

MALAWI - POST-ELECTION SEMINAR

REPORT SUMMARY

22 - 24 AUGUST 2019



Programme purpose:

Malawian Parliamentarians are more confident and skilled to make the Parliament of Malawi effective, accountable and inclusive.

Programme Outcomes:

Outcome 1. Newly-elected parliamentarians have strengthened their technical skills and increased their confidence to deliver their parliamentary responsibilities effectively and efficiently.

Outcome 2. Parliamentary officials have strengthened their communication skills and confidence to deliver technical training to parliamentarians.

Outcome 3. The relationships between the UK (CPA UK and UK Parliament) and Malawi are further strengthened.

Outputs

Output 1: At least 40 newly-elected parliamentarians have attended the training programme and have greater confidence in performing their duties and responsibilities, with enhanced communication and presentation skills.

Output 2: Participants identified specific changes or actions based on the programme sessions which they will undertake within six months after the Post-Election Seminar.

Output 3: At least ten parliamentary officials have engaged with the organisation and delivery of the Post-Election Seminar.

Output 4: The UK delegation has deepened its understanding of the Parliament of Malawi and the Malawian political context.

Output 5: A comprehensive report has been produced and disseminated to all key stakeholders.

PROGRAMME OVERVIEW

From 22-24 August, CPA UK, in partnership with the Parliament of Scotland and Parliament of Malawi, led a three-day training programme for newly-elected parliamentarians at the Parliament of Malawi. Forty-five newly-elected Members from the Parliament of Malawi took part in a broad range of interactive sessions and discussions. The programme covered a variety of themes including:

- **Building Relationships with Members and Clerks**
- **Practice and Procedure in the Chamber**
- **Legislative Scrutiny**
- **Financial and Budget Scrutiny**
- **Public Speaking**
- **Select Committees**
- **Engaging with External Stakeholders**

The programme was a collaboration of expertise from the UK Parliaments and Parliament of Malawi, with many of the programme's sessions including speakers from both institutions.

The delegation received positive feedback on the programme. Participants commented that the training made them feel more confident to fulfil their roles as parliamentarians.

The Post-Election Seminar was officially opened during a ceremony attended by Hon. Catherine Gotani Hara MP, Speaker; Hon. Madalitso Fred Kwaderanji Kazombo MP, First Deputy Speaker; Ms. Fiona Kalemba, Clerk of Parliament; and Mr Henry Nijimole, Deputy Clerk of Parliament.

The UK delegation comprised of:

- Kate Osamor MP (delegation leader)
- Patrick Grady MP
- Maureen Watt MSP
- Carys Rees (National Assembly of Wales)
- Robert Harper (CPA UK)
- Sarah Giles (CPA UK)



Participants of the training programme

MALAWI - POST-ELECTION SEMINAR

FULL REPORT

22 - 24 AUGUST 2019

PROGRAMME BACKGROUND

This programme is supporting the Parliament of Malawi through a period of transition. The project builds on significant work by a number of stakeholders including CPA UK, CPA Scotland, the UK Parliamentary Office for Science and Technology (POST), AFIDEP and others, particularly around research and evidence-based policy-making.

The two-year programme is part of the Commonwealth Partnership for Democracy Fund (CP4D), funded by the Foreign and Commonwealth Office (FCO) and implemented by the Westminster Foundation for Democracy (WFD). The programme is divided into two phases and is being delivered through a series of workshops, short-term attachments, and study visits. CPA UK has incorporated learning from past activities, both in-country and across the Commonwealth, into our activities to ensure continuous improvement, sustainability and to maximise delivery to ensure greater impact.

The first phase was carried out from 31 October to 2 November in Salima, Malawi. A three-day training workshop was delivered for parliamentary clerks and officials with the aim of equipping them with the necessary skills and knowledge to enable them to effectively discharge their legislative and committee functions. Essentially, the training has been designed to help staff prepare for the new parliament, apply learnings to their processes, and enable the parliament to undertake the CPA Benchmark self-assessment.

In Year 2, following the national elections, this project support



Participants taking part in an interactive session

KEY DISCUSSION AREAS

THEMATIC AREA ONE: FOSTERING RELATIONSHIPS AND COMMUNICATION

EXPERIENCES OF BEING A NEWLY-ELECTED MP

In discussion groups, participants shared what they hoped to learn and achieve during their time as parliamentarians. This included:

- Engaging with relevant ministries to improve local health facilities
- Youth empowerment and women empowerment programmes
- Building relationships with funders to develop projects in local communities (Maureen Watt MSP recommended prioritising building multi-purpose centres, for example a sports centre that can also be used for literacy groups in the evening)
- Improving girls' education
- Using data effectively as evidence to justify arguments and activities

WORKING EFFECTIVELY WITH MEMBERS

The UK delegation shared best practice for cooperating effectively with Members. Collaborating across both sides of the House is an important method to achieving results in Parliament. There are different ways to collaborate:

- Collaborating on a specific policy goal (this could be short-term or long-term)
- Longer-term thematic collaborations (for example, working together on an All-Party Parliamentary Group)

Being in the Opposition requires lots of cross-party work, but this is also a requirement when in Government to ensure that policies are voted for. The key task is to deliver for constituents, and cross-party work enables this to happen. Sometimes it is necessary to compromise to move important actions forward.

In small groups, participants discussed different approaches to building constructive relationships. Their suggestions included:

- Start discussions with respect for one another, even if you do not agree with their position
- Ask others to listen to you, and listen in return
- Change perceptions and interact beyond party lines

WORKING EFFECTIVELY WITH CLERKS AND OFFICIALS

Mr Ollium Phiri, Assistant Clerk of Parliament (Committee Section) in the Parliament of Malawi provided an overview of the different teams in the Parliament and how they support Members to be effective in their work. Mr Phiri emphasised that clerks are advisors on parliamentary procedures. Participants worked in small groups to discuss their expectations from clerks:

- Expertise to help with parliamentary procedure
- Official channels of communication from the Parliament (including press releases and social media) provided in a timely manner
- Guidance on writing proposals (for example, to send to donors)
- Providing legal advice and guidance
- Making neutral and impartial decisions
- Guidance on structure for writing speeches

Groups then engaged in small role plays of different situations between Members and clerks to discuss methods for building strong relationships with clerks and parliamentary officials. Groups discussed the LEAP framework (Listen – Empathise – Agree – Partner) as a good method to build positive relationships with clerks. This included discussing the importance of establishing boundaries between clerks and Members and understanding what they could be expected to deliver.

Members requested job descriptions from the Parliament of Malawi for different clerks and officials to better understand their roles.

PARLIAMENTARY ETHICS AND CONDUCT

Veila Manyonga, Integrity Committee, shared information about ethical principles in the Parliament of Malawi. This included a strategy launched in 2008 to target corruption, which established the Integrity Committee system. All Ministries have an Integrity Committee, including Parliament. The Committee oversees matters related to public sector behaviour. Ms Manyonga also discussed the African Parliamentarians' Network Against Corruption (APNAC) which is a coordinating body to strengthen the capacity of parliamentarians across Africa and promotes good governance.

Patrick Grady MP reflected on the importance of having integrity as a parliamentarian. Telling the truth in the Chamber is vitally important and is the basis of acting with respect as a parliamentaria. In the UK, all Member expenses are published and Members have to register personal interests to ensure there is honesty and transparency. This is to make sure that the public understand the different influences on politicians. Leadership by example is the best form of leadership.

Carys Rees shared the dignity and respect policy established by the Welsh Assembly. The key principles across UK parliamentary institutions include selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Participants worked in groups to establish what key behaviours would be included in a Code of

Conduct in the Parliament of Malawi. These included:

- Acting honestly
- Being accountable and transparent in all activities
- Building good relationships among Members
- Representing the interests of your constituency
- Following a dress code
- Acting selflessly
- Respecting other Members' views

EMPOWERING VOICES IN PARLIAMENT

Participants engaged in discussions on how to empower voices in Parliament. This included considering how young people and women could be encouraged to stand for election and to engage in democratic processes. Kate Osamor MP and Maureen Watt MSP reflected on their experiences as newly-elected female parliamentarians in the UK and Scottish Parliaments and the importance of supporting one another as female Members.

Veila Manyonga, Integrity Committee, gave a presentation on the Women's Caucus in the Parliament of Malawi and its role to connect and empower female parliamentarians.

In small groups, participants then considered the challenges and opportunities for making the Parliament of Malawi as inclusive as possible, and the steps that can be taken to make Parliament as inclusive as possible.

SPEECHWRITING

Speechwriting is an important part of a Member's role. Maureen Watt MSP shared her experience that writing speeches herself makes them sound more genuine. Key tips for writing strong speeches included:

- Think about why you want to take part in a debate. Is it a matter in the news? Is it important to your constituency? Is it a matter you feel personally invested in?
- Leave space on your sheet of paper so you can add in more information as the debate is progressing. This enables you to respond to the live debate with other Members
- The main body of your speech should only be 2-3 points
- Engage with external organisations for briefings and information. Keep up to date with current affairs. This can help brief Members ahead of particular debates or questions for Ministers
- Keep to time
- Conclusion – reinforce your key points in the main body of the speech, so that these parts are memorable
- If anyone else is writing your speeches, it's important to give them strong guidance on your tone of voice and what you want to include.

Participants then practised writing and recording short speeches on the topic of 'What made you want to be an MP?' Participants shared that they found the practical exercise very helpful to watch back recordings of themselves and to

to new Members of Parliament through a comprehensive induction programme, with particular emphasis on women and young parliamentarians. The project will also continue to provide technical support through strengthening committees and enhancing legislative scrutiny.

In the Malawian legislature, considerable work is undertaken through committees; by strengthening such committees, we will be enhancing their accountability processes. In tandem to this approach, a strong and effective legislative scrutiny function will ensure an effective and accountable Parliament.

CPA UK-MALAWI

PROGRAMME PARTNERS



WESTMINSTER
FOUNDATION FOR
DEMOCRACY



COMMONWEALTH
PARTNERSHIP FOR DEMOCRACY
A UK 2018-20 INITIATIVE



The Scottish Parliament
Pàrlamaid na h-Alba



RELATIONS

CPA UK have a significant and well established relationship with the Parliament of Malawi, and have a long history of working with Members, Parliamentary officials and Parliamentary staff. At the request of the National Assembly, programmes have been designed to assist Members in fulfilling their legislative, oversight and representative roles.

Our Recent Programmes

CPA UK Modern Slavery Project visit to Malawi, Lilongwe, 8-9 June 2018

As part of the Modern Slavery Project, a delegation of UK and Nigerian parliamentarians involved in combatting modern slavery-related crimes in their own jurisdiction visited Malawi to exchange learning and explore challenges and opportunities in the region.

UK MP Alex Norris was joined by Nigerian MPs Hon. Samuel Okon Ikon MNA and Hon. Ibrahim Isiaka MNA for the two-day programme from 8-9 June. During that time, they met with the Speaker of the Malawi Parliament, Hon. Richard Msowoya; held open discussions and sessions with Malawi MPs; and visited a local police victim support unit and an NGO working with victims of modern slavery and human trafficking.

Programme on the Use of Evidence in Parliamentary Work, Westminster, 9-10 March 2017

CPA UK continued their work with parliamentarians in March 2017, hosting a delegation at Westminster and delivering a programme focusing on the use of research in parliamentary processes and evidence-informed policy-making. This programme was run in collaboration with the UK Parliamentary Office for Science and Technology (POST). This programme included sessions with other research staff exploring how evidence can be used by parliamentarians in the course of their work – particularly in legislative scrutiny.



Opening Remarks by Hon. Speaker Catherine Gotani Hara MP

practice making speeches with other people.

PUBLIC SPEAKING

For Members of Parliament, public speaking is an integral part of the role, both inside and outside the Chamber. The UK delegation shared some of their experiences for effective public speaking in Parliament:

- Make a strong introduction. Introduce yourself and thank the person who brought the matter to the Chamber
- Recognise other Members in your speeches, particularly if you're responding
- Explain your interest in the topic of the debates, for example your constituents
- Always rely on reliable sources for information. You should always be able to support your speeches with accurate information
- Don't include too many ideas in your speech - just include the key points and keep to a narrow area
- Simplify your topic, especially if the debate is oversubscribed. You may only have a short time to deliver your key points
- Write in a manner of how you speak
- Have three or four questions ready to ask a Minister
- Look at the conclusion of your speech. Consider whether you should use it as your introduction

THEMATIC AREA TWO: LEGISLATIVE SCRUTINY AND PROCEDURE IN THE CHAMBER

BEST PRACTICE FOR CHAMBER PRACTICES AND PROCEDURE

Engaging in the Chamber is central to the role of a Member. It also gives backbenchers strong opportunities to engage. Lawson Chitseko, Chief Clerk Assistant (Table Office), Parliament of Malawi shared several tools that Members can use through the Chamber:

Debates – Standing Orders guide what a Member is able to say. It is important for Members to stay within their ten-minute limit. Share questions in advance with Ministers.

Asking questions (for oral or written response) can receive good responses from Ministers - Thursdays are a **Private Members' Day**. Members can produce motions. If there are any financial implications to motions, they will need consent from the Minister of Finance. The UK delegation shared some of their best practice for engaging effectively in the Chamber. This included:

- The importance of timekeeping and good attendance
- Engage effectively with the Speaker
- Respect time limits and when items of business are due to start
- Don't repeat points in a debate. Keep points short and make them once
- Be aware of how many colleagues are also speaking in debates
- Be spontaneous – listen to the debate and intervene if you want to challenge them.

BEST PRACTICE FOR LEGISLATIVE SCRUTINY

Mr Joseph Manzi, Senior Assistant Clerk of Parliament, Parliament of Malawi, shared best practice for legislative scrutiny. In particular, Mr Manzi emphasised the importance of understanding the consequences of not passing a Bill at a particular time. Members should understand the impact on stakeholder interests. Further, Members need to use the Committee Stage to make amendments to legislation. It's a very important stage for passing or amending a Bill.

Participants raised a broad range of questions regarding legislative scrutiny, including on assessing public opinion; the legal implications of passing a Bill; international changes and laws; cultural norms; consulting stakeholders; cost-benefit analysis; policies and stakeholders involved and their role – MPs, Ministers, Committees, constituents.

The UK delegation shared their experiences of passing legislation. Considering the financial implications for passing a Bill is very important, as questions should be raised about the costs of implementing any Bill. Bills also need to have realistic timelines for implementation, as they may need facilities to be built or professionals

to be trained. Members need to ensure that when a Bill is passed it can be supported and acted on.

BUDGET AND FINANCIAL SCRUTINY

Longani Kabitchi, Principle Clerk Assistant (Table Assistant), Parliament of Malawi provided an overview of how Members of Parliament scrutinise the Budget proposed by the Government:

- Before the proposed Budget is finalised, the Minister of Finance visits constituencies across the country to gather views of what public money should be spent on.
- The Budget is then prepared and submitted to the Cabinet for approval.
- Documents are provided for Members on the budget, which are designed to be cross-referenced:
- **Annual economic report** – including the statistics for the previous financial year. This is three volumes and is a large, detailed document. **Financial statement** – this is much smaller and provides a good overview. **Financial expenditure** – a very detailed document. **Programme-based budget** – the costs for all the programmes the Government is running

The importance of Members of Parliament scrutinising the Budget:

- To allocate budget to areas which are priorities (as representatives of the people)
- To ensure value for money for programmes
- Members can reallocate funding to other priorities.

The Cluster Committees play a central role in reviewing different elements of the budget. This includes inviting Principle Secretaries in front of each Committee to justify why they need particular quantities of funding from the Budget.

The Budget Office in Parliament has four officers. The role of this office is to manage budget scrutiny and provide answers to Members of Parliament during scrutiny of the

Budget. The Treasury is also represented in the Budget Office.

The general debate on the Budget should take place for no less than 14 days. The focus of this debate is on telling the Minister of Finance what should be included in the budget, and ensuring that the budget reflects what Members want.

Participants asked Mr Kabitchi how Members can bring their constituents' financial needs to the budget scrutiny process. Mr Kabitchi responded that Members should always consider their constituents' needs in the budget, however it should be scrutinised as a national Budget, and prioritisation must be considered.

EFFECTIVELY USING RESOURCES

Resources are available for Members to access to help them engage in their work more effectively. Maureen Watt MSP shared her experience of using resources at the Scottish Parliament. Their research and information teams send regular updates to Members on matters related and unrelated to Parliament. Members can use the teams to find out information on particular matters for their constituents. Members can also use civil society organisations (CSOs) to gain information from relevant organisations to devise policies and strategies. Universities are also used to gain information as there are valuable researchers and reports within them. Some clerks and officials can also undertake general research, if it is relevant to their role.

Leonard Tilingamawa, Principal Research Officer, Parliament of Malawi, then shared more information on the Parliament of Malawi's Research Section. The Research Section only has four permanent members of staff. Its key responsibilities include:

- Assisting Members in analysing Bills
- Supporting Committee work, for example assisting with research for inquiries
- Preparing brochures and background papers
- Engaging with parliamentary organisations – preparing papers to present at conferences, or background papers to increase Members' knowledge on a particular area, country or topic

Programme for Young Parliamentarians on Parliamentary Practice and Procedure and Issue-Based Campaigning, Lilongwe, 7-10 November 2016

In November 2016, at the invitation of the National Assembly, CPA UK ran a programme for MPs in Lilongwe. Its aim was to enhance the capacity of the National Assembly of Malawi by strengthening parliamentarians' understanding of parliamentary practice, and methods of engagement with the electorate. This programme gave a general introduction to principles of parliamentary representation, but also focused on technical areas, including Private Member's Bills, information networks, and financial scrutiny. The programme also explored issue-based campaigning, and how it can be used to engage voters.

International Parliamentary Conference on National Security and the Commonwealth Parliamentary Cybersecurity & Cybercrime Project - Westminster and beyond, 2016-2017

As part of CPA UK's annual themed projects, the 2016-17 project was designed to increase parliamentarians' knowledge of and build capacity on national security and cybersecurity through engaging interactive discussion sessions and networking opportunities with key stakeholders. The programme focused on a range of themes covering legislation, committee scrutiny, budgets, and engagement with civil society, international institutions and the private sector.



CPA UK delegation leader Kate Osamor MP and Hon. Catherine Gotani Hara MP, Speaker of the Parliament of Malawi.

- Gathering information for Members' questions
- Research on particular matters related to the Budget if it's of interest to a Member's constituents

The Research Section can be accessed by writing to the Clerk of Parliament on the research need. Members can also visit the Research Section's office and explain their need.

Participants raised concerns that research questions from their predecessors need to be made available online so that they can understand if similar questions have been previously asked.

Kate Osamor MP shared the importance of reaching out to other institutions that are collecting data. The Parliament's Library should work well with other institutions to share information. The Members should support the Library to ensure that it works well for Members. Research teams can't go to constituencies to collect data, as this is too resource-intensive for them.

HOW TO BEST REPRESENT YOUR CONSTITUENCY

The principles of supporting constituents are similar for Members in both Malawi and the UK. These include:

- Making inquiries on behalf of constituents
- Looking at grassroot problems and how overall policies can help with bigger change. Members should also look into why there are problems in the first place
- Represent everyone who lives in their constituency, not just those who can vote.
- Young people and those who cannot vote should also be represented.

The UK delegation shared their experiences of representing their constituencies. Members have routine times for meeting with constituents but will also meet them outside these times if needed. Whilst they live in a representative democracy, Members try to consult their constituents as much as possible to gauge opinions on certain issues. Members will be persistent in pursuing a case for a constituent if they feel that it is justified.

THEMATIC AREA THREE: EFFECTIVE SELECT COMMITTEES

ROLE OF SELECT COMMITTEES

Grace Mganga, Chief Clerk Assistant (Committee Section) asked Members for their experiences of joining committees since they were elected. Participants were interested in what the criteria were for being selected for particular committees. Ms Mganga reflected that a committee is only as vibrant as its Chair and Members, and their relationship with the committee clerk. Further, a committee is only effective if they are producing reports and presenting them to the House. The Social and Community Affairs was the most vibrant committee in the last sitting Parliament. It conducted the most business and reports to the House.

Kate Osamor MP shared her experiences on a select committee in the UK. Select committees need a strong Chair who is prepared to ask difficult questions. The relationship between the Chair and the clerk is very important for a committee to make impact. Committees should plan out their work to cover big issues coming up but also leave space to be reactive to sudden changes which could lead to an inquiry.

In the UK, select committees are very powerful. Reports belong to the entirety of Parliament. It's a good opportunity for Members to be challenged and engage cross-party. Kate Osamor MP encouraged participants to engage in their committees and learn something beyond what they feel most comfortable with.

In small groups, participants then reflected on how they would respond to different challenges that committees are commonly faced with.

Working with the clerk to identify the objectives that the committee wish to achieve

- Research ahead of an inquiry
- Identify suitable witnesses
- Design a timeline and schedule to guide Members on the work of committee clerks and when work will be completed (and by whom)
- Ensure Members and clerks develop a good relationship
- Plan a pre-meeting to prepare for the committee schedule
- Follow up after a committee schedule to confirm the actions of the clerk and committee Members
- Hold regular meetings with the committee clerk to discuss the report
- All stakeholders should be available to attend to provide their perspective on matters
- Experts should be written to and asked to provide correct information for clarity
- The agenda for the report and recommendations should be produced by committee members
- The committee needs enough time to prepare and to lobby for the report
- A good relationship is needed between Chairs and clerks
- Gain sufficient media attention for inquiries and reports
- Reports and recommendations must be evidence-based and beneficial to constituents
- It is important to know who is complaining about issues, who are the beneficiaries and who are the Ministers responsible.

Kate Osamor MP reflected on the importance of planning for committee business, particularly to ensure that the report gets adequate attention. This is where building a good relationship with the committee clerk is important.

Ms Mganga advised that once a report is drafted, the committee must make time to review it and ensure it is included on the Order Paper. The committee Chair needs to lobby the Leader of the House to ensure it is included and keep pressure for the report to be read. Once the report has been read, the committee should follow up with the relevant Ministries to ensure that the recommendations are being considered.

Ms Mganga further advised that the inquiries relevant to the current needs of people in Malawi usually get media attention. It also helps if the committee Chair has a good relationship with the media.

Maureen Watt MSP shared her experience as a committee Chair in the Scottish Parliament. The Chair is heavily involved in a committee's work. Party politics must be left at the door of committee work as much as possible, as it is easier to achieve consensus on reports and recommendations. Consensus is important to achieve where possible, as the Government and CSOs will take more note of reports which have been agreed upon by all committee Members. Maureen shared that when scrutinising legislation in a committee, the committee should always think about what a Bill is trying to achieve. A committee should always focus on what can be improved, without improving the costs of implementation. The committee should ensure that the Bill makes sure that infrastructure and funding are provided to support the Bill.

COMMITTEE INQUIRY EXERCISE

Participants engaged in a committee inquiry exercise. A hearing was devised based on an inquiry by the UK Parliament's Women and Equalities Committee on a Gender Sensitive Parliament. This inquiry looked into the actions by the House of Commons to ensure that the needs of women and men were met by Parliament. Ten participants took part as the committee whilst the wider group of participants provided feedback. Advised by Grace Mganga, the committee engaged in a 45-minute hearing of two committee witnesses played by the UK delegation.

Reflecting on the committee exercise, participants reflected that they found it helpful to discuss question allocation in advance. This ensured that all committee members contributed productively and proactively to the hearing. Further, having agreed question allocation in advance of the hearing meant that Members were more prepared and did not interrupt one another during questioning. The important role of the Chair to guide the questions and ensure all Members contributed was also highlighted.

Participants tested out different questioning techniques during the hearing. They reflected that at times, a Member needed to repeat or rephrase the same question several times to get a satisfactory answer from the witness. They agreed that getting clear and accurate information was essential.

ENGAGING WITH EXTERNAL STAKEHOLDERS

Kate Osamor MP shared best practice for engaging with external stakeholders. Parliamentarians are in a position of importance and should be careful of what they say in the public arena. What a parliamentarian says should be supported by the party, committee or constituents. If a parliamentarian is surprised by a member of the media, then the parliamentarian should ask for their contact details and follow up with them later rather than answering straight away. This enables them to make sure they are sharing accurate information. Kate also shared that every opportunity possible should be used to speak to constituents.

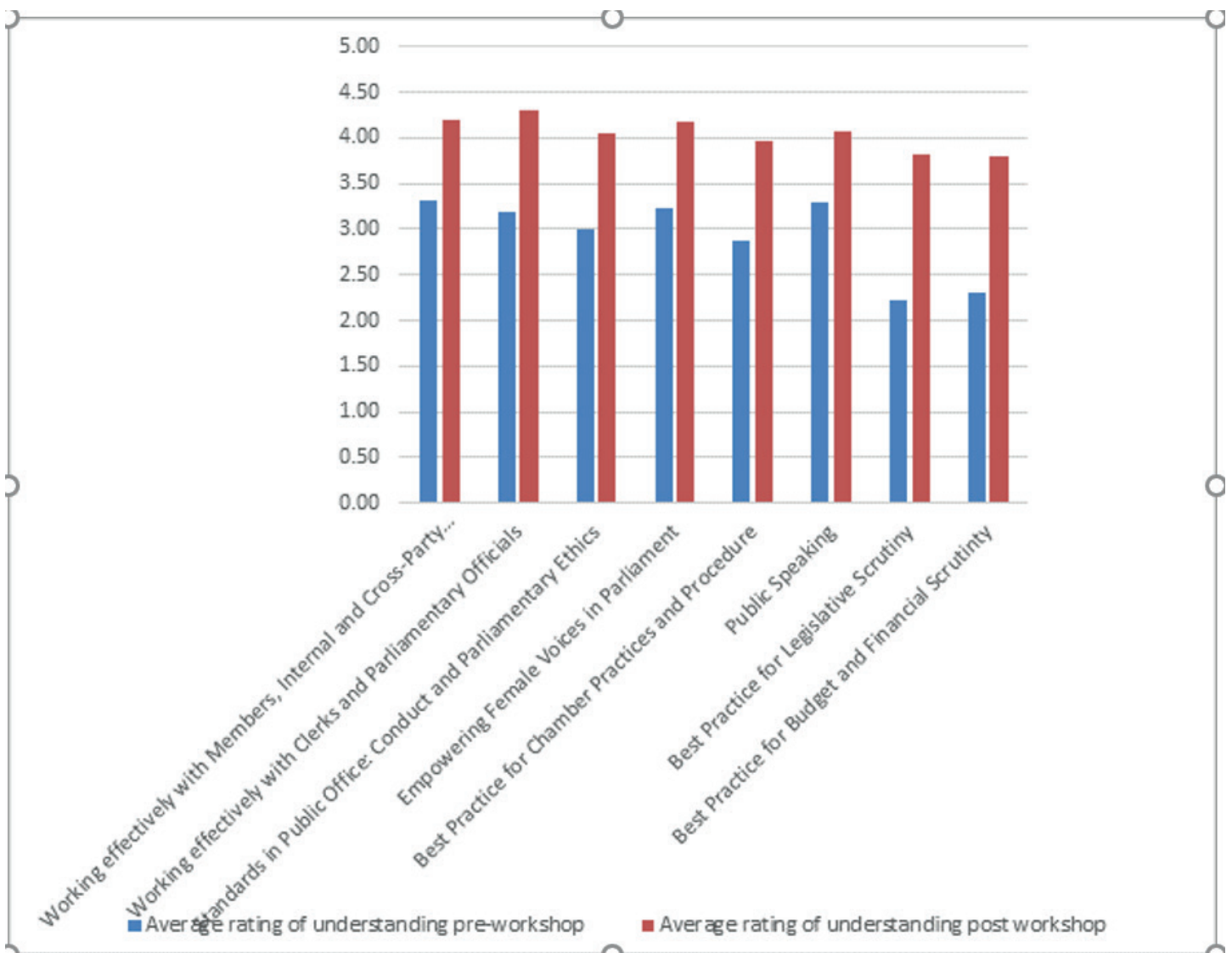


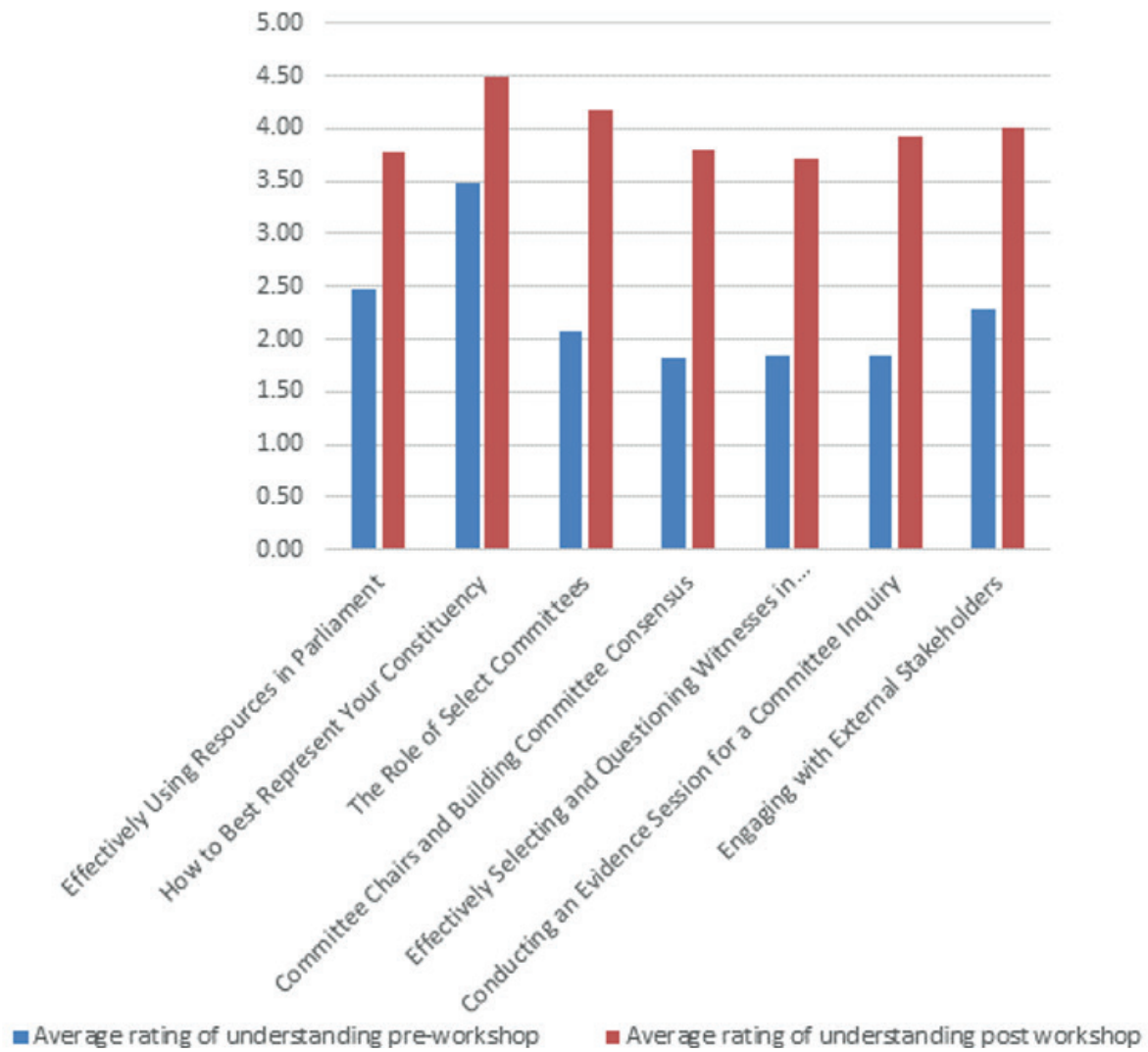
MONITORING & EVALUATION: KEY RESULTS

Feedback on the training programme from participants was very positive, particularly about the interactive and practical nature of the sessions to build their experience and understanding. Several sessions were highlighted for their relevance and interest to participants, including public speaking, empowering female voices in Parliament, practice and procedure in the Chamber, and the sessions on select committees.

The graph below shows the results of the pre- and post-assessment forms completed by participants. Through self-assessment, participants rated themselves in their levels of knowledge of parliamentary practice from 1 – None to 5 – Very confident. Overall, levels of knowledge increased in every area of parliamentary practice and procedure. The greatest increases in confidence levels of participant's knowledge were in the role of select committees, conducting an evidence session with witnesses as part of a select committee inquiry and engaging with external stakeholders.

82%
of participants felt more confident to carry out their roles and responsibilities after participating in the training programme





COMMONWEALTH PARTNERSHIP FOR DEMOCRACY (CP4D)

The Commonwealth Partnership for Democracy (CP4D) is a UK Government funded programme intended to work with parliaments in 18 Commonwealth Member States across Sub-Saharan Africa and Asia to improve representation of women, young people, people with disabilities and the LGBT+ community in the democratic process. CP4D will support parliaments and local governments to monitor the actions of their executive.

The £4m two-year programme was launched at the 2018 London meeting of Commonwealth Heads of Government. It is managed by the UK Foreign and Commonwealth Office (FCO) and implemented by Westminster Foundation for Democracy (WFD) in partnership with the Commonwealth Parliamentary Association (Secretariat and UK branch) and the Commonwealth Local Government Forum.

CP4D activities will be implemented at the regional level and with all Commonwealth members to help raise standards and build political commitment to democratic values. The 2012 Commonwealth Charter commits governments, political parties and civil society organisations in member states to uphold and promote democratic culture and practices that are accountable to the public. Parliaments and local governments are essential for effective, inclusive democratic governance and CP4D will contribute to making this a reality by:

- Improving inclusion by engaging more women, young people, persons living with disabilities, religious minorities and the LGBT+ community in the democratic process
- Increase accountability through more effective and transparent parliamentary practices

FULL PROGRAMME

Thursday 22 August

Ufulu Gardens, Lilongwe

Day One Theme: Fostering good relationships

TIME	SESSION
0900 - 0930	Registration and Welcome Session <i>Participants will be asked to register and to fill in a survey to record their expectations and learning processes. Responses will be confidential and only non-attributed responses will be used externally.</i> <i>A group photo will be taken.</i> Facilitator: Sarah Giles Speaker: Kate Osamor MP
0930 - 1030	Session 1: Being a Newly-Elected MP <i>In this session, participants will identify what they hope to achieve and learn during their time as an MP. The UK delegation will also reflect on their first experiences as an MP.</i> Facilitator: Sarah Giles Speaker: Maureen Watt MSP
1030 - 1130	Session 2: Working Effectively with Members, Internal and Cross-Party Cooperation <i>Building trust with Members is key for ensuring that Parliament works effectively. This session will explore best practice for developing successful working relationships with Members within and across party affiliations, including formats such as all-party parliamentary groups, forums and caucuses. This session will also explore how to strengthen Government relations, and how to maintain pressure on the Government to respond to parliamentary questions and committee recommendations.</i> Facilitator: Sarah Giles Speakers: Patrick Grady MP
1130 - 1200	Tea and Coffee Break

TIME SESSION

1200 - 1300 **Session 3: Working Effectively with Clerks and Parliamentary Officials**

This session will discuss the different roles of parliamentary officials and their importance for an effective parliament. It will explore the different responsibilities across departments and will also examine what makes an effective working relationship between Members and parliamentary officials, to ensure Members are best supported in their role.

Facilitator: Carys Rees

Speakers: Kate Osamor MP and Ollium M. Phiri, Assistant Clerk of Parliament (Committee Section)

1300 - 1400 *Lunch*

1400 - 1500 **Session 4: Standards in Public Office: Conduct and Parliamentary Ethics**

Members of the public as well as the media expect a high level of transparency from public figures, including parliamentarians. This session will explore the conduct and ethics expected of Members, both within Parliament and externally.

Specific topics will include registering interests, lobbying, treatment of staff and complaints procedures.

Facilitator: Robert Harper

Speakers: Patrick Grady MP, Carys Rees and Velia Manyonga, Integrity Committee

1500 - 1600 **Session 5: Empowering Female Voices in Parliament**

This session will provide an opportunity for MPs to discuss women's representation and opportunities in Parliament. Through a mixture of small group work and whole-group sessions, participations will reflect on experiences for women parliamentarians.

Facilitators: Robert Harper and Sarah Giles

Speakers: Kate Osamor MP, Maureen Watt MSP and Velia Manyonga, Integrity Committee

1600 - 1700 **Women's Caucus Networking Event**

An opportunity for delegates in the Women's Caucus to engage further with the UK delegation and important discussions around the opportunities for women parliamentarians in the UK and Malawi.

1700 - 1800 *Participants to travel to the British High Commissioner's Residence for the Official Welcome to the Post-Election Seminar*

1800 - 1930 **Official Welcome to the Post-Election Seminar at the British High Commissioner's Residence**

The British High Commissioner to Malawi, H.E. Holly Tett, is hosting an evening reception to mark the official opening of the Post-Election Seminar.

Location: High Commissioner's Residence, Area 10/351

Friday 23 August

Ufulu Gardens, Lilongwe

Day Two Theme: Tools for Effective Parliamentary Scrutiny

TIME	SESSION
0900 - 0930	Guided Reflection of Day One <i>This is an opportunity for discussion on learning and outcomes from the previous day.</i> Facilitators: Sarah Giles and Robert Harper
0930 - 1030	Session 6: Best Practice for Chamber Practices and Procedure <i>Parliamentarians have a wide range of tools at their disposal to raise issues of importance. This session will explore the practice and effectiveness of different tools, including contributing to debates, drafting and signing motions, written and oral questions, proposing Bills and amendments to legislation and raising issues at the constituency level, as per the Standing Orders of the Parliament of Malawi.</i> Facilitator: Sarah Giles Speaker: Patrick Grady MP and Lawson Chitsekho, Chief Clerk Assistant (Table Office)
1030 - 1130	Session 7: Making Impact: Public Speaking Workshop <i>The ability to communicate effectively is an essential skill for parliamentarians. Effective spoken communication requires being able to express your ideas and views clearly, confidently and concisely in speech, tailoring your content and style to the audience. This practical workshop will cover techniques to make speeches more powerful and effective, both in the Chamber and outside. Practical role plays will engage participants in delivering speeches in a Chamber-style exercise.</i> Facilitator: Robert Harper Speaker: Kate Osamor MP
1130 - 1200	<i>Tea and Coffee Break</i>
1200 - 1300	Session 8: Best Practice for Legislative Scrutiny <i>This session will look in detail at the legislative process. Understanding the legislative process is key to MPs performing their responsibilities effectively. This session will explore the key stages of a Bill from its initial drafting to its assent, including processes of scrutiny by the Committee of the Whole House and wider committees. Further, the session will share best practice for amending legislation.</i> <i>This session will use an example Bill from the Malawi legislation as an example of how a Bill is passed and what legislative scrutiny involves.</i> Facilitator: Robert Harper Speakers: Joseph Manzi, Senior Assistant Clerk of Parliament and UK Delegates
1300 - 1400	<i>Lunch</i>
1400 - 1500	Session 9: Refresher Course: Best Practice for Budget and Financial Scrutiny <i>Holding the government to account for finance and expenditure is a key duty of MPs. This session will look at in-depth at practice for Financial Scrutiny including during the annual Budget Meeting.</i> Facilitator: Carys Rees Speakers: Maureen Watt MSP and Longani Kabitchi, Principal Clerk Assistant (Table Office)

TIME SESSION

1500 - 1545 **Session 10: Effectively Using Resources**

This session will explore what resources Members can draw on while doing research on political issues. It will discuss how stakeholders such as civil society organisations and academics can be instrumental in providing relevant information and research.

Facilitator: Carys Rees

Speakers: Maureen Watt MSP and Leonard Tilingamawa, Principal Research Officer

1545 - 1615 *Tea and Coffee break*

1615 - 1715 **Session 11: How to Best Represent Your Constituency**

Members are elected by their constituents and their role is to represent the best interests of their constituency. This session will explore the different ways Members can represent their constituency, including petitions and local activities.

Facilitator: Robert Harper

Speakers: Kate Osamor MP and Patrick Grady MP

Saturday 24 August

Ufulu Gardens, Lilongwe

Day Three Theme: The Impact of Committee Scrutiny

TIME SESSION

0900 - 0930 **Guided Reflection of Day Two**

An opportunity for discussion on learning and outcomes from the previous day.

Facilitator: Sarah Giles

Speaker: Kate Osamor MP

0930 - 1030 **Session 12: The Role of Select Committees**

This session will look at the role select committees play in scrutiny. It will explore the powers of committees, the planning of committee business, the formulation of reports, overcoming disagreements to present a united front, and how to effectively leverage committee reports to encourage an executive response. This session will consider the different stages of conducting a committee inquiry, from drafting the terms of reference to agreeing recommendations and publishing reports.

Facilitator: Sarah Giles

Speakers: Kate Osamor MP and Grace Mganga, Chief Clerk Assistant

TIME SESSION

1030 - 1130 **Session 13: Committee Chairs and Building Committee Consensus**

This session will focus on the key role and responsibilities of Committee Chairs and their crucial role in developing the strategy for the committee and achieving cross-party consensus. The session will also explore how committees in different contexts can reach consensus on committee strategy, recommendations, and reports to lend greater weight to their conclusions.

Facilitator: Sarah Giles

Speakers: Maureen Watt MSP and Ollium M. Phiri, Assistant Clerk of Parliament (Committee Section)

1130 - 1200 *Tea and Coffee Break*

1200 - 1300 **Session 14: Effectively Selecting and Questioning Witnesses**

This session will explore the important process of selecting witnesses to provide evidence for committee business. Asking the right question is also at the heart of effective communication and information exchange. By consciously using the appropriate kind of question, you can gain the information, response or outcome that you want even more effectively. In this session, different types of questioning techniques will be explored.

Facilitators: Sarah Giles and Robert Harper

Speakers: Kate Osamor MP, Maureen Watt MSP and Lawson Chitseko, Chief Clerk Assistant (Tabel Office)

1300 - 1400 *Lunch*

1400 - 1530 **Session 15: Interactive Committee Exercise**

This interactive session will involve participants engaging in different roles during a committee evidence session. The session will involve participants using different questioning techniques on witnesses during the evidence session. A short reflection at the end of the session will invite all participants and observers to reflect on the exercise.

1530 - 1545 *Tea and Coffee Break*

1545 - 1630 **Session 16: Engaging with External Stakeholders**

Being in the public eye is part of the role of being a Member. This session will look at some of the opportunities and challenges of engaging with external stakeholders including the media, including best practice for sharing information.

Facilitators: Sarah Giles and Robert Harper

Speakers: Kate Osamor MP and Lawson Chitseko, Chief Clerk Assistant (Tabel Office)

1630 - 1700 **Session 17: Mapping your Trajectory: Making the Parliament of Malawi Effective, Accountable and Inclusive**

This session will be an opportunity for the participants to draw the trajectory of their contribution to the parliament in the next five years

Facilitators: Sarah Giles

1700 - 1715 **Programme Evaluation and Final Reflections with CPA UK**

Facilitators:

CPA UK Staff

1715 - 1730 **Closing Remarks**

Vote of Thanks

DELEGATES

Kate Osamor MP (Delegation Leader)

MP for Edmonton

After studying international development at the University of East London, Kate worked for the Big Issue and in the National Health Service for 15 years. Since being elected in 2015, Kate has consistently used her voice as an MP to speak out for the most vulnerable in society; using her speeches in debates to highlight the impact policies will have on BME communities and arguing for much fuller representation of Black and Ethnic Minority communities in political bodies, especially in Parliament. She has campaigned on social justice issues, championing for example Women for Refugee Women's 'Set Her Free' campaign to end the detention of women who seek asylum in the UK. As Shadow Secretary of State for International Development, Kate spoke extensively on the need to shift the UK's vision of international development away from charity and towards social justice.



Patrick Grady MP

MP for Glasgow North

Patrick Grady has been the Member of Parliament for Glasgow North since 2015 and is Chief Whip of the SNP Westminster Group. He was SNP Spokesperson on International Development between 2015-2017 and has been Convenor of the All-Party Parliamentary Group on Malawi since 2017. He served on the House of Commons Procedure Committee 2015-2017. Before his election to Parliament, Patrick worked for the Scottish Catholic International Aid Fund and has lived and travelled throughout east and central Africa, including a year in Mzuzu, northern Malawi 2004-2005.



Maureen Watt MSP

MSP for Aberdeen South and North Kincardine

Maureen has been the MSP for Aberdeen South and North Kincardine since the 2011 Scottish Parliament election, having first been elected to Holyrood as a list MSP in 2006 following Richard Lochhead's election as the Moray MSP. Maureen has served the Scottish Government as Minister for Schools and Skills, Minister for Public Health and most recently the UK's first dedicated Minister for Mental Health. Outside of Holyrood, Maureen enjoys spending time with her family, swimming, walking and gardening.



Carys Rees

Member Learning and Engagement Manager, National Assembly for Wales

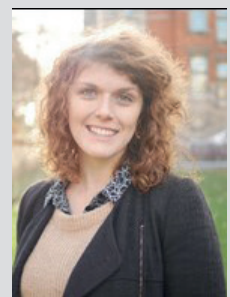
Carys Rees is the Learning and Engagement Manager for Assembly Members and support staff at the National Assembly for Wales. She is a HR professional and has previously worked as a HR Business Partner at the Assembly. Her main area of expertise is the design and delivery of the Member induction programme following an Assembly election and the development opportunities for Members throughout an Assembly term, including learning for Chairs and Committees and advising Members and support staff on bespoke training interventions to meet their individual learning needs.



Sarah Giles

Programme Officer, International Partnerships, CPA UK

Sarah manages study visits to and from the UK Parliament as well as short programmes, workshops and other activities across different Commonwealth legislatures. Prior to joining CPA UK in 2018, Sarah worked at various organisations including Big Ideas and the British Council. She holds a BA in English Studies from Durham University and is currently studying for an MA in International Studies and Diplomacy from SOAS, University of London.



Robert Harper

Deputy Head, International Partnerships Team, CPA UK

As Deputy Head, International Partnerships Team, Robert supports the design and delivery of bilateral parliamentary strengthening programmes across the Commonwealth. Robert was previously Asia Pacific Regional Programme Manager, responsible for the planning and delivery of CPA UK's engagement with the Asia Pacific region. Robert has worked closely with Pakistan, Malaysia, Fiji and Sri Lanka on parliamentary strengthening programmes.

Prior to joining CPA UK, Robert worked for Raitt Orr & Associates, a public affairs and communications agency working with charities and NGOs in the field of international development. Robert supported charitable organisations working in the fields of health policy, agriculture, conservation and humanitarian relief. He has experience working in the Pacific, South Asia, the Middle East and Africa and holds a BA (Hons) in War Studies & History from King's College London.



List of Malawi Facilitators

- Lawson Chitseko, Chief Clerk Assistant (Table Office)
- Longani Kabitchi, Principal Clerk Assistant (Table Office)
- Velia Manyonga, Integrity Committee
- Joseph Manzi, Senior Assistant Clerk of Parliament
- Grace Mganga, Chief Clerk Assistant (Committee Section)
- Ollium M. Phiri, Assistant Clerk of Parliament (Committee Section)
- Leonard Tilingamawa, Principal Research Officer

ABOUT CPA UK

CPA UK is the largest and most active of the Commonwealth Parliamentary Association's branches. Located in and funded by the UK Parliament it supports and strengthens parliamentary democracy throughout the Commonwealth. CPA UK has a distinctive ability and capacity in this area given the origins of CPA since its formation in 1911, and the UK Parliament's propensity to evolve, develop, learn and inform. Peer to peer learning is central to CPA UK's methodology; it designs bespoke interactions between UK and Commonwealth parliamentarians and officials enabling and facilitating knowledge-sharing to achieve improved parliamentary oversight, scrutiny and representation.

Vision. Inclusive, representative and transparent Commonwealth Parliaments; fully effective in enforcing the accountability of the executive and representing the interests and concerns of the electorate.

Purpose. To learn from and strengthen Commonwealth parliaments to deliver effective oversight, scrutiny and representation.

CPA UK's Strategic Objectives are:

Objective 1. To strengthen parliamentary democracy

Being responsive to the complex challenges of Parliaments and facilitating access to information and skills

We will:

- *provide opportunities for UK parliamentarians to learn from Commonwealth peers*
- *convene Commonwealth parliamentarians to increase their capacity to hold governments to account and to effectively represent their electorates*
- *build knowledge within the Commonwealth parliamentary community on issues of common interest and concern*

Objective 2. To link Westminster with the Commonwealth

Promoting collaboration, understanding and cooperation, emphasising its continuing relevance to future generations

We will:

- *play a leading role in CPA*
- *establish and strengthen networks across parliaments, and beyond*
- *engage young people in our work and vision*

Objective 3. To set and demonstrate high performance standards

Increasing the positive impact of all we do

We will:

- *achieve value for money in the organisation and delivery of our activities*
- *set and uphold high standards of behaviour*
- *use evidence-based learning to improve what we do and how we do it*