariat, for Focal person and his PA and to Assistant Secretary Legislation. Further extension will be done once Networking of the new building is completed.

Sindh: Expansion of the Sindh Assembly LAN network provided by PLSP enabled the Assembly leadership office and administrative staff to have internet service at their desks.

Task 4.1.7 English Language Skills Enhancement

English language skill courses were held in NWFP and Balochistan for Assembly secretariat staff, with Punjab and Sindh Assemblies planning to start English language courses in the next quarter. A legislative vocabulary module was developed during the quarter based on a collection of exercises to enhance vocabulary and knowledge of secretariat staff and parliamentarians.

Task 4.1.7 Computer Skills Enhancement

NWFP: Basic IT courses for staff continued, with advance-level courses initiated this quarter.

Punjab: The Project initiated the Computer Skills Enhancement Courses for the Punjab Assembly Secretariat. Two groups were established to accommodate the varied schedules of the participants to assure greater involvement. Six courses were conducted during this quarter.

Task 4.2.1.1 Upgrading Print Shops

PLSP has provided new equipment to the Print Shops of the Balochistan, NWFP and Sindh Provincial Assemblies. The NWFP Print Shop is awaiting installation of its IT connection in the new Assembly Building. Punjab Assembly out-sources its printing, and did not require Print Shop upgrades.

Print shop Staff in all assemblies were trained on MS Publisher.

Task 4.2.1.1 Upgrading Proceedings Reporting

PLSP has delivered and installed state-of-the-art digital recorders to the reporting and audio sections of all four Provincial Assemblies.

Task 4.2.2.1 Urdu Font Software installation

The PLSP provided Urdu Jauhar Unicode-based font software to all four Provincial Assemblies. This software enables users to mix Urdu, Sindhi, Pashto and Arabic in a single line, and also includes a module for text conversion. PLSP has provided 41 Urdu Jauhar software licenses to the Sindh Assembly, 60 to the Punjab Assembly, 60 to the Balochistan Assembly, and 60 to the NWFP Assembly. Additionally, Urdu Jauhar software was provided to all PITRCs.

Task 4.2.2.2 Proceedings Reporter Section Training

PLSP has trained the reporters and recording engineers on the usage of recording equipment provided by USAID. This will help in preserving the assembly session record in digital format. A total of 60 provincial assembly reporting staff members were trained in the use of this equipment.

Mr. Ateeq, Chief Reporter, Sindh Provincial Assembly

“The recording equipment and relevant training provided by USAID-PLSP has fast tracked our work and now all the reporters can record their work and directly transfer it to the computers. This has enabled us to save time and produce timely reports. For this we thank the USAID-PLSP for their cooperative attitude.”

Task 4.2.2.7 Network Training Follow-up

The PLSP IT Advisor conducted Follow-up Network Training for the IT staff of the Balochistan, NWFP and Sindh Assemblies. The training included Data Management Systems, creation of network graphs with Multi Router Traffic Grapher (MRTG) software, and working on secure shell using Putty Software, and PIX 515e basic and in Balochistan, the advanced configuration of the PIX to establish a hyper-terminal for Assembly's Systems Analyst and the PLSP Provincial Assistant.

RESULTS OF THIS QUARTER

- Debates of the NWFP Provincial Assembly are now being regularly printed after a ten-year hiatus with the arrival of PLSP-provided equipment for Proceedings Reporters Unit and the training of its staff.
- Installation of LAN in Sindh Assembly enabled it to move one step closer toward its strategic goal of establishing a paperless environment, as well as enabling file sharing among the various administrative branches.
- Network Management Training enabled greater connectivity and internet access in the provincial assemblies, creating or restoring lost LAN networks, thus boosting administrative capacity.

SUMMARY OF PLANS FOR NEXT QUARTER

- Completion of all trainings related to Procurements for all Houses.
- Follow-up training for IT staff of all houses, including Oracle training for Punjab Assembly IT officers.
- Continuation of English Language and Computer Skills Enhancement Courses in all Houses.
- Installation of Press Galleries equipment in Punjab and NWFP.

IV. COOPERATION WITH OTHER DONORS

- COP Eleanor Valentine and Training Specialist Nadia Batool had meetings with UNDP SPDP Manager Marvi Sirmed in order to ensure that efforts to design the New Member orientation programs were collaborative and complimentary and not duplicative or conflicting.
- DCOP Eleanor Valentine participated in the 10th Annual American Studies Conference at Quaid-e-Azam University October 26-28 sponsored by the US Embassy Public Diplomacy Office and the Canadian High Commission in Islamabad. In addition to the opportunity to advertise the PIPS mission to academic experts, this also provided an opportunity to apprise these donors of the PIPS mission, plans for NMO and the PIPS research agenda and policy dialogues.
- At the request of the USAID-DG Office, PLSP hosted on December 2, a meeting of all USAID DG partners providing an opportunity for everyone to be apprised of the different efforts of the DG portfolio and to introduce the DG programs to the incoming Acting Director of the DG Office Maria Elena Barron.
- As part of its outreach efforts, the PLSP Punjab Provincial Coordinator regularly participated in the U.S. Consulate's biweekly Democracy meetings. PITRC staff briefed the International Republican Institute Elections Assessment Team members visiting Karachi and coordinated with the US Embassy Information Resource Center (IRC) in Islamabad and the US Consulate Karachi's Lincoln's Corner to obtain the movie "Framework of Democracy" and screen it as part of the English Language Enhancement courses provided to Members and Assembly Staff.

V. ADMINISTRATIVE MATTERS

- Mafzool Rashid Zaka joined the PLSP team in December 2007 as Legislative Capacity Advisor responsible primarily for advancing the PIPS Research program but also working on legislative committee operations, legislative drafting, information tools and other informational support mechanisms.
- Muddassar Alam, Intern Program Coordinator left the project at the end of November 2007 to take other employment.
- Niaz Mohammed joined PRC as PRC assistant. As the holder of an LLM degree enables expanded assistance to MPs on different legislative issues, as well as legal side of policy making.
- Jean-Marc Gorelick, Project Associate in the DAI Home Office was in Pakistan to assist the project with a document audit and to prepare for project close-down.
- USAID-Pakistan had engaged a team from ARD/CECCHI to evaluate their legislative programs in Pakistan in November-December. The team included David Ogle former Clerk of the Connecticut State Legislature and Dr. Robert LaPorte retired professor of Public Administration at Penn State University and Long-time analyst of Pakistan. The team met with PLSP staff and counterparts in all four provinces during their four-week assignment in Pakistan.
- USAID - Pakistan Office of Democracy CTO Saad Paracha announced that he would be departing the mission January 15. Several colleagues from USAID Washington DG office served on shorter term assignments in Pakistan throughout the quarter.

VI. CHALLENGES ENCOUNTERED AND REMEDIAL SOLUTIONS

Task 0.1.2 Provincial LDSC Meetings

Problem: Because of Presidential elections in early October in the Provincial Assemblies and dissolution of the houses in mid-November, no LDSC meetings took place this quarter.

Remedial Solution: It is expected that provincial LDSCs will be reconstituted after the Assembly elections.

Task 1.1.1 Access to Legislative Records

Problem: The Legislative records of National Assembly and Senate were planned to be presented to the LDSC but the October 31 meeting was delayed because of the Karachi bombings and then not re-scheduled before the National Assembly was dissolved.

Remedial Solution: The presentation of the E-governance modules will be incorporated into the New Member Orientation Training Sessions

Task 1.3 Broadcast of Parliamentary Proceedings

Problem: The PLSP had completed a draft White Paper on Broadcasting Sessions of Parliament, which was submitted to the Senate Select Sub-Committee on Broadcasting. However, the Committee has not met since it was constituted and was not held during this quarter owing to the election campaigns.)

Remedial Solution: PLSP will continue to follow up with the PRO and Media Working Group, which has developed comments for submission to the Senate Finance Committee Select Committee on Broadcasting as well as with the Senate Subcommittee Chairman to be ready for presentations before the committee when it is called to meet.

Task 1.4.1 Budget Workshop for Journalists in National Parliament

Problem: The PLSP had postponed a series of Parliamentary Procedure and Rules Workshops for Journalists at the National Parliament from July, originally with plans to conduct the workshop in this quarter. Given the attention of journalists to matters related to the presidential elections, Benazir Bhutto's return to Pakistan, imposition of a State of Emergency, dissolution of the Supreme Court, a suitable time for this training is not likely to be found until well after the elections and New Member orientation activities are conducted.

Remedial Solution: It is planned to undertake these trainings once the election has been held and new assemblies are seated

Task 1.4 .2 Public Relations Officers (PRO) Working Group Meeting

Problem: The Public Relations Officers (PRO) and Media Working Group had planned to meet in November, but this meeting was postponed due to the political situation following the declaration of the State of Emergency which has consumed the attention of most journalists throughout this quarter.

Remedial Solution: The Project maintains telephone contact with all PROs. The next meeting of the Public Relations Officers and Media Working Group has been proposed to be held in conjunction with the IT Forum to discuss how both can work together to continually enhance the websites.

Task 1.4.3 Press Gallery Enhancement

Problem: The Project has been working with the Punjab Assembly and its PRO office to alleviate the problems caused by a shortage of usable space for a media center in the old Assembly Building.

Remedial Solution: Since the new Assembly that is currently under construction has spacious facilities planned for a media center, it was determined that the PRO office would house the Press Gallery equipment, as the Press Gallery Committee of journalists that cover the Assembly already utilize the PRO office in filing stories and generally covering the Assembly. To facilitate this move, the Project is working with the PRO office to redesign the setup of PRO office to enable effective use of space allowing the Press Gallery equipment to be functional.

Task 2.1.1 Pakistan Institute for Parliamentary Services (PIPS)

Problem: Though the project attempted to have the LDSC members complete the process of selection of the PIPS Executive Director before the dissolution of the National Assembly, the efforts did not meet with success. Similarly, there was no opportunity for the PIPS Bill to be considered by the Senate of Pakistan as they did not meet during the quarter except for the short session to organize the Presidential elections on October 6.

Remedial Solution: The legislation drafted by the previous National Assembly did not lapse when the assembly was dissolved. Project staff will continue to work with the Senators from the LDSC to bring the PIPS bill onto the agenda. Similarly, the project staff will work with Senators to complete the PIPS Executive Director recruitment since the LDSC had deferred the final decision for the appointment of PIPS Executive Director to the Senate Chairman and Speaker National Assembly.

Task 2.1.5 Reflections on Parliament Roundtable

Problem: In November 2007, the National Assembly and Provincial Assemblies completed their full five-year term. As the first parliament to do so, this presented an important opportunity to review the achievements of Pakistan's legislative branch. While a round-table was planned for this quarter – under the auspices of PIPS, bringing together leaders and members from all six houses to conduct a self assessment – the political situation intervened, and no roundtable was held.

Remedial Solution: Instead the materials collected as background reference for this event will be made available for new members and the examples included in training sessions

Task 2.3.4 Orientation to Public Hearing

Problem: During this quarter it was planned that an orientation session on Public Hearing would be held with Standing Committee Chairs of the Senate. This was postponed since Senator Nisar Memon, who had agreed to facilitate the meeting had been appointed in the interim government as Federal Minister for Information and Broadcasting.

Remedial Solution: The project will return to this activity after NMO sessions are conducted which includes a session on Use of Public Hearings Parliamentary Committees. Senator Memon, as well as other Senators has been invited to share their experiences in those sessions.

Task 4.1.1 PITRC

Problem: Load shedding at Punjab Assembly was adversely affecting the PITRC towards the end of the quarter.

Remedial Solution: The Provincial Coordinator is negotiating with the Punjab Assembly to allow the generator for the MPA Hostel to be used if PLSP pays for the diesel fuel.

Task 4.2.3 IT Forum

Problem: PSLP intended to conduct an IT Forum during this quarter but those efforts were hampered by repeated political and security situations which postponed the meetings.

Remedial Solution: The IT Forum is tentatively rescheduled for the first half of February.

Task 4.3 Enhanced Parliamentary Service Capacity

Problem: The project has been unable to convene the Parliamentary Service Working Group since its first meeting, largely because that group is comprised primarily of the Secretaries of the assemblies.

Remedial Solution: PLSP will review and revise the goals of the Parliamentary Service Working Group and suggest to secretaries that Additional Secretaries be nominated to participate in this group.

Task 4.3 Improved Legislative Documentation

Problem: The Project had intended to convene the Parliamentary Rules and Code of Conduct Working Group, but the staff coordinator of that group left the project in November.

Remedial Solution: The Legislative Capacity Advisor has accepted responsibility for the organization of the next Rules and Code of Conduct Working Group meeting and will

VII. UNRESOLVED ISSUES OR CONSTRAINTS ON THE PROJECT

Uncertainties resulting from the political and security developments mainly have an effect on the scheduling program activities. Timelines have been adjusted and events rescheduled as needed, but level of uncertainty regarding the election schedule remains in wake of the assassination of Benazir Bhutto. This ultimately could impact the reestablishment of the new assemblies and therefore New Member Orientation programming based on current close-down schedule.

**APPENDIX –
PROJECT PERFORMANCE MONITORING REPORT
RESULTS MATRIC DECEMBER 31, 2007**

Performance Indicator	Reporting Periods	Unit of Measure	Disaggregate by	Baseline Value 9/1/2005	Target CY 2005	Actual CY 2005	Target CY 2006	Actual CY 2006	Target CY 2007	Actual CY 2007
1.1A: % of legislators & staff using management tools to improve legislative transparency.	Semi-Annual	Percentage	Legislators/staff by Assembly type	0	5%	36.60%	20%	PA - 28%	35%	NA-71% SEN-80% PA - 32%
1.1B: # of legislative staff trained in use of management tools.	Quarterly	Number	Training participants by mgmt tool	0	10	181	30	180	50	125
1.1C: % of legislators indicating improved management practices with legislative operations & procedures.	Annually	Percentage	Legislators/staff by Assembly type	0	N/A	35.68%	33%	PA - 20%	50%	NA-21% SEN-64% PA - 54%
1.2A: Increased use of Parliamentary websites.	Quarterly	Frequency & Time	Frequency of use by use & source	0	N/A	6/2.75 ¹	50/3.5	17/4.16 ¹	100/5.0	312/1.2
1.2B: # of parliamentary bodies conducting webcasts of parliamentary proceedings.	Quarterly	Number	Assembly type and location	1	1	1	3	1	4	1
1.4A: % of journalists acknowledging benefits of training and application.	Semi-Annual	Percent	Journalist by media and type of training and reported use	0	0	99%	30%	75%	50%	55%

1.4B: Number of journalists trained.	Quarterly	Number	Media type and training	0	0	32	20	108	40	71
2.1A: # of studies, policy reviews, workshops, & other activities carried out under PIPS.	Annually	Number	Type of product	0	0	0	5	10 curriculum 3 studies 60 workshops	20	3 Curriculum 23 Studies/Briefs 94 workshops
2.2A: # of users of library facilities.	Quarterly	Number	Type of Users	0	N/A	292/491	450/500	325/1041	600/600	177/1045
2.2B: Use of Global Legal Information System (GLIN).	Quarterly	Number of Users	User type	0	5	4	25	n/a	50	NA - 65 SEN - 44 PA - 59
2.3A: Performance Index of committee operations.	Semi-Annual	Index Score (7 pt scale)	Assembly Type	N/A	N/A	N/A	2.0 - 3.0	2.95	4.0 - 5.0	NA - 5.7 SEN - 3.7 PA - 5.6
2.3B: Participatory rating scale of technical assistance given to selected committees for their performance.	Semi-Annual	Index Score (7 pt scale)	Assembly Type	0	0	N/A	2	0	4	NA - 5.3 SEN - 4.4 PA - 5.1
2.4A: % of legislators expressing the beneficial use of interns by themselves or their staff.	Annually	Number	Committee and Assembly Type	0	N/A	N/A	50%	N/A	75%	NA-39% SEN-37% PA - 89%
3.1A: % of workshop participants on parliamentary Q&A who now are active-participants in this process.	Semi-Annual	Number	Parliament-Assembly type	0	N/A	N/A	20%	66%	35%	NA-71% SEN-72% PA - 52%

3.1B: # of selected committees showing improvement in exercising budgetary oversight.	Semi-Annual	Number	Committee and Assembly Type	0	N/A	N/A	8	9	12	NA-46% SEN-72% PA - 66%
4.1A: # of services provided by the Resource Center and their use by legislators and staff.	Quarterly	Number	Type of service by user type	0	30	167	260	Visits-543 Computer Svcs-596 Office Svcs-892 Media Svcs-100	650	Visits-1069 Computer Svcs-846 Office Svcs-4127 Media Svcs-223

