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PAKISTAN LEGISLATIVE STRENGTHENING PROJECT

Quarterly Report (July 1 - September 30, 2009)

Contract No. DFD-I-00-04-00129-00
(18th Quarterly Report for Task Order 01)

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

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(17th Quarterly Report for Task Order 01)

This quarterly report is submitted to the Project COTR 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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* Some of this Appendix are attached Electronically

I. OVERVIEW

On the political front, the opposition Pakistan Muslim League (Nawaz) remained skeptical about the work of the parliament's committee on constitutional reforms, saying it was not serious in suggesting changes to give back the prime minister office its constitutional powers, including appointment of the army chief, and ending bar on becoming prime minister for the third time. The government came under immense pressure over the issues of addressing the power outages and provision of flour and sugar. The National Assembly passed seven bills during the quarter, including a landmark private members bill -- Domestic Violence (Prevention and Protection) Act 2009 – which was drafted by MNA Yasmeen Rehman, a member of the LDSC and frequent PLSP participant. In general, the performance of the National Assembly continues to be lacking in tackling the major policy issues.

The Supreme Court directed the government to present the ordinances promulgated by the former President Pervez Musharraf after he imposed emergency in November 2008 in the parliament. The ordinances include the controversial National Reconciliation Ordinance 2007, giving amnesty to politicians and political workers involved in graft and criminal cases.

The security situation worsened as the army started its long-awaited offensive against militants. The National Assembly, NWFP Assembly and the Punjab Assembly met under unprecedented security cover, making physical access to the assemblies difficult and time consuming.

The major project concerns or initiatives this quarter included the status of the transfer of the Pakistan Institute for Parliamentary Services (PIPS), progress on Strategic Planning and initiation of related IT Assessments, and ensuring all necessary leadership buy-in for the final phase of the project.

The PIPS transfer hit a roadblock. PLSP had planned to transition PIPS activities in July, under the guidance of the proposed Executive Director (ED), Former Secretary General of the National Assembly, Mr. Ahmed Goraya. PIPS held its first Board of Governors (BoG) meeting on July 23rd, chaired by the NA Speaker. It was expected that Mr. Goraya, the ED nominated by the LDSC, would be formally approved by the Board as the Executive Director at this first meeting. Instead, issues about the process of selection were raised and his approval was put on hold by the Board.

Subsequently, the Speaker named two sub-committees of the BoG, to review PIPS finances, and recruitment, respectively. The Finance sub-committee did meet and proposed to cut recommended PIPS funds in half during the first year, recognizing it was in start-up phase. The recruitment committee also met, but did not resolve the issue of ED. The project held a number of meetings with prominent members of the LDSC and the BoG throughout the quarter to try and resolve this issue – offering to assist with a new recruitment process should the subcommittee and Speaker desire. The project also has an outstanding request to meet with the Speaker.

It became apparent that the issue of the ED is an internal political battle, and apparently has more to do with personalities involved than processes. The project continued to manage PIPS research and training through the Interim PIPS, and Mr. Goraya remained in a non-paid, acting capacity. However, until the issue of ED is finally resolved, it is difficult to move forward with other recruitment/hiring and transition initiatives.

The project held the National Assembly Strategic Planning retreat in August in Bhurban, which had been delayed due to the inability of the Deputy Speaker and other prominent members to meet and focus on this initiative. It was well-attended by members and senior NA staff, and produced a detailed framework. The draft plans of the other five houses have been finalized

Comprehensive IT Assessments were initiated in the National Assembly and Senate and two provincial houses by the new Director of ICT, who arrived in late July, with a completion date of all houses by end of October/early November. Procurements such as video conferencing installation were initiated this quarter. Telecasting installation began in the National Assembly. The project received excellent cooperation from all the houses.

II. CROSS-CUTTING TASKS

Regular Meetings of the Legislative Development Steering Committees Continued

National Assembly Combined Meeting of Pakistan Institute for Parliamentary Services (PIPS) Board of Governors (BoG) and LDSC (August 12) – see PIPS Development under Lawmaking Component. Minutes of the meeting attached in Annex 1.

National Assembly LDSC (August 19) -- Five members, including the Deputy Speaker, and three NA staff attended the August 19 meeting at PIPS. The main agenda of the meeting was to discuss the work of PLSP over the coming eight months. It included strategic planning in the six Houses, telecasting in the National Assembly, installation of J-Stor online research, PLSP support to Committees, especially Public Accounts Committee, Caucuses, and Interns' Recruitment. USAID also discussed the progress of construction for the PIPS building, noting they were hoping construction could begin by the end of the calendar year. Minutes of the meeting are included in Annex 2.

Sindh LDSC – (August 18) This was the first LDSC in Sindh since the 2008 elections, as the LDSC was not notified by the Speaker for nearly a year and a half. Eleven members attended. The main agenda of the meeting was to discuss the work of PLSP over the coming eight months. It included strategic planning in the six Houses, telecasting in the Sindh Assembly, IT infrastructure, training of members and staff, etc. USAID also discussed the progress of construction for the PIPS building. Minutes of the meeting are included in Annex 3.

Balochistan LDSC (September 15) - Six members attended, several of whom are also part of the Strategic Planning Committee. The purpose of the meeting was to update the LDSC on the work of PLSP over the coming eight months, with emphasis on the IT Assessment, Strategic Planning and Quick Impact Mechanism. All the LDSC members remained for follow-on Strategic Planning validation exercise outlined in Component IV. Minutes of the meeting are included in Annex 4.

Punjab - Scheduled with Deputy Speaker for October 16

In addition, the project and USAID conducted a meeting with the Chair of the **Senate**, to discuss his priorities. Minutes of the meeting are included in Annex 5.

Project Monitoring and Evaluation

Updated PMP is attached as a separate file.

III. NATIONAL AND PROVINCIAL LEVEL PROGRAMMING

Key Activities and Accomplishments

Improved Representation

- Telecasting vendor selected, and installation began in National Assembly.
- Telecasting provider bidding completed for Sindh Assembly.
- Assembly in Brief booklets for Sindh and Punjab finalized and distributed.
- Completed roundtables for journalists on coverage of committee work, which spurred media in Balochistan on formation of committees, and in Punjab on suo moto powers.

Improved Law-making and Oversight

- Assessment and resulting report of the Public Accounts Committee completed and distributed for PAC feedback.
- Competitive intern program launched in six houses.
- Facilitated Health Committee public hearing on reproductive health reform; secured plans for three more public committee hearings, with Health and Education Committees; completed policy research for NA Finance Committee.
- FATA Caucus met and officially approved its bylaws and policy agenda.
- Worked with National Assembly Speaker's Office to plan first Convention of Women Parliamentarians, jointly with UNIFEM and UNDP.
- Completed a five day Training of Trainers (ToT) on "Participatory Experiential Training Techniques" for PIPS Trainers. Staff from two houses (Senate and NWFP) used materials and techniques to conduct own follow up trainings.

Improved Infrastructure and Management

- Draft strategic plans completed and shared with five houses; conducted NA Strategic Plan retreat.
- IT Assessment interviews and data gathering completed or initiated in four houses, including NA and Senate.
- Library consolidation obtained political buy-in from Senate and National Assembly, with a clear roadmap for moving forward
- Webhosting and Internet fees transferred to Provincial Assembly budgets (except Balochistan).
- Provided online research subscription to all users on the National Assembly network, Senate network, and PIPS network.

COMPONENT 1: Representation and Public Outreach Improved

Task 1.1 Enhance Communications Capacity

During preparations for the most recent cost extension, the former CoP had obtained agreements with the leadership of each Assembly (documented through meeting notes and minutes, and signed documents for websites) for each Assembly to take over the cost of the Internet as of July 1, 2009, and Webhosting when the contract expired. In early September, all Provincial Assemblies were sent a letter by PLSP reminding them that they had agreed to take over their respective Internet costs in July (bills for the previous three months were coming due that they were not paying), and that the webhosting agreement with a vendor initially paid by PLSP would expire as of September 25 (later extended by the vendor at no cost to October 10). This initiated a process of negotiation with each Assembly, with the main issue raised by each of them being that they needed time for financial approval, as these expenditures had not been accounted for in their annual budget. After several meetings, including with the respective Secretaries, it was agreed:

- Sindh – PLSP paid back-dated charges for Internet through September in order that its own staff in the PITRC would not lose internet access; the Assembly has since taken over both webhosting and Internet charges.
- Punjab – The Assembly agreed to take over webhosting by the deadline. PLSP paid the back-dated internet charges through September, and the Assembly has since taken responsibility.
- NWFP - PLSP paid back-dated charges for Internet through September; the Assembly has since taken over both webhosting and Internet charges.
- Balochistan - The Secretariat requested in a September 16 meeting with USAID and PLSP that – for an interim period – the Balochistan Assembly be given special consideration, due to the fact that they have no control over their own budget. (Because they have no house Finance Committee, the government must approve each expenditure, which is a lengthy and unsure process.) After receiving approval from USAID, the project agreed to continue to pay Internet and hosting charges through December 2009. It is expected that by that time the Assembly will have established its Finance Committee. (Meeting minutes attached in Annex 6)

Public Accounts Committee – A beta version of the National Assembly Public Accounts Committee (PAC) website was launched. At the end of July, the site was shared with PAC Sub-Committee Member Yasmeen Rehman, who is working with PLSP on this task, as well as with Mr. Tahir Hanfi, the Acting Joint Secretary of the PAC. The site has also been shared with the IT/Automation Department of the National Assembly for their commentary and to prepare them to take ownership of the management of the site. The website has been entirely turned over to the PAC Secretariat for the final content upload. The Secretariat, after several meetings, did not move on this issue during the quarter. In the next meeting with the Chair, PLSP will raise the issue with the Chair.

Senate Defense Committee –PLSP has assisted the previous Defense Committee in establishing a Website. After the Senate elections in March this year, the Committee on Defense and Defense Production was without a chair. Now that the Committee has a chair, the PLSP is working again with the Committee to update its website. PLSP is making changes in the website, in consultation with the

Committee Chair and Staff, will be shared with the Chair in October. Given that defense policy and defense spending have historically been very secretive, PLSP believes that the website will contribute to further transparency and public information, particularly in defense spending.

Education Committee and Foreign Affairs Committees – The websites for these two subcommittees are currently offline due to recent breaches of security that resulted in their content being hacked. As part of the ongoing IT Assessments, PLSP plans on making and implementing website security and management recommendations that should reduce the possibility of security breaches in the future. Once such changes are put into place, these websites can be brought back online.

Other Committees – As part of the IT Assessments for the Senate and National Assembly, PLSP has recorded requests for new websites from several other standing committees. Recommendations for how to address these needs (including questions of development, content management, and security) will be addressed in a comprehensive manner in the final IT Assessment reports.

Task 1.2 Increase Constituency Outreach

Broadcasting of Parliamentary Sessions

National Assembly – USAID provided PLSP with a waiver to locally procure telecasting equipment on July 29th. The vendor, Media Links, was notified and a meeting of the company, PLSP and the National Assembly staff was held the first week of August to lay out the timeline for receipt of the equipment and its installation. Initial estimates at this time are that the system should be in place and initial testing of the equipment completed within six to eight weeks, but this is pending security issues that affect quick and consistent access by the vendor to the National Assembly.

In early September, the Information Technology team completed a visit to the National Assembly with the chosen vendor to finalize equipment location and cabling requirements. Due to equipment location changes requested by the National Assembly, technical specifications were updated, and a revised budget was submitted to USAID for review. PLSP negotiated a milestone-based payment plan with the vendor and drafted a subcontract and submitted to USAID for approval. As the subcontractor was to begin, the Assembly informed PLSP that each worker required a special security pass. This delayed installation by another week, pushing it into the Eid holiday. However, onsite installation began on September 28th.

Sindh Provincial Assembly –The project specifications were completed, and a tender offer was issued in Pakistan for interested vendors. Final bids are due in early October, with a USAID Office of Information Resources Management (IRM) approval request to be finalized and submitted shortly thereafter. In the absence of unforeseen obstacles, PLSP expects to have installation begin by mid-to-late November, with the full project finalized 90 days thereafter.

Videoconferencing

PLSP obtained bids for the procurement and installation of point-to-point, high-definition videoconferencing equipment for all four provincial assemblies and PIPS. The final procurement is determined based on feedback collected from the ongoing IT Assessment of all legislative houses. It should be noted that during the Senate IT assessment, the key stakeholders felt that it is not necessary for the Senate to have its own on-site video conferencing facilities, but rather that there should be one facility at PIPS to service the national parliament. The prices appear to be less expensive than requested and will likely not require IRM approval, therefore speeding delivery.

Journalist Roundtables

Balochistan – On September 8th PLSP conducted an orientation session for journalists in Balochistan on the role of parliamentary committees. To date, the Balochistan Assembly – in part for political reasons – has not established any committees, and this workshop was designed to raise awareness). This resulted in massive news coverage in local media, calling for the Speaker and Chief Minister to establish the Standing Committees, especially the Public Accounts Committee. Two Urdu newspapers in Quetta – *Mashriq* and *Dunya* – published articles on the lack of Standing Committees on their op-ed pages. On September 12th, Balochistan's Minister for Parliamentary Affairs issued a statement to the media, regretting the delay and asking the Speaker to form Standing Committees immediately. The Strategic Planning Committee also agreed to meet with the Chief Minister about this issue.

Punjab – On September 14, PLSP held an orientation session for journalists covering the Punjab Assembly on the Standing Committees. Though the Punjab Assembly has formed the 38 Standing Committees last year, still 12 of them are without chairs, including the Local Government and Rural Development Committee. Following this training, Rana Mashood Ahmed Khan, Deputy Speaker of the Punjab Assembly was quoted in the press that a meeting soon would look into the performance of the Standing Committees. More than 40 journalists attended the orientation session.

NGO/Legislative Watchdog Activities

The Project met with **PILDAT** (the Pakistan Institute for Legislative Development and Transparency) to discuss if and how to expand their legislative watchdog activities, specifically expanding their annual report on the performance of the National Assembly to one or more Provincial Assemblies. PILDAT provided PLSP with a proposal to conduct such a report for Punjab Assembly. However, PILDAT does not have the labor on hand to carry out provincial-level activities, and PLSP had only anticipated providing in-kind support such as publications or even provision of short-term consultants.

The head of PILDAT said he would require PLSP to pay full-time labor and overhead costs for a permanent staff member of PILDAT to conduct this activity, or “we will ask another donor.” At this point PLSP must examine with USAID whether we can provide a subcontract for this purpose.

The Representation Team also met with **FAFEN** to discuss the possibility of assisting them to update their Constituency Relations web pages, public websites for individual parliamentary members. FAFEN is missing data for some members on legislative work, and PLSP is helping them obtain this.

Task 1.3 Enhance the Public's Knowledge and Perception of Assembly Proceedings

The Representation Team prepared modules to conduct training exercises for at least two Public Relations Officers per Assembly on developing the content and format of Assembly newsletters. The training and follow-up activities are planned for October. This will also be the first meeting of the Public Relations Working Group.

Local Government – PLSP staff attended a donors meeting to discuss possible activities or statements given the current debate on the local government ordinance. The former Chairperson of the National Reconstruction Bureau, Mr. Danyal Aziz, presented the current status, including possible legal actions that could be taken up by the Supreme Court (such as objections to the proposed Magistracy system). DTW (the USAID Districts that Work project) followed by a presentation on developments in Pakistan's Local Government Policy Environment. Gene Gibson, Deputy Director of Democracy and Governance for USAID, along with other donor representatives discussed how donors could be engaged to ensure there is further consideration of the implications of the current

draft of local government laws by the provinces. The discussion revolved around communicating a set of shared “principles” for democratic local government, rather than any directive on policy.

The ACOP conducted a follow-up meeting in September with the new CoP of DTW to discuss status of Local Government policies or draft legislation at provincial level. The situation is still very unclear, with lack of resolution between President and Prime Minister offices with regard to status of current local government officers.

Publications

Sindh Assembly in Brief – The first of the Provincial Assembly publications was completed in mid-July. The *Sindh Assembly in Brief* provides Members, Staff, Journalists and other stakeholders to have a pocket-sized compilation of how the Assembly works. Modeled on the *Parliament in Brief* booklet prepared for the National Assembly, the *Assembly in Brief* series will include all four provincial assemblies.

Punjab Booklet –The brief introductory booklet on the Assembly of Punjab was published in August. It follows the publication of booklets about the National and Sindh Assemblies.

The *Assembly in Brief* booklets on the NWFP and Balochistan Assemblies have been shared with their relevant Secretariats for final review.

Summary of Plans for Next Quarter

- In October, the Representation Team will conduct training exercises for Public Relations Officers on creating and producing Assembly newsletters. PLSP will reach out to other civil society organizations to begin cooperation in legislative watch activities, including Aurat Foundation, the Centre for Peace and Development Initiatives (CPDI) and the Pakistan Coalition for Education.
- Once Assembly-in-Brief booklets are reviewed and approved by NWFP and Baluchistan Assembly secretariats, they will be widely distributed.
- Installation of the National Assembly telecasting system, including all cameras, will continue, to be followed by testing. Telecasting installation in the Sindh Assembly will begin.

COMPONENT 2: Legislative Processes

Task 2.1 Build Capacity of Permanent Pakistan Institute of Parliamentary Services (PIPS)

PIPS held its first Board of Governors meeting on July 23rd. Originally, the Board meeting was expected to be arranged by the Legislative Development Steering Committee (LDSC)-selected Executive Director, Mr. Khan Ahmad Goraya. It was expected that Mr. Goraya would be formally approved by the Board as the Executive Director at this first meeting. However, the Speaker of the National Assembly was persuaded by the National Assembly Secretariat to place this initial meeting in their hands. As a result, neither USAID nor PLSP were invited to attend, but were invited to a lunch afterwards hosted by the Speaker. Arriving early, USAID and PLSP requested permission to observe the PIPS Board of Governors meeting, but were not given access. During the meeting, it is reported that a member or members questioned the selection process of the Executive Director as irregular. It was decided by the Board to set up a committee headed by Board Member and Senator, Hon. Isaq Dar to review and finalize the financial and budgetary plans for the PIPS, as well as a committee to review the Executive Director and other proposed recruitment and organizational plans for the PIPS, headed by Board Member and MNA Hon. Pervaiz Khan (subsequently this was changed to be headed by the Minister of Parliamentary Affairs).

On August 12th, PLSP and USAID attended a meeting of LDSC and PIPS Board of Governors. PLSP COP Christopher Shields and USAID DG Director Michael Hryshchyshyn were present, as was the Speaker of the National Assembly. In this meeting, MNA Sardar Ayaz Sadiq defended the process of selection of the Executive Director, and suggested that reversing that decision will cause significant delay. Senator Ishaq Dar gave a report on his review of PIPS finances. USAID and PLSP requested the Speaker to set up a transition committee comprising LDSC, BoG Members and representatives of PLSP to work out transition of PIPS from LDSC to BoG. The Speaker agreed in principle; PLSP followed up with multiple letters and phone calls to the Speaker's office. It appears both her staff and National Assembly focal person were blocking such a follow up meeting.

The PIPS Board of Governors (BoG) subcommittee established to draft the PIPS rules (and also make recommendations on the recruitment processes, including the Executive Director) met on September 16th. The meeting was chaired by the Minister on Parliamentary Affairs. Provincial Speakers (who are board members) were also invited to participate. The Speaker of Punjab, and the Deputy Speakers of Sindh, NWFP and Balochistan attended. The PLSP administrative consultant presented the draft rules; the BoG discussed them but didn't make any final decisions, according to reports. Reportedly, the issue of ED was raised briefly, with no resolution. The group agreed to meet again on October 13th.

In the meantime, PLSP met with Mr. Ishaq Dar, The Deputy Speaker (several times) and Mr. Pervaiz Khan (when he headed the rules committee) to push a resolution on this issue. The project also held meetings with MNA Azra Pechucho who has been a champion of PIPS, and raised it with the Speaker's top aide. The Speaker has also been unavailable to meet directly due to her travel schedule. All stakeholders were reminded that this issue is holding up the establishment of PIPS, and is threatening the availability of funds from USAID for the building. Finally, the project requested a meeting with the Minister of Parliamentary Affairs, which should be scheduled for October.

In the meantime, **all the finance, administration and HR manuals for PIPS** were finalized by the project, and sent both to the Speaker and to the Minister.

Development of Research Services and Documents

PLSP continued to support the PIPS "Research on Demand." In August, PLSP prepared and provided a 21-page Research on Demand paper for the Chairperson, National Assembly Finance Committee, MNA Ms Fauzia Wahab on *Tax Laws/ Policy: A Comparative Study of Tax Laws/Policies of US, Pakistan, India and Bangladesh*. This followed a meeting with ACOP Carmen Lane and Chairperson Finance Committee of the National Assembly and MNA Fauzia Wahab where they discussed the issues she identifies as key for reform. Mr. Ahmed Ali Khattak, an academic and development scientist was hired to complete the study. This research will facilitate the Honorable Chair and the Finance Committee to recommend substantial interventions and reforms in the tax policy of Pakistan.

The project received two research requests for specialized legislative research reports in September 2009 from Dr. Donya Aziz, MNA. Research on Medical Malpractice laws and Civil and Criminal laws in Canada, UK, and India was undertaken by Professor Akmal Waseem, a Senior Supreme Court lawyer based in Karachi and a Professor at Hamdard University, on behalf of PIPS/PLSP. A second piece of research, on the structure of private medical colleges, boards of trustees, and ownership for profit (comparative analysis of Canada, US, UK, and India), was completed in-house.

JStor Online Research System – PLSP procured a one-year subscription to the JSTOR online research library. JSTOR is a not-for-profit service that helps scholars, researchers, and parliamentarians discover, use, and build upon a wide range of content in a digital archive of over one thousand academic journals and other scholarly content. The purchased subscription is available to all users on the National Assembly network, Senate network, and PIPS network.

Task 2.2 Support Legislative Caucuses (FATA and Women's Caucuses)

Extended FATA Parliamentary Group (EFPG), National Parliament

The newly-formed Extended FATA Parliamentary Group (EFPG), made up of members of the National Parliament from FATA and adjacent constituencies, met to discuss draft by-laws for the group's policy and operations. (This meeting immediately followed a separate event hosted by the U.S. Government whereby an official visitor – Dr. Barnett Rubin, Special Advisor to the President – met with the group for a dialogue on development and peace in FATA.) All FATA and adjacent constituency members were invited, and 17 attended. The Minister for States and Frontier Regions (SAFRON) also attended.

The EFPG draft bylaws were presented by National Assembly Deputy Speaker Faisal Karim Kundi, who is the patron of the EFPG. The Deputy Speaker of National Assembly chaired the meeting and welcomed the participants. The Chair explained the objectives of FATA Caucus to the participants, especially for the benefit of members who were new, and gave reference to earlier meetings of the whole group as well as the working group. The Chair also called for reading the bylaws and asked for comments or questions.

In addition to FATA and adjacent constituencies, the Minister for SAFRON, Najmu-din Khan, suggested that Provincial Administered Tribal Areas (PATA) should be part of this caucus. There was no further discussion on this point. The Minister also presented a public notification from the official Government Gazette, which calls on donor organizations to channel funding for FATA through SAFRON rather than, for example, having direct agreements with such entities as the FATA Secretariat. MNA Munir Khan Orakzai, Parliamentary Leader of FATA, challenged this argument saying that the FATA Secretariat is responsible for development of FATA and cannot be excluded as the FATA Secretariat has also been formed with the approval of President. Following the discussion, the bylaws were passed by unanimous consent.

The President of Pakistan, who has legal authority to pass all laws related to the governance of the FATA region, announced in mid-August the Extension of the Political Parties Act into FATA. This is supposed to give registered political parties the legal authority to campaign, and for party candidates to run for seats in FATA in the next national elections. Extension of the Political Parties Act was called for in the FATA bylaws and advocated by the Members to the Minister of SAFRON. In addition, the patron of the Caucus, the Deputy Speaker of the National Assembly, confirmed his advocacy efforts on this issue within PPP. The President has also made announcements concerning proposed changes in the Federal Crimes Regulations, another priority of the Caucus.

The Project requested the Deputy Speaker, and another PPP member of the Working Group – Noor Alam Khan – to obtain any written policy documentation regarding political parties act, and FCR. This request was made several times, and the DS called the President's office. PLSP intended to review these acts as part of a meeting or policy dialogue with EFPG members.

To date, no written information has been circulated by the President's Office, nor have the PPP members of the group obtained any draft information for the EFPG.

At the end of September, FATA members tendered their resignations to the Prime Minister. One of their demands is the ousting of the NWFP Governor. The PM did not accept the resignations and their remains a stalemate. The political read is that the dissatisfaction revolves around not having an active role in receiving and/or directing funds flowing into FATA constituencies, rather than a comprehensive policy agenda of FATA members. There is still dissent with FATA members (and especially between FATA members and members of adjacent constituencies) on support for such issues as the Political Parties Act.

Women Caucus, Provincial Assemblies

PLSP staff conducted several meetings with Shamoan Hashmi, the Speaker National Assembly's personal aide, regarding a proposed National Women Legislators Conference scheduled for October 30 - November 1 (later postponed due to Security). PLSP joined a working group of projects/donors (including UNDP and UNIFEM) and worked with the Speaker's office to craft a detailed agenda with specific outcomes in policy, legislation and organization of women members (provincial women caucuses, for example). The conference will involve Pakistan national and provincial women legislators, as well as invited women leaders from India, Afghanistan, Nepal, Bangladesh and Sri Lanka.

PLSP provided USAID with a strategy for PLSP involvement, which was pending USAID approval by the end of the quarter. Several areas of PLSP possible support include:

- Assisting the Speaker and the national Women Caucus in defining a substantive agenda with clear outputs identified.
- In-kind financial support for the conference, including transportation and lodging for MPAs; and their preparation
- Reproduction and distribution of PLSP materials

PLSP's proposed involvement was designed to ensure tangible outcomes. First, part of the Conference agenda will focus on passage and implementation of nine bills drafted by the National Women Caucus which have been referred to committee. These bills are on topics including domestic violence, sexual harassment, acid burning, inheritance laws, and changes to the penal code. The status of these bills will be part of a panel discussion at the conference to build advocacy around their advancement and eventual passage through the National Parliament, but also raise awareness of the role of the Provincial Assemblies in ensuring and overseeing their implementation because the provinces have the purview of law and order. Follow-up activities will focus on legislative oversight. Second, the plenary session will focus on how the national Women Caucus was developed and the work it has achieved, as a model for provincial caucuses. The formal launch of the provincial caucuses will follow the event. We have discussed making the caucuses a reality (i.e. an active forum) by focusing them around a common policy agenda. The first item on the agenda is likely to be police reforms. The National Parliament has already conducted a study on the status of women police stations, and the treatment of women as both witnesses and arrestees. However, this is essentially a provincial matter, requiring provincial legislation and oversight.

Task 2.3 Build Legislative Drafting Capacity

Legislative Drafting Initiatives for Caucuses

The Project developed a sub-module for training sessions on legislative drafting/assessing legislation for women MPAs of all four Houses with regard to the 10 pending Bills in the National Assembly that particularly affect women, which, if passed, would be implemented at the provincial level. In October, upon USAID approval of the strategy, our legislative drafters/trainers will use the pending bills as examples of how to (or not to) draft legislation. In the process, the women will be educated about the substantive matters in the bills. This will enable members of Women Caucuses to more meaningfully participate in the discussions at the above-mentioned conference and in follow-up oversight activities when the bills are passed at the national level and implemented at the provincial and local level.

NWFP Legislative Drafting Unit

Three of the six interns provided by PLSP to the Provincial Assembly of NWFP have a background in law. They are assisting two members of the PLSP legislative drafting network working at the

Provincial Assembly to develop the drafting unit. In September, they began codifying provincial laws. The staff of the Unit drafted three bills for private members this quarter.

The formal launching of the unit is delayed as the person picked by the Assembly to head the unit, Mr. Amanullah, who is part of PLSP ToT network of drafters, under the current Secretariat guidelines will lose his seniority if he moves into this position. He is working with the Secretariat to resolve the issue.

Task 2.4 Increase Quality, Timeliness and Publication of Legislative Proceedings

Improve Document Workflow for Proceedings Transcripts

This quarter, PLSP recruited an international expert, Don Schneider, with specialized skills in evaluating procedural requirements for decreasing the turnaround time for publication and posting of verbatim proceedings transcripts both in the Senate and National Assembly. He has previous PLSP-Pakistan experience. The expert will arrive in October for an on-site study of the current systems in each house.

Summary of Plans for Next Quarter

- PLSP's administrative consultant will advise the PIPS Board of Governors rules subcommittee in its next meeting, and continue to lobby Speaker and other stakeholders for resolutions of ED issue.
- Undertake a study and report of the proceedings transcript system with recommendations for equipment procurement and/or procedural changes needed to reduce the turnaround time on publishing the transcripts from all houses.
- Research on demand and follow-up to the training of trainers workshop will continue.
- Conduct specialized training for Young Parliamentarians Forum (NA members under 40, led by Deputy Speaker)
- The National Women Legislators Conference, which PLSP is jointly sponsoring with UNIFEM and UNDP, will be held in Islamabad with participants from the national and provincial women parliamentarians (Date TBD).
- Conduct meeting with EFPG on upcoming ICG report on FATA.

COMPONENT 3: Legislative Oversight

Task 3.1 Enhance Functioning of Committee System

PLSP held a series of meetings with Committee Chairs from the focus committees of the extension. In July, PLSP met with Chairs of Health, Education and Finance & Revenue Committees. The following are summaries of these meetings.

NA Committee on Health, Dr. Nadeem Ehsan – July 17th: In the meeting – attended by the COP, the DCOP and the Oversight Advisor – PLSP proposed conducting a presentation to the Health Committee on the budget analysis tools developed for the Health Sector. Additionally, a policy dialogue on the health sector and how this priority area links with the health budget allocations was discussed. PLSP proposed identifying key health policy experts to provide members with policy implementation overviews. Additionally, it was suggested that the Project could possibly provide an intern to the Committee, as well as assist with building outside institutional linkages.

NA Committee on Finance & Revenue, Ms. Fauzia Wahab – July 18th: The DCOP met with Finance Committee Chair Fauzia Wahab, who is eager to work with PLSP. In the initial part of the meeting, Chair Wahab was very curious about PLSP's work with the PAC. Then, she spoke of the strong personalities of the Finance Committee and the challenges of managing and organizing them for the Committee's important work. In terms of assistance, PLSP agreed to provide:

- 1. Immediate research assistance** – The Committee is very interested in the issue of tax policy. As previously reported, the project delivered this research under PIPS.
- 2. Near Term Assistance** – Ms. Wahab has expressed interest in receiving one of the PLSP facilitated interns for the National Assembly. Ms. Wahab suggests PLSP conduct a presentation to her committee on the Federal Resource Monitor developed by PLSP.
- 3. Future** – The Committee is planning a mid-term budget review for November, and the Chair definitely wants PLSP assistance with this effort. PLSP remains in contact with her office.

NA Committee on Education, Mr. Chairman Abid Sher Ali – July 22nd: The COP and the Oversight Advisor met with Chairman Abid Sher Ali, the Chairman of the National Assembly Standing Committee on Education. He expressed his pleasure at the visit and indicated his willingness to work closely with the project to make his committee an "example for other committees to follow."

The Chairman discussed his committee's previous meetings in which Vice-Chancellors of several universities were invited to provide feedback on the progress of their respective institutions. In this meeting there was a discussion of irregularities in the institutions, which he would like to further review.

Additionally, the Chairman shared his dismay that the government has neither shared Education Policy documents with the Committee nor provided the committee any information on the Development budgets for education. The Chairman indicated that he would like to have an intern provided by the Project to assist his work, as well as development of an interactive website that would enable direct public input to the Committee. Areas that PLSP plans to provide assistance to the Education Committee include:

- Policy Dialogue on Education Policy with sector experts
- Public hearing at the Faisalabad University for Agriculture and/or Quaid-i-Azam University

Meeting with Chairman, NA Standing Committee Local Government and Rural Development, August 5: The COP and the Oversight Advisor met with the Chairman to offer support and assistance to his committee. The Chairman also shared his views on the Local Government System

and the proposed reforms that were taking place. He clearly takes the position that under the directive of the Prime Minister all matters related to Local Government were now under the purview of the provincial governments and the committee's role in local government policy reform is therefore limited.

PLSP advises that if the NA Committee is going to abdicate most responsibility of local government policy reform, then the project should aim its efforts toward working with provincial committees in debating and overseeing reforms (neither Balochistan nor Punjab have established these committees).

National Assembly -- On request of the Health Committee Chairman, MNA Dr. Nadeem Ehsan, PLSP assisted the committee in holding a hearing on "Reproductive Health Issues in Pakistan" with Church World Services on 5 August. PLSP provided logistic support and PIPS as the venue for the event. The hearing included government officials, local health experts, and other donors working for reproductive health issues in the country.

In addition, after a series of training and awareness raising events on public hearings involving media and/or experts and/or constituency groups, the National Assembly standing committees are beginning to take this on as a regular practice. Recent examples are cited below.

July 2009: National Assembly **Standing Committee on Northern Areas** held a public hearing to obtain information from the Northern Areas Legislative Council (NALC) members on grievances of the Northern Areas population. This was apparently in anticipation of the passage of the Act on Northern Areas self-governance.

August 2009: National Assembly's **Standing Committee on Commerce** discussed the Insurance (Amendment) Bill 2008 and recommended unanimously to the Ministry of Commerce that the law should be amended to bring re-insurance brokers under government regulation. The Committee held a public hearing to obtain the views of stakeholders including private insurers, state-run insurance companies and Pakistani re-insurance brokers.

August 25th 2009: Upon investigation of the Gojra incident (whereby Christians and their homes were attacked after accusations of blasphemy) the NA **Standing Committee on Minorities** decided to conduct a field hearing in Gojra to express solidarity with the Christian community and to monitor the work carried out for the rehabilitation and reconstruction of the affected families.

September 2009: Chair of National Assembly's **Standing Committee on Privatization** announced to the media that public hearings would become a regular part of its activities.

Senate Committee Rooms-- Per the request of the Chairman, PLSP conducted an infrastructure and equipment needs assessment of the committee rooms. Findings were incorporated into the larger IT needs assessment.

Task 3.2 Strengthen Oversight of Government Spending

PAC Assessment

PAC expert and former Chair of the Parliament of South Africa PAC, Dr. Gavin Woods began his needs assessment of the PAC Secretariat in July. He was joined by Dr. Mohsin Khan, former Controller General of Pakistan. They conducted a number of meetings over a period of 10 days:

- PAC members, including MNAs Sardar Ayaz Sadig, Yasmin Rehman, Ayaz Sadiq and Mr. Khwaja Asif
- Staff from PAC Secretariat including the Acting Head, Mr. Tahir Hanfi and all other key staff in individual meetings and roundtable discussions about the problems and potential solutions of staff services to PAC.
- Mr. Ali Agar, Auditor General of Pakistan (two meetings)
- Auditor General staff, including Ms. Rubina Faisal, Section DG in the AG's office
- Mr. Khan Ahmed Goraya, Executive Director of PIPS
- Mr. H. U. Beg, Former Chairman of PAC
- Met Mr. Ayub Darin, Acting Secretary of Finance Ministry

In addition, Mr. Woods and Mr. Mohsin visited the National Assembly for a demonstration of the new PAC module in its computer-based administration system. The consultants undertook a review of the Constitution, the NA Rules of Procedure and the PAC Rules of Business as well as media coverage of PAC activities. Finally, the team attended a PAC hearing, concerning a matter of irregular expenditures by the National College of Arts in Lahore. Messrs. Woods and Mohsin submitted the final assessment report and recommendations in August. The Assessment is extremely thorough, and includes:

- A report on existing PAC capacity, outlining strengths and weaknesses in key areas with the aim of improving the Committee's oversight role and general effectiveness;
- A proposed "short-term" workplan for the following eight months of activities (until May 2010 when the project ends) with PAC to address some key issues; (attached in Appendix 7), and
- Recommendations for longer-term assistance to PAC, which could be taken on by the PAC directly and/or a subsequent USAID project or by other interested donors.

The Acting COP and Oversight Advisor edited the 70-page report and produced an executive summary, which was distributed to the PAC and to USAID in August. The Project requested a meeting with the Chair and the Committee to present the findings. As the Chair was traveling in September, and the Committee could not meet before Eid, the meeting(s) will occur in October. The priority actions from the proposed short-term plan for PAC will be added to the PLSP workplan.

Task 3.3 Strengthen Legislative Budget Oversight

PLSP is developing plans to provide assistance to the Education Committee, including a presentation on the Education Budget Analysis Tool (BAT) and an analysis of this year's Education budget. The Finance and Revenue Committee is planning a mid-term budget review for November, and PLSP will provide assistance with this effort.

Summary of Plans for Next Quarter

- PLSP will present the PAC needs assessment to the Committee's Chair and subcommittee and begin delivering integrated training and assistance package.
- PLSP will assist the NA Committee on Finance & Revenue and other target committees in their mid-term budget review.
- PLSP will conduct at least three public hearings with key committees.

COMPONENT 4: Infrastructure/Management Capacity

Task 4.1 Enhance Strategic Planning

National Assembly Strategic Planning Retreat

The National Assembly held its Strategic Planning Retreat from August 15-17, 2009 with PLSP support at the PC Hotel in Lahore. Members of the committee present included the Deputy Speaker, Faisal Kundi, MNA Dr. Azra Pechuho, MNA Ms. Yasmeen Rehman, MNA Ayaz Sadiq and three senior staff from the secretariat. The members were briefed on the scope of the SP exercise that later developed the Strategic Planning Framework which will form the basis of the actual Plan. SWOT analysis was used as the main tool to develop the framework. The presence and interest taking by the Deputy Speaker will ensure ownership and expedite the validation of the exercise.

Provincial Assemblies Strategic Plans

PLSP completed the draft plans of all four provincial assemblies and the Senate, and PLSP held validation exercises beginning in September.

Balochistan --The first in a series of SP validation exercises began with the Balochistan Assembly's Strategic Plan that was held on September 16th. The purpose of the exercise was to brief the SP Committee Members on the draft Plan and to obtain their feedback and validation of the draft so as to convert it into a final plan. Those present included members of the LDSC and SP Committee, and key Secretariat staff, including the Secretary and the Finance Officer.

The members generally agreed to the approach PLSP had taken in detailing their framework into a plan. They asked that before final validation however, that a presentation be given to the Speaker and possibly the Chief Minister. Members of the SP committee agreed to take up key issue implicated in the plan – such as the formation of committees – with parliamentary leadership, including the Chief Minister, as soon as possible.

Senate – Senate Chair had asked his staff to schedule a meeting in September, for PLSP to brief him on the Strategic Plan. Unfortunately, his schedule changed and this meeting was rescheduled for October.

Task 4.2 Enhance Secretariat Human Resources

Internship Program

The recruitment process of the Provincial Assembly Parliamentary Internship Program was completed during July 20-29, with interns in the Provincial Assemblies beginning their assignments in August, following training and orientation sessions sponsored by PLSP. The interns have been assigned to some of the Standing Committees, including the Public Accounts Committees in Sindh and Punjab, as well as branches and departments with identified needs such as the library in NWFP, legislation departments and research branches. In Balochistan, the first comprehensive interns training was held, which focused on management, communications, writing skills and research skills.

In September, the National Assembly and Senate selected nine and six interns respectively. Per agreement with the Senate panel, one of the Senate interns will be assigned to work on the Caucuses and directly report to PLSP Acting COP. As of the close of the quarter, National Parliament interns were obtaining security passes and awaiting assignments.

Task 4.3 Assess Current IT Infrastructure

Senate -- The information-gathering phase of the IT assessment project was completed for the Senate. This involved detailed face-to-face interviews with representatives of approximately 10 different departments and sections. This allowed for the collection of information from not only the IT/Automation Department but all affected stakeholders. Initial recommendations and internal review will be initiated once the information-gathering phase has been completed for all six legislative houses.

National Assembly -- The information-gathering phase of the IT assessment project began in September in the National Assembly. Face-to-face interviews have been initiated with the IT/Automation Department, with additional stakeholder scheduled for early October.

Sindh Provincial Assembly -- PLSP had an introductory meeting with Secretary Buriro in Karachi to ensure his buy-in and facilitation of the Assessment process, and arrangements were for follow-up meetings with key stakeholders during mid-October.

Punjab, NWFP, & Baluchistan Assemblies -- PLSP will complete the information-gathering phase of the IT assessment project for these houses during October.

Once the information-gathering phase has been completed for all houses, initial recommendations will be drafted for internal review. The draft of the National Assembly and Senate Assessments will be completed first, in October, with Provincial Assemblies to follow.

Urdu Jauhar Software Training – National Assembly

Working with Microsoft Word and Jauhar font software, PLSP sponsored a training session for a National Assembly data entry operators and IT staff. Following areas were covered:

- Brief introduction of PDMS Jauhar and how it works with Microsoft Word.
- Microsoft Word basic training for beginners.
- How to use Urdu spell check in Microsoft Word
- How to use Microsoft Word Auto Correction Options
- How to modify Microsoft default template
- How to modify Urdu keyboard and deploy it on multiple workstations.

It was found that almost all users were familiar with Microsoft Word, so that they find it easy to start working in MS Word with PDMS Jauhar. One of the major concerns expressed by the participants was how they could use the Raqim font software in Urdu keyboard layout, which was addressed through learning to customize their keyboards to the Jauhar configuration. Other concerns were also satisfactorily addressed by the trainer.

Task 4.4 Improve Libraries as Research Facilities

Senate/National Assembly Library Consolidation

The Chairman of the Senate nominated Senator Sughra Imam as the Chair of the Library Committee. Senator Imam is very committed to achieve library consolidation by early 2010. The project participated in a series of meetings and consultations with her and relevant Secretariat staff on the key issues, obstacles and steps forward. It became obvious that there has been strong resistance to this coming from the Secretariat. The Acting CoP and Senator Imam agreed the issue is not technical, and therefore at this time it is not required for the international library consultant to return. Rather there should be a political path forward.

The following way forward was agreed upon, and these milestones were achieved during the quarter:

- The Honorable Senator Sughra Imam briefed the Senate Chairman about the role all stakeholders are undertaking the said consolidation with a goal date of completion of January 2010 (the date proposed by the Senate Chairman)
- PLSP COP Carmen Lane shared the latest version of Strategic Planning Frameworks with Mr. Jamil Qureshi and to the Senator, which highlight the priority of library consolidation.
- PLSP provided the Senator and Mr. Qureshi a brief document highlighting simple steps to move forward in phases.
- The Senate Library Committee was briefed.
- PLSP conducted a Needs Assessment and Evaluation of the Senate Library including its digitization process.
- Honorable Senator met with Deputy Chairmen Faisal Karim Kundi to propose a joint meeting of both Senate and National Assembly Library Committees to pursue the Merger and Consolidation forward.
- Senate and NA Library Committees will ask Chairman Senate and Speaker for joint directive to Secretariats to undertake physical consolidation.

In the meantime, the Senator identified new Secretariat staff who could be helpful in the process, instead of blocking this.

Strategy for KOHA Conversion in Assembly Libraries meeting, July 20, 2009 – PLSP has envisioned converting the old LAMP to the KOHA format to help establish a Union Catalogue of all provincial assemblies that will facilitate parliamentarians across the country to access books and journals. Also, reports and materials may be accessed through the web and it would consequently help them obtain these resources more quickly. PLSP conducted a meeting with relevant staff and the Library Software Consultant, Muhammad Rafique, who will undertake a needs assessment of all provincial assemblies. Needs assessment visits and reports of all provincial libraries took place between July 22nd and August 14th. The report focused on following four variables:

- Latest Information on quantity and quality of data already converted and to be converted to KOHA,
- Training needs assessment,
- Human Resource requirements assessment,
- Infrastructural requirements assessment,
- Copying of all data records (as per present) so as to convert it from LAMP to KOHA,
- Develop Software Interventions to undertake conversion of all existing data to KOHA format,
- Undertake training of existing and new library staff on how to use KOHA,
- Any other (one) task as per direction of Legislative Capacity Advisor and/or the IT Advisor.

Software and systems update --The PLSP Library Software Consultant Muhammad Rafique began the needs assessment of provincial assembly libraries. He focused on:

- Latest Information on quantity and quality of data converted and to be converted to Koha.
- Training Needs Assessment
- Human Resource Requirements Assessment
- Infrastructural Requirements Assessment

The PLSP library automation consultant visited the NWFP Assembly library and provided software and systems training to newly-hired interns. He also completed his initial evaluation of the library's current systems and requirements for proposed software upgrades. The consultant also visited the Senate's library and completed a comprehensive assessment of both the requirements for its

consolidation with the National Assembly Library and implementation of proposed software upgrades. A written report was submitted to the Senate Library Committee chairperson.

Due to the pending consolidation of the Senate's and National Assembly's libraries, a follow-on assessment of the National Assembly library will take place during October. This will facilitate rapid progress on this important project. Subsequent assessments for the three remaining provincial assembly libraries would be undertaken along with the consolidation process at the National level.

Component 5: Cross-Cutting Sustainability Mechanisms

Task 5.1 Quick Impact Mechanism

During the quarter, PLSP cross-referenced needs from the IT Assessments and the Strategic Plans, and identified some priority areas through consultation with LDSC's and leadership. A list of recommendations for the Quick Impact Mechanism is included in the Assessment reports, for discussion with USAID before presentation of Assemblies.

Task 5.2 Interprovincial Working Groups and Exchanges

PLSP attempted to reignite two groups – Public Relations Officers Working Group and IT Working Group. In both instances, many of the houses refused to pay TA/DA for the staff to travel to Islamabad for meetings. They asked that the project pay lodging, which is against current policy.

PLSP may have to work with these groups remotely, through email and video-conferenced meetings. Associated trainings will have to be conducted house by house.

Task 5.3 Training of Trainers

Training of Trainers -- PLSP Law Making Team held a five day Training of Trainers (ToT) on "Participatory Experiential Training Techniques" for PIPS Trainers from August 9-13th, 2009 in Murree. More than 20 participants attended, including an MPA from Punjab, relevant Secretariat Staff from the Senate and four provincial assemblies, as well as subject experts from civil society on PLSP Trainers panels. The ToT enabled the PIPS Trainers to learn and practice experiential and participatory techniques to make future trainings for Members and Secretariat staff more interactive. It is noteworthy that the ToT participants were experts on the legislative process, legislative drafting, assessing legislation, business of the House and oversight tools such as question hour, call attention notice and adjournment motions. The PLSP Trainers included Nadia Batool, Muhammad Rashid Mafzool Zaka in addition to Consultants Imran Rizvi and Zane Asher Green. The ToT was highly rated by all participants.

To ensure sustainability, each house is expected to submit an action plan for them to conduct training in each house. The Senate was the first to submit its action plan, with one of the participants, Mr. Iftikharullah Babar, Special Secretary of Committees, conducting training on rules and report writing for committee secretaries and section officers on September 5th at PIPS. The NWFP followed, and the participating trainers have conducted drafting training for staff of the new Drafting Unit.

Summary of Plans for Next Quarter

- Secretaries meeting scheduled for mid-November to launch Strategic Plans, IT Assessment recommendations and Quick Impact Mechanism.

- A PLSP library automation expert will conduct an assessment of the National Assembly library and the Baluchistan, Punjab and Sindh provincial assembly libraries to identify requirements in advance of upcoming consolidations.
- The IT needs assessments will be completed for each national and provincial parliament, with necessary procurements through PLSP IT budget and Quick Impact Mechanism.
- A training program for parliamentary interns will be held in Punjab and in Islamabad for interns selected for the National Parliament.
- An assessment of human resources policies and practices will be conducted at the Senate and National Assembly.

IV.COOPERATION WITH OTHER DONORS/PROJECTS

- In response to the current debate on the Local Government Ordinance, PLSP staff participated in a donors meeting to discuss possible activities or statements.
- PLSP is working closely with UNIFEM and UNDP at the National Assembly to plan the National Women Parliamentarians Conference, to be held in Islamabad.

V. ADMINISTRATIVE MATTERS

- Chief of Party Christopher Shields announced his resignation from PLSP on July 31st, effective August 26th. Deputy Chief of Party Carmen Lane took over as Acting Chief of Party. PLSP and DAI home office undertook an extensive recruiting effort for replacement COP or DCOP candidates.
- New expatriate Information Technology and Procurement Director Ray Short arrived in Islamabad on July 29th. The program also recruited and hired a local IT Advisor, Osman Haq, to work with Mr. Short.
- PLSP Receptionist Shabana Anjum resigned, effective July 10th. A new receptionist, Madeeha Ali, was hired.
- The new workplan and M&E (PMP) plan submitted to USAID on July 29^h and was pending USAID approval as of the end of the quarter.
- Acting COP and Director of Operations completed annual performance reviews for all staff.
- PLSP promoted Balochistan Assistant Coordinator to Provincial Coordinator. Before doing so, the project was advertised widely and the Acting COP interviewed five candidates in Islamabad and Balochistan, who were found to be less qualified.

VI. CHALLENGES ENCOUNTERED AND REMEDIAL SOLUTIONS

1. PIPS Executive Director – the Board of Governors has to date not approved the ED, as is its legal mandate. While awaiting a meeting with the Speaker on the issue, the project conducted a number of meetings to lobby on resolution of the, including with:

- Deputy Speaker
- Senator Ishaq Dar
- Senator Pervaiz Khan
- MNA Azra Pechucho
- MNA Fazia Wahab
- NA Speaker Aide Shamoan Hashmi

All of these actors have spoken to the Speaker to take decisive action on this. One proposal she is apparently considering is naming Mr. Goraya Interim Director while a new search is conducted.

2. Transfer of Webhosting and Internet costs as of July 1, 2009 – This faced initial resistance from every Provincial Assembly, who stated that since the project was continuing until May 2010, PLSP should be responsible. The Acting CoP met with the leadership of each Provincial Assembly to resolve the issue. She explained that this was a sustainability issue and would show commitment of the Assembly to USAID, who were ready to expend further funds in the IT area, which would be at risk otherwise. PLSP agreed to pay some back charges for the Internet (mainly to keep its own provincial offices connected) and agreements with three Assemblies were achieved for October forward. Balochistan was given assistance through December, based upon approval of USAID.

3. Working Groups – it is difficult to get staff together, as the Assemblies are insisting PLSP pay TA/DA.

PLSP will discuss this with Speakers and Secretaries. In the meantime, trainings will be conducted house by house, and common information will be shared via email. When video conferencing is installed it will also be utilized.

Annex I

Combined Meeting of Pakistan Institute for Parliamentary Services (PIPS) Board of Governors (BoG) and Legislative Development Steering Committee (LDSC)

**Wednesday, 12 August 2009, 10:00 am
Committee Room 5, National Assembly**

BoGs Members

Honorable Madam Fehmida Mirza, Speaker National Assembly, President BoG
Mr. Mir Jan Muhammad Jamali, Deputy Chairman Senate, Vice President BoG
MNA Syed Zafar Ali Shah
MNA Chaudhary Muhammad Barjees Tahir
MNA Mian Riaz Hussain Pirzada
MNA S. A. Iqbal Qadri
MNA Pervaiz Khan
MNA Zafar Beg Bhattani
Senator Dr. Kattumal Jevan
Senator Syed Tahir Hussain Mashhadi
Senator Dr. Khatu Mal Jeewan

BoG & LDSC Members

MNA Yasmeen Rehman
Senator Ishaq Dar
Senator / Minister Azam Khan Swati

LDSC Members

Mr. Faisal Karim Kundi, Deputy Speaker National Assembly, LDSC Chairman
MNA Asiya Nasir
MNA Dr. Azra Fazal Pechuho
MNA Sardar Ayaz Sadiq
MNA Sheikh Waqqas Akram
Senator Saeeda Iqbal

Secretariat

Mr. Karamat Hussain Niazi, Secretary National Assembly
Mr. Ishtiaq Ahmed Khan, Additional Secretary National Assembly
Mr. Tariq Parvez Bhatti, Director IT, National Assembly / PLSP Focal Person
Mr. Tahir Hanfi, Joint Secretary PAC and Director General (L&R)
Mr. Jamil A. Qureshi, Joint Secretary Senate / PLSP Focal Person
Mr. Muhammad Sadiq, PS to the Deputy Speaker

PIPS

Mr. Khan Ahmed Goraya, Executive Director

USAID

Mr. Michael Hryshchyshyn, Director, Democracy & Governance Office

Ms. Humaira Ashraf Kiyani, Governance Specialist, Democracy & Governance Office

PLSP

Mr. Christopher Shields, Project Director

Mr. Aizaz Asif, Legislative Oversight Advisor

Mr. Daud Malik, Representation Advisor

Mr. Junaid Alam Siddidi, Director Operation

Mr. Fakhar Imam, Chief Technical Advisor

Mr. Ray Short, IT Manager

Ms. Asma Yamin, Program Coordination Officer

Meeting Minutes

The meeting commenced with the recitation of the Holy Quran by Mir Jan Muhammad Jamali, Deputy Chairman Senate.

The combined meeting of Pakistan Institute for Parliamentary Services (PIPS) Board of Governors (BoG) and the National Parliament Legislative Development Steering Committee (LDSC) was chaired by the Honorable Madam Speaker Fehmida Mirza.

She said the purpose of holding a combined meeting was to get briefing on role of LDSC, understand the working of LDSC, its further role after formation of BoG, as well as to expedite the PIPS activities.

MNA Sardar Ayaz Sadiq thanked the Speaker for calling in the joint meeting at his request, adding that he and others have been associated with the LDSC since 2005. He maintained that in the presence of BoG, the role of LDSC is not needed anymore, and requested the Speaker to relieve him of his duties as LDSC Member.

Giving background about the selection of the PIPS Executive Director, he said that 92 applications were reviewed and ultimately twice rejected by the Speaker National Assembly and Chairman Senate. He added that with the approval of the Madam Speaker and Chairman Senate it was decided to appoint the gentleman working with the LDSC as PIPS Executive Director because of his parliamentary experience.

Mr. Sadiq said that if the decision of the LDSC is reverted, it will cause more delay. He requested the BoG Members to approve the LDSC decision regarding selection of PIPS Executive Director.

Madam Speaker appreciated the work done by LDSC and asked for a briefing for the BoG Members on its role and work.

Mr. Michael Hryshchyshyn provided a brief overview about PLSP, and its current activities, which included provision of telecasting equipment for the National Assembly, strategic planning for each House, budget tools, committee work, especially with the Public Accounts Committee, Legislative Drafting, and trainings.

He said that as a result of signing a Memorandum of Understanding between the USAID and secretariat of the parliament, the LDSC was formed and PLSP is providing technical assistance to five assemblies and Senate for legislative strengthening. He said that the LDSC role is essential in this context.

He said that the BoG would now take on the responsibility of running the affairs of the PIPS. However, he agreed with Ayaz Sadiq that instead of going back, the focus should be to build on the work already by LDSC.

He informed the meeting that the vendor for installing telecasting equipment in the National Assembly has been selected and said that the installation process will be completed soon. Mr. Hyrshchyshyn hoped that the Madam Speaker and the US Ambassador will be present at the inauguration of the telecasting equipment.

Mr. Christopher Shields requested the Madam Speaker to set up a transition committee comprising LDSC, BoG Members and representatives of PLSP to work out transition of PIPS from LDSC to BoG.

Giving a background on PIPS, he said that the original concept was that the Executive Director would run the Institute at its Interim Facility as the process of PIPS legislation, securing of land, and the appointment of the BoG is completed. He said that four attempts were made to select the PIPS Executive Director before the final selection was made.

Senator Ishaq Dar said that a meeting of the BoGs' Subcommittee of "Accounting Procedures and Budgetary Estimates for year 2009-10" will be held today (Wednesday) for reviewing the draft PIPS budget and accounting procedures. Senator Dar said that in its previous meetings, the Sub-Committee has revised the PIPS budget from 120 million rupees to 20 million rupees. He said the detail of drastic reduction in expenses and a complete itemized budget of PIPS will be presented in the next BoG meeting. He requested that the BoG meeting should be held as early as possible.

The Madam Speaker appreciated cut down in PIPS finances, as funds for institute are allocated from the National Assembly and Senate budget. She said that the BoG has no intention of stalling the work done by LDSC and in fact it wants to expedite the PIPS process.

MNA Pervaiz Khan said the meeting of BoG's Subcommittee on "Rules of Recruitment, Appointments and Organizational Structure" was held and decisions were made regarding PIPS, including that of role and responsibilities of the Executive Director. He said that the Sub-Committee is not bound by the decisions made before the formation of BoG, and cited Article 10 (1) of the PIPS Act which states that the Board of Governors will appoint the Executive Director.

He said that the Sub-Committee is responsible for framing rules and regulations of PIPS staff and organizational structure, and was not bound by LDSC decisions.

Senator Ishaq Dar agreed with the assertion of MNA Pervez Khan, saying the transition process from the LDSC to BoG should have been looked at and probed when the draft for PIPS bill was being finalized. However he suggested that two or three members of the BoG should sit with the USAID-PLSP and look into the matters concerning transition.

Mr. Christopher Shields said that the PLSP is only interested in smooth transition of the PIPS related affairs from LDSC to BoG. But he added that the LDSC is taking care of many other aspects of the PLSP and therefore it should continue to work.

Madam Speaker said she and the BoG need to go through the reports of the two Sub-Committees and then decide if a transition committee is needed.

She said that there is still role of LDSC and requested Ayaz Sadiq to continue serving as its Member. She said that as the BoG has been recently formed, its Members needed briefing on the work of PLSP and LDSC. The Deputy Speaker Mr. Faisal Karim Kundi added that the LDSC will work with the Project till May 2010, the close date for the PLSP.

She said that the only concern was the PIPS budget and she wants that matters should to move forward quickly.

When Senator Dar pointed out that Mr. Ayaz Sadiq's concern is about the selection of Executive Director, the Madam Speaker said it is not about individuals, though she added that she and senior Members want him (the Executive Director) to continue. She termed the misunderstanding as unfortunate, reiterating that she and the BoG were not fully briefed about the whole process and the work of LDSC.

MNA Mian Riaz Hussain Pirzada said that BoG should support and follow the work and decisions of LDSC. Senator Ishaq Dar added that there has to be amicable discussion and interaction between the BoG and LDSC on technical and legal aspects of transition and find solutions acceptable to the BoG.

MNA Pervaiz Khan said that it is not mentioned in the PIPS Act that a new transition committee could be formed. Senator Ishaq Dar, however, indicated Article 7 (1) of PIPS Act, which says that any sub-committee or advisory group could be formed for PIPS related issues.

MNA Sardar Ayaz Sadiq appreciated reduction in PIPS funds and budget. He said the LDSC discussed and decided minute details of PIPS structure and human resources and requested that all the background work should be carried forward accordingly.

He said that if the BoG reviews everything LDSC has done, the process of setting up PIPS will be considerably delayed.

Madam Speaker reiterated that the BoG has no intention of redoing everything LDSC has done but the BoG Members needed complete picture of what has been done, how, and how to move forward from here.

Mr. Hryshchyshyn suggested that the two BoG Sub-Committees should present their reports in the next BoG meeting as early as possible and adopt their suggestions. He added that the PIPS needed an Executive Director to keep the institute working.

Secondly he suggested appointing a transition committee with two members each from BoG, LDSC, and the Deputy Speaker NA, and the Executive Director PIPS to pull together information regarding PIPS and present them to the BoG in order to take everybody through the facts.

Mr. Hryshchyshyn gave a background on involvement of LDSC in physical and human resource planning of PIPS. He said that the LDSC members have contributed to the establishment of PIPS and selection of Executive Director, which was approved by the Speaker National Assembly and Chairman Senate.

He said that the BoG is an oversight and authoritative body and they can benefit from the experiences of LDSC. He again requested the BoG to move forward instead of reviewing what has been done in the past.

He said that USAID has got an exemption to allow the local builders to bid for the PIPS construction. He said that 80 EOIs (Expressions of Interest) have been received by USAID for the PIPS construction. Of them 76 are local companies. He said that the process of selecting the company is moving smoothly and hoped that by the end of this year, the actual construction will start.

Mr. Christopher Shields added that PLSP has been providing assistance to the LDSC and its deliberations and is ready to facilitate the BoGs on PIPS related matters, in conjunction with LDSC.

Madam Speaker asked the two sub-committees to present their reports in the next BoG meeting. She also appreciated the work of USAID and PLSP.

ANNEX II

MINUTES

Meeting of Legislative Development Steering Committee

**Wednesday, 19 August 2009, 11 a.m.
PIPS, Parliament Lodges, Islamabad**

BoG & LDSC Members

Mr. Faisal Karim Kundi, Deputy Speaker National Assembly, LDSC Chairman
MNA Yasmeen Rehman
MNA Sardar Ayaz Sadiq
Senator Ishaq Dar
Senator Saeeda Iqbal

Secretariat

Mr. Tariq Parvez Bhatti, Director IT, National Assembly / PLSP Focal Person
Mr. Tahir Hanfi, Joint Secretary PAC and Director General (L&R)
Mr. Jamil A. Qureshi, Joint Secretary Senate / PLSP Focal Person

PIPS

Mr. Khan Ahmed Goraya, Executive Director

USAID

Mr. Michael Hryshchyshyn, Director, Democracy & Governance Office
Ms. Humaira Ashraf Kiyani, Governance Specialist, Democracy & Governance Office

PLSP

Mr. Christopher Shields, Project Director
Mr. Rashid Mafzool Zaka, Legislative Capacity Advisor
Mr. Aizaz Asif, Legislative Oversight Advisor
Ms. Nadia Batool, Training Specialist
Mr. Daud Malik, Representation Advisor
Mr. Junaid Alam Siddidi, Director Operation
Mr. Fakhar Imam, Chief Technical Advisor
Mr. Ray Short, IT Director and Procurement
Ms. Asma Yamin, Program Coordination Officer

Meeting Minutes

The meeting commenced with the recitation of the Holy Quran.

Minutes

Mr. Tahir Hanfi and Mr. Tariq Bhatti from the National Assembly requested that the comments of the Deputy Speaker about the National Assembly Staff at the last LDSC meeting be expunged. They said

that they had sent a letter PLSP on July 24, 2009 in this regard. However, Mr. Christopher Shields said the minutes of the LDSC were shared with the office of the Deputy Speaker and the Secretariat, and the minutes were approved by the Deputy Speaker on July 19, 2009.

Mr. Hanfi and Mr. Bhatti maintained that the sentence “The Deputy Speaker regretted that the staff of the National Assembly is not performing its duties efficiently...” gives the impression if all the staff is not performing its duties efficiently.

Deputy Speaker Faisal Karim suggested that it should be altered as “some of the staff of the National Assembly.....” Everybody agreed to his suggestion.

Mr. Bhatti also said that when Mr. Michael Hryshchyshyn gave briefing on PIPS building in the last LDSC meeting, completing the building’s construction in 21 months was not mentioned in the minutes. This insertion was also accepted.

PLSP Update

Mr. Christopher Shields informed the meeting that he will be leaving the Project later this month.

He also introduced Mr. Ray Short, Director IT and Procurement and Mr. Osman Haq, IT Advisor, saying they will be working on IT need assessment in the six Houses.

He briefly informed the LDSC about the PLSP work over the coming eight months. It included strategic planning in the six Houses, telecasting in the National Assembly and Sindh Assembly, installation of J-Stor, PLSP support to Committees, especially Public Accounts Committee, FATA and Women Caucuses, and Interns’ Recruitment. He said that the project will host a joint meeting of all the Strategic Planning Committees to go through their frameworks and

He said that the PLSP will reconstitute Parliamentary Service Work Group to move forward on the 2004 UNDP report which describes the job description of the parliamentary staff.

Interns’ Recruitment

Mr. Christopher Shields said the PLPS is in the process of hiring Interns and then appointing 6-8 interns in every House to work with the Committees. He said the seven core National Assembly Standing Committees the project is working with will have the first choice of having an Intern.

Mr. Jamil Qureshi said that the appointment of Interns in Senate was a success story, adding one of them has been hired in the Research section of the upper House. He requested that the number of Interns should be raised to 10.

Christopher said that it can be done for Senate and added that the project will discuss it further with the National Assembly.

However, it was pointed out by Deputy Speaker, Mr Hanfi and Mr Bhatti that the number of Interns is insufficient keeping in view the number of Standing Committees in the National Assembly and Senate – 54 and 35 respectively.

Mr. Michael Hryshchyshyn suggested that along with the PLPS, USAID should also be part of the process of allocating Interns. He said that the Interns should be allocated to Standing Committees which are performing. He said extra care should be taken in completing this process.

Secondly, he said, there are priorities set by Pakistan and one of them is the Public Accounts Committee. He said that there is need to find a mechanism through USAID, the project, Senate and the National Assembly for the Interns' appointment.

He said the criterion of appointing Interns with a Standing Committee should be the output of the Committee, its recommendations on related issues, consultations with citizens and other experts, and are they inclusive, transparent and accountable.

It was decided that the office of the Deputy Speaker and the National Assembly Secretary would take on the responsibility of deploying Interns to Standing Committees.

The Deputy Speaker said that they would take into consideration the work done by the Standing Committees while deciding deployment of Interns.

The LDSC formed Interns Recruitment Committee comprising two Members from the Secretariat and MNA Yasmeen Rehman and Senator Saeeda Iqbal. The Recruitment Committee will work with the PLSP in reviewing the applications and selecting the Interns.

Budget Training

Deputy Speaker Kundi suggested that the budget trainings should be held in March as Members are busy during the budget session. Senator Dar said that recommendations have been to bring out budget in March in order to give more time for debate.

PLSP agreed to hold budget trainings in March.

Library Consolidation

Christopher Shields said that the project will include international parliamentary library expert to update the consolidation report presented by outside organizations and to work with the LDSC Sub-Committee (that has to be reconstituted) on Library consolidation.

He said the consultation was involved in the consolidation report and who understands how to set up libraries, as she helped in setting up the library for Scottish Parliament.

Though there was suggestion that the LDSC Sub-Committee should take forward the consolidation report and there may not be any need of calling in another consultant, it was pointed out that the consolidation report was mainly for PILERS, and it needs to be revisited, as it is also out of date, but some of its parts are relevant.

Senator Dar said that the Library consolidation needs the backing of the leadership of the both Houses – the Speaker National Assembly and the Chairman Senate. He added that the backing of the leadership is essential for this project.

When it was pointed out that the library consolidation will need changes in the constitution and the rules of business, Mr. Khan Ahmed Goraya said that the constitution allows the two secretaries to take combined positions, if needed.

Christopher Shields said that the Sub-Committee may meet under the leadership of Minister Azam Swati to discuss all the issues related to library consolidation.

Deputy Speaker Kundi said that they can call the joint meeting of the House Library Committees of the two Houses to discuss library consolidation.

Telecasting

The meeting was informed that the vendor for installing telecasting equipment in the National Assembly has been selected and details are being discussed before the actual installation starts. After the paper work is finalized, the import of equipment will take 6-8 weeks.

Work with Public Accounts Committee

Mr Aizaz Asif informed the meeting that PLSP is working with a PAC Sub-Committee comprising MNAs Yasmeen Rehman, Ayaz Sadiq and Zaid Hamid. He said that the project has set up a website of the Committee and after the Sub-Committee approves, it will be presented to the PAC itself.

He said that another important initiative was the need assessment of the PAC to identify key areas where the PAC needs improvement. For this task, the PLSP hired the services of Prof Gavin Woods, who had headed the Public Accounts Committee of the South African Parliament. Prof Gavin Woods visited Pakistan and met with the Members of the PAC, staff of PAC secretariat and the officials of Auditor General office, and other stakeholders.

He said that a draft report has been prepared, and after review in a week's time, it will be shared with the PAC Sub-Committee. He said that after the PAC Sub-Committee gives its feedback, Prof. Gavin Woods may come to Pakistan to present the report to the Public Accounts Committee. He said the report will identify key areas where the PLSP can assist PAC in the next eight months.

PIPS Transition and Construction

Mr. Hanfi said that the Secretariats along with the LDSC are ready to play their role in the transition of PIPS. Deputy Speaker Kundi said that the Members of the PIPS Board of Governors (BoG) would handle the transition of PIPS. Mr. Hryshchyshyn said that the Sub-Committee on PIPS transition should involve Members from the National Assembly and Senate, though he appreciated the offer of facilitation by the Secretariats.

Senator Dar said that the BoG' Subcommittee on "Accounting Procedures and Budgetary Estimates for year 2009-10" has completed its task and is ready to share its findings and recommendation with the BoG.

Mr. Hryshchyshyn said that USAID has got an exemption to allow the local builders to bid for the PIPS construction. He said that 80 EOIs (Expressions of Interest) have been received from Pakistani and US firms by USAID for the PIPS construction. He said that the process of selecting the company is moving smoothly and hoped that by the end of this year, the actual construction will start.

The meeting was also informed about a group of 50 researchers taking care of research requests from the parliamentarians through Parliamentarians Resource Center. The NA and Senate Secretariat requested that the list of these researchers may be shared with them. *PLSP agreed to share the list with the two Secretariats.*

At the end of the meeting, the participants lauded the services of Christopher Shields for the project and wished him well for his future assignment.

ANNEX III

MINUTES OF THE MEETING OF THE PLSP LEGISLATIVE DEVELOPMENT STEERING COMMITTEE (LDSC) PROVINCIAL ASSEMBLY OF SINDH

HELD ON TUESDAY AUGUST 18, 2009, AT 3:00 PM,
COMMITTEE ROOM NO.1, SINDH ASSEMBLY BUILDING, KARACHI.

- | | | |
|-----|---|----------|
| 1. | Hon. Speaker Mr. Nisar Ahmed Khuhro | Chairman |
| 2. | Syeda Shehla Raza | Member |
| 3. | Syed Sardar Ahmed | Member |
| 4. | Haji Munawar Ali Abbasi | Member |
| 5. | Mr. Arif Mustafa Jatoi | Member |
| 6. | Ms. Nusrat Bano Sehar Abbasi | Member |
| 7. | Ms. Rukhsana Shah | Member |
| 8. | Syed Khalid Ahmed | Member |
| 9. | Mr. Muhammad Raza Haroon | Member |
| 10. | Dr. Nasrullah Baloch | Member |
| 11. | Mr. Hadi Bux Buriro, Secretary Provincial Assembly of Sindh | |
| 12. | Mr. Michael H. Hryshchyshyn, Director Democracy and Governance Office, USAID. | |
| 13. | Ms. Humaira, Governance Specialist Office of Democracy and Governance, SAID | |
| 14. | Mr. Christopher Shields, Project Director, PLSP USAID | |
| 15. | Ms. Huma Ikramullah, PLSP USAID Sindh Coordinator | |

1. Opening

The meeting was opened with the permission of the Chair, Honorable Deputy Speaker, Syeda Shela Raza, as the Honorable Speaker, Nisar Khuro, joined later. Mr. Kaleem Ullah Quraishi, PLSP USAID recited a Surah from the Holy Quran.

Following the agenda of the meeting, a detailed discussion took place on the following key elements.

2. PLSP Update

Mr. Christopher Shields, Chief of Party, stated that the Pakistan Legislative Strengthening Project's (PLSP) term had been extended until May 2010 in order to better facilitate the legislatures in representation, lawmaking, accountability and infrastructure management.

He thanked the leadership and secretariat staff for their contributions to the goals of the Pakistan Legislative Strengthening Project (PLSP) and briefly summed up the activities of the project since the government took oath last year.

He explained the importance of the Legislative Development Steering Committee (LDSC) in guiding the project. Mr. Michael Hryshchyshyn, Director Democracy and Governance

Office, USAID thanked the leadership for its formation but at the same time stressed on the need for more regular meetings in order to steer the project according to the members needs and projects goals. He commented that the Sindh LDSC had been formed after nearly one and half years after the new assembly had taken oath.

3. Establishment of IT infrastructure

Mr. Christopher Shields announced that Sindh would be the first provincial assembly in which Telecasting Equipment would be installed, following the National Assembly, which is in progress. He elaborated that an international IT staff member would conduct an IT Assessment of the Assembly, who will report on equipment issues and needs as well as the IT human resources structure; provide Assembly and project recommendations for IT hardware and software interventions for both proposed activities (such as telecasting) and possible interventions through the Quick Impact Mechanism.

He explained that the “Quick Impact Mechanism” which would fund small IT interventions, infrastructure projects and trainings which will support the priorities of the strategic plan. Elaborating further on the quick impact mechanism he explained that Sindh Assembly had included in its strategic plan a Sub-Resource Centre in the MPA hostel. The leadership and secretariat had decided after seeing the utility of the PITRC that a Sub-PITRC in the newly renovated MPA hostel would better serve the MPAs staying in the hostel. It is an example of what could be equipped by the Project under the Quick Impact Mechanism, with the responsibility of managing and running it borne by the Assembly.

Mr. Shields stated that Video Conferencing equipment would be installed in all Provincial Assemblies, and at the National Parliament to enhance inter-provincial meetings, exchanges and joint trainings.

He further explained that for quick production of Assembly debates and proceedings, an international IT Consultant, experienced in coordinating and systematizing operations of proceedings recording, editing, document design and printing facilities would help in introducing the critical path methodology (CPM). LAN servers would also be installed to fully automate and centralize the recording and transcription processes.

4. Training & Research for Members & Staff

Mr. Christopher Shields explained that PLSP would focus on a series of trainings on Legislative process, Legislative Drafting and Assessing Legislation for the parliamentarians and staff to empower them to confront the challenges emerging in the global socio-political scenario.

PLSP would also support PIPS to conduct media and communication trainings for parliamentarians and staff so that they could devise several sector policies and have an access to the useful sites.

He further elaborated that PLSP would conduct a National Training of Trainers for Researchers of all Houses, so that the researchers could analyze legislative bills and issues put forth by the Members in an objective manner based on accurate facts. In

addition, training will introduce new technologies for research and analysis and would inform Researchers and Members of accurate web based research.

English language and computer courses will be also be held after Ramadan for members and staff.

He stated that Parliamentary journalists training workshop would be held to enhance their skills to cover more technical areas of parliamentary work including coverage of the Public Accounts Committee and the issues relating to the Parliament.

5. Support Budget Process

Mr. Christopher Shields also put great emphasis on the working of Public Accounts Committees. He elaborated that budget analysis seminars would be held for relevant members of the National Parliament and Provincial Assemblies working on budget and finance; researchers at the Secretariat and PIPS and last but not the least Members of Specific Committees to assist them to read the budget document systematically and analyze the expenditures

6. Strategic Planning

Mr. Christopher Shields highlighted the significance of Strategic Planning which in the long run is essential for the smooth functioning of the houses. He elaborated that it would be ideal if a permanent Members' Strategic Planning Committee in each House could be established as a "Special Committees" as part of the formal committee system.

Mr. Micheal Hryshchyshyn stated that before the next meeting the strategic planning frameworks and project activity work plan till May 2010 would be circulated to the members for their comments before the next meeting. He explained that the strategic framework was a living document and needed to be revised every year. It was a roadmap and would help the parliamentarians to tie in their needs to the budget process and at the same time tie into what the donors can give. Therefore it was suggested by Mr. Michael Hryshchyshyn that it would be a good idea to merge the strategic planning committee with the LDSC Committee since already four out of eight members of the Strategic Planning Committee were part of the LDSC.

7. PIPS Building

Mr. Christopher Shields explained that one of the primary goals of PLSP had been the creation of a world-class, 21st Century Parliamentary Institute, the Pakistan Institute for Parliamentary Services (PIPS), which materialized last year when PIPS was established by an Act of Parliament in December 2008. He elaborated that the creation of this Institution focused on the following criteria:

- Establishment as an independent entity, designed to work with the Parliament and Provincial Assemblies through an Act of Parliament under the umbrella of the National Parliament through the creation of a Board of Governors, but separate in its management and activities.

- Establishment of a forward-thinking, visionary staff that is unshackled by government bureaucracy.
- Establishment of a modern research capacity, utilizing state of the art tools and resources – online data bases, state of the art computer lab, outside researchers of the highest quality.
- Establishment of a modern, state of the art training center for Member of Parliament and Provincial Assemblies, as well as for secretariat staffs in all Houses.
- Establishment of a permanent, state of the art facility that could accommodate all these core elements in one location, SEPARATE from the Parliament itself.

He explained that, to this end, Pakistan Legislative Strengthening Project (PLSP) had devoted over three years to its creation, and in that time has established core curricula, New Members Orientation programming, Research on Demand services, a merit-based intern program, a Strategic Planning process for all Houses, an interim PIPS facility in Parliament Lodges for seminars, meetings and trainings along with a computer lab, and managed the Parliamentarians' Resource Center (PRC) in the Parliament Lodges Ground Floor.

To this, Mr. Michael Hryshchyshyn added that the plot of land for the construction of PIPS building has been given by Capital Development Authority (CDA) and the construction of the building will be carried out by USAID. The aim is to have a state of art facility. For the design of the building, an advertisement was given in the newspaper to which many Pakistani firms and some American firms applied out of which Mr. Nayyer Dada was awarded the contract for design. Now the tender for the actual construction of the building has also been given. It is a project of nearly \$ 8-10 million and is expected to be completed in 18 months after breaking ground this fall.

Mr. Michael Hryshchyshyn promised to circulate the documents related to the PIPS building before the next meeting and also show the design of the building in the next meeting.

He further elaborated that the Board of governors headed by the Speaker National Assembly had been constituted. It consisted of the Speakers of all the provincial assemblies. This, he explained would give the provinces power by giving them a voice in the decisions related to PIPS.

8. Next meeting

It was decided that the next LDSC meeting would be held after Ramadan with the approval of the Speaker.

9. Question/ Answer session

The parliamentarians discussed their concerns and queries with Mr. Christopher Shields and Mr. Micheal Hryshchyshyn about the process of ordinance justification in policy-making. They stressed on the need for updated and timely availability of the required material, especially delivering draft legislation to the legislators. To this, Ms. Humaira Ashraf replied that codification and quick availability of laws was definitely an important issue and could definitely be considered, if not in this project then in some other project, but the main aim is to strengthen the assemblies to such an extent that they can not only sustain but also fulfill

all the needs of the parliamentarians including uploading and maintaining the laws themselves.

The participants also stressed on the suo-moto powers of the committee and on committee strengthening. To this Mr. Christopher Shields replied that the project had held various meetings and discussions with the leadership and secretariat staff. The Project had also had a meeting with the Sindh Rules Committee to discuss various amendments in the Rules including suo-moto powers and had shared the Rules Harmonization Matrix developed by the Project. He explained that another meeting would soon be held with the Rules Committee to discuss this further.

10. Closing

Honorable Speaker, Mr. Nisar Ahmed Khuhro expressed his deep gratitude to Mr. Christopher Shields and Mr. Michael Hryshchyshyn for their relentless efforts to strengthen the Sindh Assembly.

Mr. Christopher Shields took this opportunity to share the news that he would be leaving Pakistan Legislative Strengthening Project (PLSP) from 24 August 2009 and Ms. Carmen Lane would be taking over as Acting Chief of Party.

He thanked the leadership for their support and cooperation for the successful implementation of towards the goals of the Pakistan Legislative Strengthening Project (PLSP). He expressed the sincere hope that these efforts would be sustainable and serves as a strong foundation for future development.

It was also decided to distribute the related documents and notices of the meeting through email to all the members of the Legislative Development Steering Committee (LDSC).

In the end Mr. Christopher Shields and Mr. Michael Hryshchyshyn handed over the Booklet "Assembly in Brief" published by PLSP to the Honorable Speaker. The Speaker announced that this booklet will be placed in the House in the next session.

ANNEX IV

Legislative Development Steering Committee

Balochistan Provincial Assembly Minutes September 15, 2009

Makran Hall, Serena Hotel Quetta

Participants

Ms. Ruquia Saeed Hashmi, MPA, Chairman

Mr. Jan Ali Changezai, Minister for Quality Education

Ms. Rahila Hameed Khan Durrani, Minister for Prosecution

Mr. Mohammad Khan Mengal, Secretary BPA

Mr. Abdul Karim Ghorezai, Deputy Secretary BPA / Focal Person PLSP

Ms. Humaira Ashraf, Governance Specialist USAID

Ms. Carmen Lane, Acting Project Director, PLSP

Mr. Saalem Khan Kakar, Acting Provincial Coordinator, PLSP

Agenda

- 1. Opening of Meeting, Prayer**
- 2. Project Progress and Update**

2.1. IT Assessment

2.2. Internship Program

2.3. Other Updates

- 3. Summary and Setting date for next LDSC Meeting**

Minutes

The meeting of the Legislative Development Steering Committee (LDSC) Balochistan was held on September 15, 2009 in Makran Hall, Serena Hotel Quetta.

1. Opening of Meeting, Prayer

The meeting was opened by the recitation of Holy Verses, and a moment of prayer for the slain brother-in-law of Dr. Ruquia Saeed Hashmi.

Dr. Ruquia, LDSC Chair, then welcomed all participants to the meeting and stated that she expected the meeting to be fruitful in terms of discussion on various agenda items.

2. Project Progress and update

The Chairman invited Ms. Carmen Lane, Acting Project Director PLSP to present the project progress. Ms. Lane shared with all participants a two-page document which highlighted the next nine months of activities planned with Balochistan Assembly.

2.1. IT Assessment and Quick Impact Mechanism

Ms. Carmen Lane informed the participants that PLSP is undertaking assessments of Information and Communication Technology infrastructure and services in all houses, including the Balochistan Assembly. The purpose is to determine impact of IT interventions over the past four years; assess current level of IT human resource capacity and needs of all houses, and develop a draft strategy for utilizing emerging technologies for further updating the IT capacity of the Balochistan Provincial Assembly as part of its strategic plans. She said that a letter of invitation had been sent to the Secretary so that he may facilitate the assessment.

Ms. Lane said the Assessment, to be led by PLSP's new Director of IT and Procurement, will inform the Secretariat's own planning as well possible areas where PLSP or other donors may provide equipment, training or assistance. She said that USAID-PLSP have created a "Quick Impact" fund for each house, to fund discreet activities or procurements related to the Strategic Plan and supported by the IT assessment. PLSP will make recommendations to USAID for this fund, after the Assessment report is delivered, and in close consultation with SP Committee and Secretariat.

2.2. Internship Program

Ms. Carmen Lane asked Mr. Saalem to share the update on Internship program. Mr. Saalem said that the Balochistan Assembly selected five new interns who are being supported by PLSP. The interns have been assigned to different departments, including the Library, Research Branch, IT Branch, Legislation and Media Center. He mentioned that PLSP conducted a two-day training for interns on writing skills. The training was also extended to Secretariat staff, 34 of them who attended.

2.3. Other Updates

On this agenda item Ms. Carmen Lane shared following points:

a) English Classes for Secretariat Staff

Ms. Carmen Lane shared that per the Assemblies request – and as highlighted in the strategic plan framework – PLSP has employed an English Language instructor. The instructor will set up of a multiple class schedule (One for senior staff and another one for junior staff). The classes will be run daily one hour and five working days in a week.

b) Website Update, Hosting and Maintenance

Ms. Carmen Lane shared with the Secretary and honorable members that the Assembly "is responsible for all maintenance and updating of the Website." She reminded that the current Web hosting contract with NetAccess will expire on September 25, and if the issue is not resolved urgently the Websites may go down on that date, and there is a possibility that data will be lost. She mentioned she would be taking this matter up with the Secretariat.

d) Secretaries' Meeting

Secretary Mengal asked when the next Secretaries meeting would be. He mentioned the Secretaries meeting he had attended two years ago, where Secretaries and their designated representatives along with Focal Persons from all four provinces, National Assembly, Senate and AJK Assembly participated.

Ms. Lane remarked that the project intends to organize a meeting, taking into account the upcoming sessions in October. The tentative plan is to hold the meeting in early November, and focus on the finalized strategic plans and the findings of the IT Assessments.

3. Summary and Setting date for next LDSC Meeting

The next meeting of LDSC will be held in November, date TBD.

Ms. Ruquia Saeed Hashmi paid vote of thanks to all participants and adjourned the meeting until the next proposed date.

ANNEX V

Meeting with Hon. Farooq H Naek, Chairman Senate Senate of Pakistan, Islamabad Committee Room # 3

USAID/PLSP Participants:

1. Michael Hryshchyshyn
2. Humaira Ashraf
3. Christopher Shields
4. Syed Fakhar Imam
5. Aizaz Asif

Senate Participants:

1. Raja M Amin, Secretary
2. Ifthikharullah Babar, Additional Secretary Committees
3. GM Chaudhry, Additional Secretary Legislation
4. Amjad Parvez Malik, Additional Secretary
5. Jamil Qureshi, Joint Secretary and PLSP Focal Person
6. Hussnain Haider, PSO to Senate Chairman
7. Zarghoona, Research Officer Senate

SUMMARY:

The meeting was chaired by the Chairman Senate.

Immediately into the meeting the Chairman briefed on the inefficiencies of the Senate and lack of resources that were further impeding improvement in its work. He reiterated that Senators needed training on parliamentary procedures, processes and understanding of Rules and Procedures. He said that many Senators were unaware of House proceedings and Committees which are the lynchpins of Parliamentary work and need to be strengthened. For the latter he suggested training for Committee Chairs, building capacity of Committee Staff and provision of essential equipment to each committee.

Another area which was of concern to the Chairman was the lack of adequate Library and Research facilities. He emphasised that Senators were not using library as they ought to and research facilities were also inadequate in providing full support. He highlighted that Library and Research were one of the most neglected areas and without addressing this issue performance of the Senate cannot be strengthened.

The Chairman emphasised the need for revision/amendment in “Rules of Procedures and Conduct of Business in the Senate”. He said that there were anomalies in the Rules and on many occasions they were silent on issues. Quoting an example the Chairman said that it was brought to his notice that Chairs who had retired from office were still retaining official facilities and Rules did not give clear directions as to what procedures need to be adopted to ensure return of facilities upon relinquishing office.

During the meeting the Chairman was briefed by the project on the scope of the Strategic Planning Framework and highlighted the provisions that were related to issues as pointed out by the Chair. The project briefed that under the extended phase it had a Quick Impact Mechanism (QIM) through which

hardware could be provided to Committee Chair offices on urgent basis. At this point Mr. Qureshi pointed out that under the UNDP sponsored SDPD project provision of 12 PCs and 25 laptops were in the pipeline that would be provided to the Committees. The Chair cited that the requirement of the Senate was greater than this and requested PLSP to look into this matter on urgent need basis. He said that each of the Committee Chair office needed to be equipped with basic facilities that include, PC, Printer, Fax and Internet. He reiterated the need to hire one research staff for each committee and create job opportunities for people. *(The secretariat staff chose to remain silent though the Chairman was expecting some response).*

Closing the meeting the Chairman said that he was available at anytime for consultation and ensured his fullest cooperation to PLSP to achieve common objectives that would lead to a strengthened Senate of Pakistan.

ACTION ITEMS:

1. PLSP will undertake an IT assessment of Committee Chairs offices to identify exact requirements and using the QIM will try to fulfil needs as highlighted from the assessment. It was also agreed that PLSP and UNDP will sit down to develop a framework as to what each project could provide to Committee Chair offices.
2. PLSP will arrange a meeting of Committee Chairs between 9 to 23 October, 2009 that would be chaired by Chairman Senate.
3. PLSP will undertake a detailed training for Committee Chairs and members on the powers and authority of Committees and Rules of Procedures.
4. PLSP will brief the Chairman on the Strategic Planning Framework inviting all members of the SP Committee for discussion and validation.
5. Identify mechanisms and activities to strengthen Library and Research Services and provision of interns to assist Committees and senators.

ANNEX VI

Meeting with Balochistan Provincial Assembly Secretariat

Minutes September 16, 2009

Speaker Chamber, Secretary Office BPA Quetta

Participants

Mr. Mohammad Khan Mengal, Secretary BPA

Mr. Abdul Karim Ghorezai, Deputy Secretary BPA / Focal Person - PLSP

Mr. Shamsuddin, Deputy Secretary Admin BPA

Mr. Syed Mukhtar Shah, Chief Accounts Officer BPA

Miss. Humaira Ashraf, Governance Specialist USAID

Miss. Carmen Lane, Project Director, PLSP

Mr. Saalem Khan Kakar, Acting Provincial Coordinator, PLSP

Discussion Points

4. TA / DA issue

5. Internet Facility Monthly Charges

6. Website Hosting and Maintenance

Minutes

Background: USAID – PLSP requested a meeting with the Secretary to discuss the urgent issues of the Assembly taking over payment of the Internet, and Web hosting. The Secretariat officials also took the opportunity to raise the issue of TA/DA, which is an ongoing problem.

Ms. Ashraf and Ms. Lane thanked the Secretary and other participants for taking the time to meet.

4. TA / DA Issue

Mr. Shamsuddin, Deputy Secretary Admin BPA opened by asking why the project was not paying TA/DA, as he had to pay from his own pocket to fly to Islamabad for the recent PLSP ToT training in Bhurban. Ms. Lane reminded the participants that in any PLSP training, PLSP generously provides for training, food, accommodations (if relevant), but that all of the other Assemblies have included in their own budgets payment for TA/DA (which in this case would be air tickets and any additional incidentals). She stated her understanding is that there was a long-standing verbal agreement between the project and the Balochistan Assembly that the Assembly should be responsible for associated costs, such as travel, not covered by PLSP.

Chief Accounts Officer Mr. Mukhtar Shah responded that he had sent this request to the Finance Department several times, but they continue to refuse. He clarified that the Balochistan Assembly –

unlike other Assemblies does not control its own budget. There expenses must be cleared by the government. Upon request, he reminded the group that the Members whose air tickets were paid for by the government to attend the Strategic Planning session in Bhurban, were approved through separate ministry funds because they are also Ministers.

Ms. Ashraf sympathized with the Secretariats' concerns, but she reminded the Secretariat that very few trainings are held outside of Quetta and that the project could consider bringing additional trainers to Quetta if necessary. So while TA/DA remains an issue, the Secretariat should not be concerned that they are going to be left out of the benefits of the program.

Ms. Ashraf also pointed out that the core of the Assembly's issue (with TA/DA) was with the fact that they have not established any committees, including their own House Finance Committee.

Ms. Ashraf and Ms. Lane urged that the Secretary work with the Speaker and leaders of the Strategic Planning Committee to press the Chief Minister on the issue of committees, and especially to establish a House Finance Committee. Once that happens, the Assembly should have more autonomy over its own budget. The Chief Accounts Officer added that he can submit another proposal for TA/DA in the supplementary budget in February 2010.

5. Internet Facility Monthly Charges

Ms. Lane shared the minutes of a meeting between the Balochistan Assembly Speaker and former PLSP Director Christopher Shields, dated 19, May 2009 with the Secretary. The minutes referred to what the PLSP project believes was a verbal agreement that the Assembly would as of July 1, take over all Internet payments. She reminded that the internet provider not only serves the PITRC, but extends to the Speaker Chamber, Deputy Speaker Chamber, Library, Media Center, Speaker's Residence, and offices of the Focal Person, Assistant Focal Person, Senior Photographer, Protocol Officer I, II, and Staff Officers to Speaker.

Mr. Ghorezai say that Assembly has submitted letter for approval to the government Finance Department, but he has not received a response. Again the issue of establishing the Finance Committee was discussed.

6. Website Hosting and Maintenance

Ms. Lane shared with the Secretary a copy of the signed agreement between USAID-PLSP and the Secretariat that the Assembly "is responsible for all maintenance and updating of the Website." She reminded that the current Web hosting contract with NetAccess will expire on September 25, and if the issue is not resolved urgently the Websites may go down on that date, and there is a possibility that data will be lost.

Mr. Ghorezai and Mr. Mukhtar Shah repeated that they do not have the budget for hosting. They say the amount - 36000 PKR per year – is something that will take considerable time for approval from the government finance department.

The PLSP Acting Provincial Coordinator reminded the group that the project was looking into cheaper alternatives for the Assembly, and was in the process of acquiring a quote from another firm.

Conclusions

The Secretariat requested that – for an interim period – the Balochistan Assembly be given special consideration, due to the fact that they have no control over their own budget.

Ms. Ashraf asked how long of a period would they need to sort this out. Mr. Ghorezai and Mr. Khan indicated that they were not sure, but the shortest timeframe would be three months (through December) – to establish the Finance Committee. The worst case scenario was February/March 2009, when they hope to get these issues resolved in the supplemental budget.

Ms. Ashraf agreed that she would take the case back to her colleagues at USAID, specifically regarding the Internet and the Web hosting. She did not provide a guarantee but said she would discuss the options and communicate to the project within the coming days.

In his final comments, Secretary Mengal offered to do his best to apply pressure on the issue of forming committees.

Annex VII

PAC Workplan is attached as a separate file

Annex VII

Meeting of Extended FATA Parliamentary Group National Assembly Committee Hall No. 5

4 July 2009

Summary

The newly-formed Extended FATA Parliamentary Group (EFPG), made up of members of the National Parliament from FATA and adjacent constituencies, met to discuss draft by-laws for the group's policy and operations. (This meeting immediately followed a separate event hosted by the U.S. Government whereby an official visitor – Dr. Barnett Rubin, Special Advisor to the President – met with the group for a dialogue on development and peace in FATA.) All FATA and Adjacent Constituency Members were invited, and seventeen attended (the attendance list is attached below). The Minister for States and Frontier Regions (SAFRON) also attended.

The draft bylaws were presented by National Assembly Deputy Speaker Faisal Karim Kundi, who is the patron of the EFPG. The bylaws had been drafted over a period of months by a working group of five members of the National Assembly and Senate, which had been elected by their colleagues in a March 12 meeting of FATA members.

The bylaws, attached in Annex II, were passed by unanimous consent.

The meeting minutes follow below.

Meeting Minutes

Deputy Speaker of National Assembly chaired the meeting and welcomed the participants. He explained to the participants the objectives of FATA Caucus, especially for the benefit of members who were new, and gave reference to earlier meetings of the whole group as well as the working group. The Chair also called for reading the bylaws and asked for comments or questions.

Minister for SAFRON, Najmu-din Khan, suggested that Provincial Administered Tribal Areas (PATA) should be part of this caucus, in addition to FATA and adjacent constituencies. There was no further discussion on this point.

The Minister also presented a public notification from the official Government Gazette, which calls on donor organizations to channel funding for FATA through SAFRON rather than, for example, having direct agreements with such entities as the FATA Secretariat. **MNA Munir Khan Orakzai**, Parliamentary Leader of FATA, challenged this argument saying that the FATA Secretariat is responsible for development of FATA and cannot be excluded as the FATA Secretariat has also been formed with the approval of President.

MNA Noor Alam, member of the EFPG working group, asked all participants to focus on Bylaws as other issues could be taken up later.

Deputy Speaker asked the participants to approve the bylaws, and suggested that in the next meeting issues of donor funding – particularly US funding – for FATA could be discussed. He said that future delegations coming from abroad regularly meet the EFPG, and suggested that FATA Parliamentarians should also have a chance to visit abroad and present their case to the international community.

MNA Munir Orakzai asked for some time to review the bylaws. **MNA Noor Alam and MNA Syed Akhunzada Chatan** reminded the participants that the bylaws were drafted by the working group, that they were sent in advance of the meeting also, and finally that they should be approved.

Senator Saleh Mohammad then posed the question as to why there is so much interest in FATA, as that other areas such as rural Punjab and Sindh are also very poor. The **Deputy Speaker** explained that the Group/Caucus is “a bridge or a post office” and no direct funding will be given through the Caucus. He explained that the structure was similar to that of the Women Caucus formed by the Speaker of the National Assembly and also that of the Young Parliamentarians forum.

MNA Noor Alam then asked for all of those members present who approved the bylaws to raise hands.

The bylaws were unanimously passed and participants prayed collectively for the success of the Extended FATA Parliament Group.

Annex I – List of Participants

FATA and Adjoining Constituencies' Members

1. Faisal Karim Kundi (Deputy Speaker National Assembly)
2. Sajid Hussain Turi, MNA
3. Munir Khan Orakzai, MNA
4. Jawad Hussain, MNA
5. Mr. Abdul Malik Wazir, MNA
6. Shaukat Ullah, MNA
7. Syed Akhunzada Chatan, MNA
8. Noor ALam Khan, MNA
9. Syed Haider Ali Shah, MNA
10. Najam-ud-din Khan, Minister for Safron
11. Malak Azmat Khan, MNA
12. Abdul Rashid, Senator
13. Engr. Malik Rashid Ahmad Khan, Senator
14. Hafiz Rashid Ahmad, Senator
15. Maulana Saleh Mohammad, Qureshi Senator
16. Muhammad Idrees Safi, Senator
17. Abbas Khan Afridi, Senator

USAID

Ms. Humaira Ashraf Kiyani, Governance Specialist, Office of Democracy & Governance

PLSP

Mr. Christopher Shields, Project Director
Ms. Carmen Lane, Deputy Project Director
Mr. Muhammad Rashid Mafzool Zaka, Legislative Capacity Advisor
Mr. Ashfaq Khan, NWFP Provincial Coordinator