



**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**  
**Dedicated to Parliamentary Excellence**

## **PARLIAMENTARY RESEARCH - Theory and Practice**



**TOOLKIT**

**October, 2017**



**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**  
Dedicated to Parliamentary Excellence

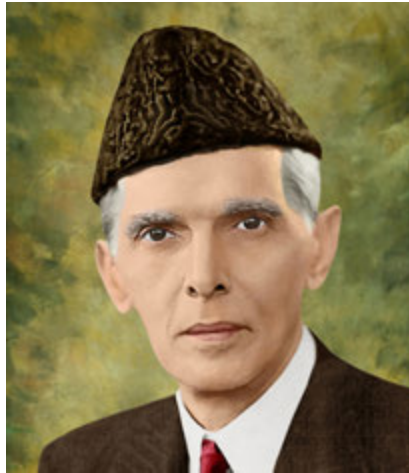
# **PARLIAMENTARY RESEARCH** **Theory and Practice**

**TOOLKIT FOR PARLIAMENTARY RESEARCHERS AND  
LIBRARIANS**

**October 2017**



## **Quotation of the Father of the Nation, the Quaid e Azam Muhammad Ali Jinnah**



Those days have gone when the country was ruled by the bureaucracy. It is people's government, responsible to the people more or less on democratic lines and parliamentary practice...Make the people feel that you are their servants and friends, maintain the highest standard of honour, integrity, justice and fair play.

**25 March 1948, Chittagong**

## DISCLAIMER

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## PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

Dedicated to Parliamentary Excellence

Islamabad, 9<sup>th</sup> October, 2017

### FOREWORD

Dear Readers,

Pakistan Institute for Parliamentary Services, (PIPS), is established through an Act of the Parliament in 2008 as a research and training institution for the national and provincial parliamentarians, legislative institutions, parliamentary committees as well as functionaries.

The Institute has setup an institutionalized system of conducting research and analysis as well as holding capacity building events, public hearings and policy dialogues to assist parliamentarians in their arduous tasks of legislation, representation and oversight. The Institute provides for regular and elaborate skill development programs for parliamentary functionaries.

Under the guidance of Honourable Speaker, National Assembly/President PIPS BoG Sardar Ayaz Sadiq, PIPS, formed Parliamentary Researchers Forum in 2016 which meets quarterly to share knowledge and ideas among researchers and librarians working at the Senate, National Assembly and the Institute. PIPS also hosted two Round Tables for the Forum Members.

I am pleased to share a toolkit titled Parliamentary Research – Theory and Practice (first edition) 2017 with the kind readers and all concerned stakeholders. The participants' booklet defines the rationale and role of parliamentary research services and it is aimed at equipping researchers of the National Parliament and the Provincial Assemblies, about basic concepts and principles of parliamentary research. It includes key skills to prepare research products as per demand of the elected representatives.

The toolkit is based on experiential learning methodology and endeavours that parliamentary researchers and librarians understand and develop skills to practice various activities they are expected to do while conducting research for preparation of informational packs for individual legislators or parliamentary committees. This explains composition of various parliamentary research products including but not limited to parliamentary briefs, comprehensive policy papers, position papers, informational packs and how to prepare footnotes/references, etc.

We extend our special thanks to our long-time partner the Konrad Adenauer Stiftung (KAS), for providing support to print this toolkit.

*In case of any further information, feel free to contact at: [research@pips.gov.pk](mailto:research@pips.gov.pk)*

  
Zafarullah Khan

**Executive Director**



# **CHAPTER 1:**

## **PARLIAMENTARY RESEARCH SERVICE**

# PARLIAMENTARY RESEARCH SERVICE

## 1.1 RATIONALE AND ROLE

Parliamentary Research is a recognized and specialized service aimed at developing contemporary Parliaments world over into centres of excellence through providing timely information and analysis to Members of Parliament and facilitate in their day to day legislative as well as non-legislative business and more importantly assist them make informed decision making. The Library and Research Service at German Bundestag, the Library Research Service at the UK House of Commons and House of Lords as well as the comprehensive Congressional Research Service (CRS) in Washington, United States, are a few examples of elaborated research support exclusively for the Members of Parliament.

The Inter Parliamentary Union (IPU) developed a set of recognized guidelines for researchers, which states that the rationale of Parliamentary Research is primarily to provide non-partisan and balanced analysis adapted to the needs of the Parliamentarians.<sup>1</sup>

## PARLIAMENTARIANS NEEDS

The Members of Parliament (MPs) are elected representatives of people who always face arduous challenges of the Constituents' varied aspirations and expectations. Unlike long service tenures of bureaucracy, honourable MPs, in a

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<sup>1</sup> Inter Parliamentary Union, *Guidelines for parliamentary research services*, IPU and IFLA, 2015.

short span of 4-5 years of parliamentary tenure have an enormous role in performing five key functions: representation, law making, oversight of Executive and review of public policies as well as scrutiny of budgets. Parliamentarians need information for:

- i. Developing, Assessing and Voting LEGISLATION
- ii. Holding Government ACCOUNTABLE (Scrutinize POLICIES & ACTIVITIES)
- iii. DEVISING National agenda
- iv. See Government Implementing PARLIAMENT's DECISIONS

*MPs need access to a safe place where they can ask both basic and complex questions to better understand public policy issues without fear of being judged and lobbied.<sup>2</sup>* In this context, an independent and exclusive parliamentary research is always aware of the needs of the legislators. They develop expertise in particular disciplines and have unending will and zeal to serve the Members of Parliament in complete confidentiality while delivering accurate, timely and precise studies whenever demanded by individual MPs or committees of the Parliament. A responsive Parliamentary Research Service assists legislators through:

- i. Factual Assessment of different perspectives on a public policy or legislation that is concise and ready in time for MPs intervention in chamber or committees.

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<sup>2</sup> Meetings with Director Legislative Service Commission), LSC Ohio and Congressional Research Services, November, 2015.

- ii. Second opinion on information provided by the government impact of policies or programs proposed by governments and informed by synthesis of the range of perspectives expressed on a public policy matter.
- iii. Assessments of whether governments have implemented actions they committed to take.

However, it is always advisable that a research service strives to inform the parliamentarians and public on issues faced by the Parliament, and not to lead the debate.

## 1.2 RANGE OF SUPPORT AND NATURE OF SERVICES

The Parliamentary Library and Research Service is an evolutionary process that passes through various stages and it is entirely on the host parliament to decide what range of support the service begins to offer and to what level it develops with passage of time in terms of range of products to be offered. Accordingly, the human resource of the parliamentary research centre increases with the passage of time through strategic thinking, needs assessment and enhanced support envisioned, planned and implemented in the future. There are five different ranges of support<sup>3</sup> in vogue world over that parliamentary research institutions develop over the years:

- 1.2.1 **REFERENCE:** As the term identifies, such parliamentary service mostly deals with provision of informational data to the MPs in the shape of

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<sup>3</sup> Inter Parliamentary Union, *Guidelines for parliamentary research services*, IPU and IFLA, 2015.

Documents, Facts and Information. This could include a small team comprising a librarian, as assistant with couple of researchers (3-4), that merely is beginning of some support to MPs. The Library, Research, Reference, Documentation and Information Service LARDIS setup in 1976 in the Indian Lok Sabha (National Assembly) has 125 experts. Yet it has kept its mandate limited to the provision of informational pack/folder on particular issue to MPs in the shape of a compilation of copies of newspaper articles providing views in favour and against and/or statistics from different sources.

**1.2.2 SYNTHESIS:** The next level of services offered can include compilation of outlooks and opinions from different relevant stakeholders; summary of analyses by third parties, area experts and intellectuals; provision of statistical profiles and inclusion of data-rich elements (e.g., tables, figures, maps). The required deadline is between five to seven working days to prepare a standardized synthesis of point of views on particular issue at hand. This level of service needs a team of 15-25 employees in the research facility, however, if the parliamentary service is offering individual Research on Demand for MPs or Committees in addition to other support, naturally the number of researchers expands. The few examples of similar nature include the research facility of the South African Parliament, Cambodian Senate Parliament and UK House of Commons, as well as independent parliamentary research centres in Kenya and Jordan, who all have researchers' strength between 40 to over 70.

**1.2.3 ANALYSIS:** A comprehensive research service will offer products such as description of interaction between policies, programmes and legislation;

explanation of proposed legislation and its impacts; comparative analysis of issues and legislation across jurisdictions; analysis of national budget and economy; costing of proposed policies and programmes and analysis of ways to address public policy issues. The IPU guidelines of parliamentary research suggest that this level of services can be attained only through a medium to large team of subject specialists and analysts. The research facility also gets fortnight (15 days) to prepare an analytical paper, that allows ample time to conduct objective analysis. We find the same in the Parliamentary Research Institute at the Turkish National Assembly with over 120 researchers, lawyers and area experts in addition to generalists who cater for reference and synthesis services.

- 1.2.4 **SCRUTINY:** The next level of services, which parliamentary research institutions and directorates provide will include comparison of legislative requirements and government actions taken as well as identification of conflicts between legislation and regulations in addition to reference, synthesis and analysis as discussed above. The German Bundestag provides comprehensive skills set of contemporary research service to conduct such arduous tasks. There are examples of independent research institutions that closely work with the Parliament e.g the King Prajadapokh Institute, Thailand that has 21 in house researchers who perform limited research projects involving public survey assigned by a parliamentary Board of Governors led by the Speaker of the National Assembly of Thailand. The institutions offering such primary research initiatives provide incentives to its faculty of subject experts/researchers such as scholarships to secure higher degrees from foreign lands.

- 1.2.5 **INVESTIGATION:** This involves exploratory research studies expertise offered by a parliamentary service that includes analysis based on evidence. The service is effective in countries with right to information and a transparent culture where institutions respect and respond to parliamentary institutions with any data set required to conduct comprehensive papers. It manifests investigative inquiry and in-depth analysis based on primary data that naturally requires huge human resource and longer deadlines for preparation of comprehensive research papers. The independent US Congressional Research Service with over 700 researchers including 150 lawyers is a classic example of such wide range of services available to the legislators.

### 1.3 **PRINCIPLES OF PARLIAMENTARY RESEARCH**

1. **Objective, nonpartisan, balanced & fair in treating various points of view:** Parliamentary research service is always balanced in its analysis ensuring to process reality in the context of data available and on ground reality rather than any bias in favour or against a point of view. Objectivity and nonpartisanship<sup>4</sup> is the key to consolidate a parliamentary research service that builds trusts in MPs from treasury benches as well as the opposition.
2. **Accurate and Reliable Research (Quality Control and Review):**  
Each research conducted is checked for the data it refers to as well as the

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<sup>4</sup> Muhammad Rashid Mafzool Zaka, Best Practises of Parliamentary Research, Paper read by Director Research and IT, Pakistan Institute for Parliamentary Services at International Network of Parliamentary Research Centres, Amman, Jordan, March 30, 2016.

flow and quality of logic and analysis developed by the Supervisor/Director.<sup>5</sup> The quality control review feedback is then shared with the author who makes required adjustments and improvement in the paper. The references need to be from state departments, independent research, think tanks and credible academic and international institutions.

3. **Timely:** In contemporary developed democracies MPs and committees give ample time ranging from five days as for the UK House of Lords to couple of months in case of Congressional Research Service. However in developing parliaments such as Pakistan, South Africa and Sri Lanka the MPs ask for immediate support that could simply be half a day or a few hours. Parliamentary researchers are therefore perpetually at work and in addition to being subject experts there is a dire need of “generalists,” who are able to respond to multiple topics in relatively less time. However research and library services must ensure that information and analysis is provided in time for MPs as even a little delay could make the entire effort redundant if the concerned MP’s



<sup>5</sup> Advanced Legislative Research, Module 2, Pakistan Institute for Parliamentary Services, October 2012.

business is laid in the House or the committee meeting in which the informed debate was to be done passes. Parliamentary researchers in general and their lead focal persons are most particular to ensure delivery of research and information product/pack to the MP well within the deadline.

4. **Confidential:** Members of Parliament refer to their library and research for a support in complete trust, professionalism and confidentiality where they have the confidence that they are neither being judged for their knowledge or point of view on a matter concerned nor they have any fear that research provided to them will lobby or advocate a particular stance. Librarians and researchers supporting the MPs must always ensure that unlike NGOs and civil society they are not advocates or champions of any cause but professionals whom the legislators look up to for expert unbiased analysis.
5. **Understandable:** Researchers can develop papers that are readily understood by MPs through use of:
  - i. Non-Technical Terms: definitions of key terms or jargon that is required in a paper may be given in the beginning or as a glossary so that MPs can comprehend what is the precise meaning of the same.
  - ii. Summaries and Abstracts for quick reading
  - iii. Charts, graphs, tables, text boxes and diagrams to highlight salient features and important statistics

## 6. Useful in the Legislature due to procedural knowledge and applied nature of approach towards legislators' needs

Often in developing countries the role and rationale of parliamentary researchers is overlooked due to little know how about presence of very basic difference between academic and parliamentary research. There is an argument that outsourced consultancies can equally well for Members of Parliament. However it is common that they cost much more in finances while they mostly not ensure optimum and required dividends in terms of appropriate analysis and timely submissions. It is due to the fact that outside experts neither possesses the sensitivity of parliamentary politics nor the exclusive approach and zeal to serve the Members, which only a professional researcher or librarian serving the Parliament for years is naturally and comprehensively privy to. Researchers and librarians have an exceptional place in parliamentary institutions as they:

- i. Know legislative procedure, political issues, organization of legislature and links research to those issues
- ii. Never advocates or lobby a particular recommendation or stance against another
- iii. Does outreach and advertise products
- iv. Knows the Legislative Agenda

## 7. Focus and respond to Legislature's needs (as Legislature sees those needs):

Parliamentary service always keeps the librarians and researchers in a focused paradigm where their thought process prioritizes as to what is required by the honourable MP or what information and what nature of analysis is expected by the MP and for what purpose. An outsider, consultant or activist is seen to prioritize his own agenda or

academic position and seldom visualizes from an Honourable MPs' perspective or what are the needs of the legislator/s.

8. **Anticipates Issues (outreach mechanism, maintenance of databases):** Parliamentary research and library is responsive of MPs needs; they often are daily readers of parliamentary orders of the day, legislative agenda, debates as well as minute followers of issues at hand. In this context, they develop informational packs and research products in anticipation to ensure the MPs make informed choices while delving in day to day parliamentary business. Data portals of reports and data are collected in advance to be able to quickly prepare anticipated paper to forecast or prepare MPs on an approaching challenge.
9. **Team work and networking of research fraternity:** Due to exclusive nature of need to provide precise objective analysis in the shortest possible time in simplest terms, parliamentary researchers work very closely with librarians as well as essential fraternity of knowledge that may include academia, institutions dealing with statistics and data as well as network of researchers serving provincial and national parliaments within and outside the country. This allows access to comprehensive, concrete and credible set of data to conduct an objective analysis of any issue at hand.
10. **Publish (...or perish):** Researchers gain confidence as their contributions are published and recognized by parliamentary audience in general and MPs in particular. In this context, numerous parliamentary

research service have over the years developed a set of regular and issue-based publications and books. The Commonwealth Parliamentary Association (CPA) takes out quarterly magazine titled The Parliamentarian in which MPs and parliamentary experts contribute regularly on developments in their regions and countries. The House of Commons published its outreach products for students visiting the Parliament as well as guides for MPs. The Pakistan Institute for Parliamentary Services takes out monthly PIPS Parliamentary Research Digest that is sent to Members of the National Parliament, provincial (state) assemblies, legislative assemblies, parliamentary researchers, functionaries, experts and academia. It is today the most widely read parliamentary publication in the country.

- 11. Institutional Memory:** Parliamentary researchers and librarians know history of an issue and how it has been dealt within the Legislature due to their precious institutional memory. The know-how of parliamentary traditions and institutional history surpasses the bookish logic or biased views of lobbyists and activists in value, content as well as the tool to understand an issue confronted by the legislature and how it could be resolved.

## **1.4 KEY COMPETENCIES OF PARLIAMENTARY RESEARCHERS**

Parliamentary Research is now a recognized area of expertise that can be gauged by the fact that there are no less than 60 independent parliamentary research institutions working in close proximity of the parliament in addition to research units within the upper and lower houses or state assemblies world over. The most

pertinent challenge is to hire and train optimum human resource that is committed to parliamentary service. Internationally following competencies have been identified as essential skills-set in a professional parliamentary researcher:

- i. Ability to Communicate simply, both written and orally
- ii. Ability to synthesize Complex issues
- iii. Ability to find and extract information
- iv. Knowledge of research methodologies
- v. Ability to present analysis in a balanced manner
- vi. Ability to interact with MPs in a non -partisan way
- vii. Political awareness and understanding of political cultures and process
- viii. Understanding of laws/ legal systems and legislative process
- ix. Understanding of a client service culture
- x. Adaptability
- xi. Ability to negotiate with clients and resolve conflicts
- xii. Technological skills

## **1.5 ORGANIZATION OF MODEL PARLIAMENTARY RESEARCH FACILITY**

Research is a methodical process for exploration of evidence, data and facts to investigate a problem or question in hand; understand a phenomenon and finally draw conclusions. In parliamentary context, research involves investigation of specific national issues, providing situational analysis, drawing policy options and various alternative solutions based on the gathered facts. Parliamentary Research is a specialized task and any independent Research facility needs to develop

expertise viz a viz general needs as well as specific expertise in varied disciplines and areas of national and parliamentary importance.

The South African Model of Parliamentary Research Service seems pertinent for similar National Parliaments and provincial legislatures in the developing democracies as it caters from general services such as providing informational references and synthesizing available data to more specific research service involving broader and deeper analysis, scrutiny and even investigation in some cases. There are 66 researchers to serve a National Assembly of over 400 Members where with the passage of time, the Research facility has evolved in eight clusters of specializations (each catering to serve different set of subjects catered under different Ministries of the Government and scrutinized by the parallel parliamentary committees). In countries like Pakistan, we can enumerate our clusters of priority as under:

- i. Social and Public Services
- ii. Economic and Trade Affairs
- iii. Finance and Public Accounts
- iv. National Security and Development
- v. Agricultural, Intergovernmental and Resource Matters
- vi. Transport, Mass Communication and Public Outreach
- vii. Law and Justice Services
- viii. Foreign and Parliamentary Affairs

The Pakistan Institute for Parliamentary Services (PIPS), that commended its research services with one researcher in 2010 is developing on similar lines where besides only four full time researchers in 2017, it has set up three research desks

vis a vis subject specializations, i.e International, Foreign and Security Issues Desk, Economy and Budget Analysis Desk and the Sustainable Development Desk. Resultantly, it has been able to conduct researches on key international challenges in foreign and security domain besides regular annual budget-analysis support to MPs in National Parliament and provincial assemblies.

The strategy followed internationally has built upon the twoprong idea to cater for MPs needs through library and research facility within the legislature along with independent specialized parliamentary research facility to have permanent researchers in place across various disciplines as mentioned above. This not only allows professional subject specialists developing precious institutional memory of how research products are prepared for MPs but more importantly ensure s that quality-checks are conducted on every output/product and short deadlines , from one to three days are met.

Naturally the quality and comprehensiveness of a study completed in 5 working days cannot be compared with a paper done in three weeks yet by having essential in House professional researchers ensure fulfillment of required timely input with credible quality-check to each research done for the Members of Parliament. It has been observed that only few studies of academic and conceptual nature with relatively longer deadline over weeks can be outsourced but it was never found to be an alternative to in house parliamentary researchers.

## 1.6 BEST PRACTICES OF LIBRARY SERVICES –CASE STUDIES OF UK, SOUTH AFRICA AND INDIA

### 1.6.1 HOUSE OF LORDS LIBRARY RESEARCH SERVICES:

The United Kingdom remains one of the oldest modern parliamentary democracies of the contemporary times; it is a bicameral democracy with a directly elected House of Commons as well as Members House of Lords. The functions of House of Lords include law making, holding government to account and debating issues of public policy. Members are appointed for life on basis of public service, expertise and future function not having a particular Constituency. The Members can opt for early retirement. Presently there are 799 Member of House of Commons who can vote with average age of 69 years with no political party having a majority though 20% are independents while 26 Church of England Bishops are also Members of the House of Lords. <sup>6</sup> The procedures of House of Lords are slower and allow more scrutiny due to self-regulation.

The House of Lords Library Research Service is traditionally one of the key parliamentary services to enable Members to make informed debates on matters of national concern. It was established in 1826 as law library for the purpose of research service from within the Library. It started working in 1977 with the appointment of one researcher and with the passage of time staff resource grew and later nearly 10 years ago it had 6 researchers.

Now in 2017, the service has a total of 32 research officials which include 15 generalist researchers taking multiple tasks in different areas, 5 senior researchers,

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<sup>6</sup> Mathew Purvis and Thomas Brown, House of Lords Library Research Service, HOUSE OF LORDS, 14 Sept., 2017 presentation.

7 researchers and 3 junior researchers with 2 production support staff for publications. Similarly, House of Commons has more than 41 researchers.

The strategic aim of the Library Research Services is to provide impartial, authoritative, informative and timely research to support the work of the House of Lords. It provides impartial research and information services to Members of the House of Lords, their staff and the staff of the House. **Usually deadline of 5 working days is given to provide a research to Members<sup>7</sup>**

### Key Objectives

- i. To provide suitably qualified staff to meet the research and information requirements of the House.
- ii. Library is to enable Members to build the knowledge they require to participate in the work of the House and
- iii. Efficiently and effectively administer the library's resources and services.

For achieving these objectives, the Library through recruitment and continuing professional development ensures that the staff have the skills to provide research and information services and it is also ensuring that the Library's collection of materials is appropriate, authoritative, balanced and relevant. Further the Library is providing responsive and proactive research and information, anticipating according to Members' needs.

It is also enabling the Members to access research and information, whenever they

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<sup>7</sup> Ibid.

need it, Library is working in partnership with the House of Commons Library on the provision of information sources and research to avoid duplication and improve the collection and analysis of activity data.

For assessing and measuring performance, the Library seeks and evaluates feedback from Members and staff and it also provides benchmark services with cognate organizations and evaluates the impact of services provided.

Library's work has the following values:

- i. Respect for the role and second Chamber
- ii. Impartiality, authority and accuracy
- iii. Integrity
- iv. Diversity, inclusion and respect for others
- v. Responsibility to tax payers, society and the environment

## **Research products**

The House of Lords Library provides a bespoke and confidential research and reference enquiry service to Members of the House of Lords, their staff and the staff of the House in support of their Parliamentary duties. Members can make enquiries by telephone, email or at face-to-face enquiry points. It conducts around 5500 reference enquires and 1700 research enquiries per year. In a year, around 300 Library Briefings are conducted which includes long, short and briefing packs for Members as well as a Current Affairs Digest, which are the main products following a review. According to the Library Impact Report 2015-2016 it produced 309 briefings (62 Library Notes, 161 Briefing Packs and 86 In Focus briefings), most linked to debates and questions in the Chamber; with the target of publishing

three days in advance of business taking place. Business is often announced with the best case of two weeks' notice.

The Library also provides Members and their staff with introductions to the Library's services and information skills training to support access to the wide range of print and online resources in the Library collection. The Library has two enquiries/ service points: one is the email inbox and the other is the research desk.

**Core Values:** Research work has to be:

- a. Impartial and Politically neutral
- b. Accurate and authoritative, respected relevant sources with any weaknesses identified
- c. Balanced Presents range of opinion
- d. Timely produced to deadline so Members can use information in time for parliamentary business accordingly
- e. Quality has to be ensured through checking references and data sets quoted.
- f. Simplicity: Do not use undue technical terms
- g. Well timed
- h. Accessible
- i. Open

**Research Resources:** The following resources are used when drafting briefings:

- i. Government documents
- ii. Material from official agencies (statistics, etc.)
- iii. Respected Institutions

iv. Think tanks and academic sources

The researchers must have awareness regarding bias of any agency or particular school of thought. Therefore, within the team a research, briefing paper is cross checked to verify information and avoid any bias.

**Importance of structure and fluent flow of the narrative:** In enquiry responses and briefings it is important to have clear structure and narrative. The structure usually refers to clear top level plan identifying the key elements and their respective order. The narrative flows from a clear structure so it is important to make the text clear and engaging for the reader.

### Key considerations

- a. To assist a Member in preparation for debate on a particular subject
- b. To provide the work in such a manner which enables a reader to engage
- c. Accurate work with references from authentic sources
- d. Work should be impartial with appropriate range of views and clear and precise language
- e. To provide appropriate level of detail for meaningful point
- f. Don't waste time on superfluous or repetitive parts
- g. Language must be specific, emphatic, and concise
- h. To provide properly referenced work in line with the style guide
- i. To provide numbers /statistics in the most accessible way

## Editorial Process of Publications:

The steps for publication are as under:

- i. **Allocation and scheduling** done by Director of Research and according to the nature of briefing paper and expertise of researcher.
- ii. **Data Collection and writing:** Author has to read, conduct essential data collection to prepare written draft of the research paper within 5 days
- iii. **Review:** Another senior researcher conducts editing where the overall quality of the paper especially the content and style of the draft is thoroughly reviewed.
- iv. **Feedback to and corrections by Author:** This draft is then sent for feedback and requisite corrections accordingly by the author himself/herself
- v. **Final Editing** is done by the Editorial Board/Director Research vis a vis the content, style and branding of the Institution.
- vi. **Production Edit and Proof Reading** to ensure paper makes appropriate sense, consistency and fluency and it is usually in broader template of the House of Lords papers.
- vii. After this draft is edited again to analyze the content style and brand consistency. This edited draft is then sent for production audit and finally it is published and circulates to the members.

**Recruitment and training of the Research Staff:** Research staff is promoted on the basis of training grade after every three years and interview and test programs are supported through coaching and mentoring.

## Criteria for appointment of the Research Staff:

- i. Degree
- ii. Ability to consistently provide balanced ,impartial ,and accurate oral or written briefings
- iii. Having the experience of analyzing large volumes of information in logical written brief
- iv. Understanding and knowledge of Parliament, House of Lords, its constitutional role and its members
- v. Knowledge of current affairs
- vi. Awareness of different research methodologies and their application
- vii. Ability to work under pressure to meet tight deadlines
- viii. Strong team, interpersonal and customer service skills
- ix. Knowledge of authoritative electronic and hard copy sources

**Initiatives for Improvements in Training Embedding cultural and process changes:** The Library has developed a culture where self-learning is encouraged from the top down e.g. individual learning is needed from the staff and not just the officers. It empowers and trust researcher to own content and form research products. It further creates and embed Library Training coordinator role for a researcher to receive and resolve training needs.

Further Library has taken the initiative of a new system of requesting external ad hoc training and it also expanded Library seminar series like customer service including enquiry workshop, Members led Sessions, resource awareness, House of Lords knowledge, Academic led sessions etc.

### 1.6.2 PARLIAMENTARY LIBRARY OF SOUTH AFRICA:

The Parliament Library was established in 1984. The library of South African Parliament is a special library, which fulfills the information needs and requirement of Members of Parliament, Ministers and Parliamentary staff by providing unbiased relevant information and publications. The Library is a legal deposit library, meaning that it is entitled to claim a copy of every publication in printed and electronic form published in South Africa.

The Library collection comprise a variety of formats including books, journals, maps, microfilms, photographs, atlases, videos, CD's, DVD's, slides, online databases and links to internet resources.

The Library and Information Unit, is the key resource of documentation and information and has approximately 120,000 print volumes in the subject areas covered by Parliament and a wide variety of full text electronic resources. In addition to legal deposit periodicals and newspapers the library also subscribes to approximately 150 periodicals and newspapers and has access to online databases available.

**Library Collections:** The Library has extensive special collections of rare books, artworks, historical maps, manuscripts, photographs and other materials and artifacts. The Mendelssohn or Africana, Jardine and Anglo-Boer War Collections represent a major asset of Parliament, and are an important part of the library collection.

**Subject Areas or Clusters:** As the key source of documentation and information, the Library is organised into eleven clusters. A subject Specialist

Librarian is assigned to each subject area of cluster to proactively provide information to Portfolio and Select Committees and to develop resources relevant to the work of Committees in their particular subject area or cluster.

The following are the clusters:

- i. Education and Recreation Cluster
- ii. Labour, Public Enterprise & Communication Cluster
- iii. Local Government & Administration and JMC's Cluster
- iv. Finance and Public Accounts Cluster
- v. Social and Public Services Cluster
- vi. Water, Land and Environmental Affairs Cluster
- vii. Trade & Industry, Economic Affairs, Minerals & Energy Cluster
- viii. Health, Home Affairs and Social Development Cluster
- ix. South African Politics, Africana Material, Special Collections and official publications
- x. Justice, Security & Constitutional Affairs
- xi. Foreign and International Affairs

## Services Provided by the Library

- a. Circulation Service:** Members of Parliament and Parliamentary officials may check out books, videocassettes, DVD's and CD's.
- b. Reference and Information Service:** The Library's reference service contains a wide range of print and electronic reference sources, specialized dictionaries and encyclopedias, almanacs, yearbooks, statistical sources, atlases and guides. Subject Specialist Librarians help Members and staff to search or find information and/or materials.

- c. **Interlibrary Loan Service:** The Library of Parliament also offers to provide the material which is needed for research and information but not available in the Library of Parliament from another library.
- d. **Access to full text electronic databases:** Comprehensive reference service with a rich collection of databases supporting the work of Parliament and research.
- e. **Current Awareness Service:** Designed to help Members of Parliament and researchers keep up to date with what is being published or broadcasted in their area of interest.
- f. **Imaging Services:** Reproduction of prints and images from books and manuscripts on which the original authors' and artists' copyright has now expired.
- g. **Table of Content Service:** Designed to keep parliamentarians up to date with the recent references on particular subject area.
- h. **Press clipping service:** This is an electronic press clip from major South African newspapers and covers the major subject areas of Parliament.

### 1.6.3 LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE, INDIA

**India's LARRDIS maintains an up-to-date and well-equipped Library backed by prompt and efficient research and reference services.** The LARRDIS provides research and reference material on legislative measures, as well as on a variety of other subjects coming up before the two Houses Lok Sabha and Rajya Sabha, so as to enable members to participate effectively in the debates of their respective Houses.

**Library Service:** Books, periodicals and newspapers, reports of Central, State and Foreign Governments, Debates of Lok Sabha and Rajya Sabha, Bills, Acts, Reports of Parliamentary Committees Statements laid on the Tables of the two Houses, Law reports, publications of the United Nations and its allied agencies, publications from foreign countries and various other publications of reference value are available for reference and use of the members at this counter. A monthly Parliament Library Bulletin is brought out to keep members informed of the latest additions of books and reports in the Parliament Library. Issue of books and other publications to members is regulated by the Library Rules which have been framed on the recommendations of the Library Committee.

**Members' Reference Service:** The Members' Reference Service organizes the dissemination of factual, objective and latest information both in English and Hindi to the members of Parliament within the time stipulated by them.

**Computer Centre:** A Computer-based information system named PARLIS (Parliament Library Information System) was set up in December 1985 for the purpose of introducing automation in the Parliament Library. Almost all the activities of the Secretariat have since been automated.

### **Information available on Internet/Parliament of India Homepage**

The information available on the PARLIS database has been converted into a Web enabled environment. The major components of the parliamentary information, now available on the Internet are: Business of the House (Lok Sabha), Members of Parliament (Lok Sabha), Information about Parliamentary Committees and their Reports, Parliament Library Catalogue and General Information.

**Computer facilities for members of Parliament:** Keeping in view the information requirements of the parliamentarians and to automate their offices, a laptop or a desk top computer with a printer and a scanner has been provided to them at their residences/work places. Arrangements have also been made to provide computer training to Members of Parliament and their Personal Assistants.

**Video Conferencing:** The Video Conferencing facility has been provided at the offices and residences of Speaker, Deputy Speaker and Secretary-General, Lok Sabha, and the Offices of Additional Secretaries and Joint Secretaries and also the Computer Centre, Parliament Library Building.

**Touch Screen Information Kiosks:** Twelve Touch Screen Information Kiosks have been installed at the various vantage points in PH and PHA.

**Digital Library:** A Digital Library has been set up in the Computer Centre to cater to the needs of members of Parliament and Officers and Staff of Lok Sabha Secretariat. A member is entitled to borrow two DVDs/CDs at a time for his own reference and use.

**Microfilming Service:** In order to ensure optimum utilization of the space in the Parliament Library and for better preservation and future use of valuable collections of the Library, a Microfilming Unit was set up in 1987 as one of the important Branches of LARRDIS with the acquisition of latest available models of microfilming equipments and ancillaries.

**Reprography Service:** The Reprography Service setup in 1975 caters to the urgent official needs of Members of Parliament, Officers and Branches of Lok

Sabha Secretariat and media persons accredited to Lok Sabha Press Gallery for photocopying important Press Clippings, information contained in answers to Parliamentary questions and debates, articles in periodicals, newspapers and extracts from books and other documents.

**Documentation Service:** Documentation Service is mainly responsible for locating, collecting, classifying and indexing all the useful literature and articles in various documents, including Newspapers, Books, Reports, Periodicals, Parliamentary Debates etc. that may be of interest to the members of Parliament.

**Press Clipping Service:** The Press Clipping Service collects all important news items, editorials and articles on developments in the legislative, political, economic, socio-cultural and technological fields. The clippings are taken from 18 English and 9 Hindi newspapers published in the country.

**Research and Information Service:** The Service endeavors to keep members informed on a continuing basis about the current national and international issues in various fields by regular publication (in English and Hindi) of Books, Brochures, Background Notes, Information Bulletins, Fact Sheets, Monographs, Current Information Digests, etc.

## Tips of Concise Writing

### 1. Use Active Voice

Passive voice sentences often use more words than necessary, can be vague, and can lead to a jumble of extra prepositions. It is thus recommended to use the Active Voice as much as possible.

*Example:* The letter was taken to the mailbox by Sally.

*Revision:* Sally took the letter to the mailbox.

### 2. Identify Negatives and Change Them into Affirmatives

Expressing ideas in negative form means you must use an extra word; it also makes readers work harder to figure out your meaning.

*Example:* If you do not have more than five years of experience, do not call for an interview if you have not already spoken to human resources.

*Revision:* Applicants with more than five years of experience can bypass human resources and call for an interview.

### 3. Eliminate Redundant Pairs

Needless repetition is called Redundancy

*Examples:* full and complete, each and every, basic and fundamental, first and foremost, etc.

### 4. Delete Unnecessary Qualifiers

Often we use qualifiers that really aren't necessary to express our meaning (such as "really" in this sentence). By deleting unnecessary qualifiers, you can often eliminate one or two words per sentence.

*Examples:* actually, really, basically, probably etc.

### 5. Edit and Proofread

- It strengthens your writing
- Promotes reader confidence in what you write
- Builds your reputation

*Source: The Writing Center-Tips and Tools: University of North Carolina*  
<http://writingcenter.unc.edu/tips-and-tools/conciseness-handout/>

# **CHAPTER 2:**

# **PARLIAMENTARY RESEARCH**

# **PRODUCTS**

## PARLIAMENTARY RESEARCH PRODUCTS

### 2.1 Parliamentary Research

Parliamentary Research is different from academic research. According to IFLA

*“Academic research tends to convey notions of pure primary research, or long-lasting endeavours to discover truth and fundamental relationships in society for the purpose of advancing knowledge and understanding. Research for a legislature is more applied in nature, seeking to draw on a wide range of existing knowledge and then to synthesize it in a form that is useful for busy parliamentarians and apply it to the understanding and solution of specific problems.”<sup>8</sup>*

In the parliamentary context, research involves investigation of specific national issues, providing situational analysis, making recommendations and proposing concrete solutions based on the gathered facts.

### 2.2 What is Role of Parliamentary Research Service?

According to the World Bank Institute (WBI), the role of a parliamentary research service is

“to search for the right information, integrate it with other materials,

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<sup>8</sup> Keith Cunninghame, Guidelines for Legislative Libraries, (The Hague, International Federation of Library Associations and Institutions, 2009) at 7  
<<http://www.ifla.org/files/hq/publications/series/140.pdf>>

synthesize it and translate it into non-technical terms and to disseminate it to all parliamentarians in a form that is as objective and nonpartisan as possible.”<sup>9</sup>

The Parliamentary Strengthening Learning Program states that,

“having access to up-to-date information is essential in order to highlight policy alternatives and to draw attention to policy consequences.”<sup>10</sup>

### 2.3 Role of a Parliamentary Researcher:

The basic role of a parliamentary researcher is to improve parliamentary process and its outcomes. This requires in-depth knowledge of the subject and ability to comprehend it into critical assessment. Hence the responsibilities of a researcher are to:<sup>11</sup>

- a. organize, analyze, evaluate and interpret the facts
- b. present cost and benefits of the issue when required to do so by the Parliamentarians

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<sup>9</sup> Robert Miller et al, Parliamentary Libraries, Institutes and Offices: Sources of Parliamentary Information, (Washington: World Bank Institute, 2004) at 4 <[http://siteresources.worldbank.org/WBI/Resources/Parliamentary\\_Institutes-final.pdf](http://siteresources.worldbank.org/WBI/Resources/Parliamentary_Institutes-final.pdf)>

<sup>10</sup> Professional Development for Parliamentarians and Staff: Parliamentary Committees, (Washington: World Bank Institute, 2007) at 37-38 <[http://parliamentarystrengthening.org/committeesmodule/pdf/PARLIAMENTARY\\_COMMITTEES.pdf](http://parliamentarystrengthening.org/committeesmodule/pdf/PARLIAMENTARY_COMMITTEES.pdf)>

<sup>11</sup> World Bank, *Research services for parliamentary committees*, available at: <http://siteresources.worldbank.org/PSGLP/Resources/CommitteesUnit4.pdf>

- c. assemble such authoritative opinions as may be available in respect to legislative questions under discussion

The researcher scans the information available from various sources and then recasts those concepts in terms it can be more easily used by the legislature. A researcher must possess proper knowledge of the issue at hand for providing objective information. It is equally important that he is aware of how the issue is being discussed and reported by the media, as politicians are often driven by newspaper headlines. It increases responsibility of a researcher to recognize the needs of legislature and provide information in such a way that it may help them to set tone for debates and discussions.

## **2.4 Parliamentary Research Products a researcher is expected to prepare for a Member of Parliament**

Although the key objective behind every parliamentary research product is providing assistance to Honourable MPs through precise and authentic information, reports and policy papers, each product has a specific purpose, design and structure and meets particular knowledge requirements. Therefore, parliamentary researcher must understand what research product is required and asked by the MPs and accordingly the outline and composition of the paper is developed.

Parliamentary research service involves the creation of multiple research products, contingent to the purpose and requirements of a specific research. A wide number of research products can be created with varying length, design, purpose, content and methodology. Following is a brief discussion on the key research products prepared by parliamentary research facility as per needs of the MP or the

parliamentary committee:

- i. Info-graphics One pager
- ii. Parliamentary Brief
- iii. Briefing paper
- iv. Position paper
- v. Information Pack

#### **2.4.1 Info-graphics based one pager/poster**

Info-graphics or information graphics are used to present any type of data or information in the form of a visual illustration. This can include posters, statistical graphs, line graphs, bar charts, pie charts, histograms, topographical maps and illustrative diagrams, etc. It is a visually attractive and compelling medium of communicating information that can present complex data sets in the simplest way possible. Hence, info-graphics present a shorthand visual which is a combination of text, numeric, images and design that represents complex information in a visually appealing fashion. Mostly the Honourable MPs utilize same for presentation in various international conferences to present country's position/profiling on a particular issue being discussed. It helps MP remain focused to highlight the salient arguments that he or she wants to make as per the national interest and position to be emphasized. Secondly, the MP is able to make best use of time to complete the argument within often strict time limits to accommodate discourse from all delegates attending a conference.

As per the famous English proverb,

*“A picture says a thousand words.”*

The cognition and understanding of facts by a human brain increases with the help of info-graphics because the information is presented in a clear way that is easy to comprehend. The basic purpose of creating an info-graphic is to present complex data in a visually appealing and easily intelligible manner in a short space and time. It is an eye-catching and attractive communication medium, which absorbs the readers' attention. These graphics are easily scanned and viewed and display expert knowledge and understating of the subject at hand.

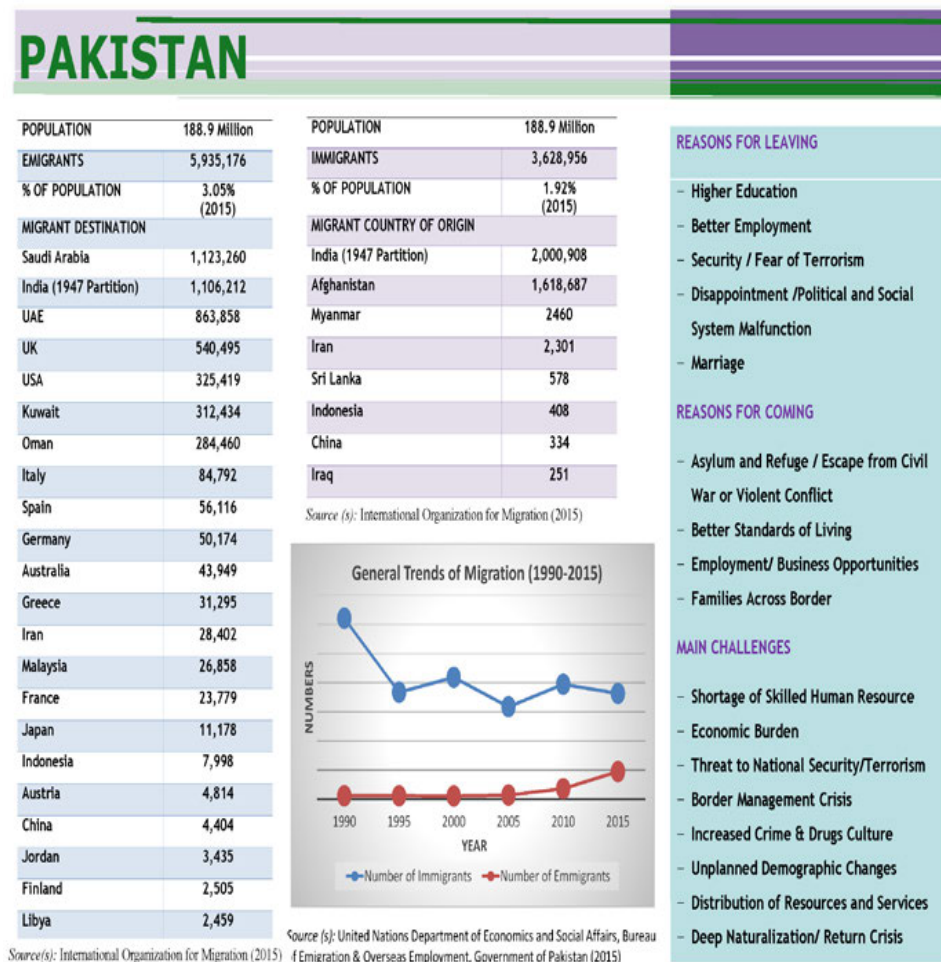
**Building Blocks of Info-graphics:** Info-graphics reveal data or tell a story in a precise manner. An info-graphic can include:

- Text
- Numbers
- Graphs and Charts
- Timelines
- Maps
- Tables
- Pictures/Images

To create an info-graphic, all or some of these entities are combined in an explicit design which makes it easy to analyze the data and understand the trends. Different types of info-graphics can be created in Parliamentary research, some examples of which are statistical graphs, information charts, a process or timeline, project phases, comparative analysis, organizational hierarchy, geographic or demographic figures etc. A wide number of computer soft wares and tools are now available with the help of which precise and attractive info-graphics can be created in a minimum amount of time.

## Example

An info-graphics on China: economic indicators and trade with EU is placed at annexure (I). Figure 1 shows info-graphic produced on population emigrants and immigrants in Pakistan. As can be seen, it is a combination of important text, numbers and a line graph showing general migration trends in Pakistan from the year 1990-2015.

**Figure 1: Info-graphics on migration trends in Pakistan from 1990-**

### 2.4.2 Parliamentary Brief

Parliamentary brief is one of the most common communication tool in Parliamentary research to assist the Parliamentarians in making quick and well-informed decision. It is a summary of an issue that precisely explains a situation, identifies its implications and recommends a future course of action. A Parliamentary brief is different from a detailed briefing paper in its length and complexity as it provides a lot of information summarized in one or two pages and offers maximum information in a small amount of time. The key purpose of designing a brief is to provide maximum information in as little time and space as possible. It saves time and helps the decision makers to learn about a situation in a short period of time and make decisions required on an urgent basis. Usually MPs require same to speak in support of their Question, Calling Attention Notice or Resolutions that are tabled in the House where they have limited time to make the largest impact and persuade fellow MPs to favour their position. The Parliamentary brief is an extremely sought out product for MPs as it helps the Mover Member in asking supplementary questions on starred questions from the Minister concerned or the representative/parliamentary secretary of the treasury benches. Members also furnish request for a Parliamentary Brief in order to prepare themselves for an informed input in deliberations on an issue being discussed in a standing committee meeting, floor of the House or a parliamentary conference. Thus the researcher needs to keep in mind the purpose behind the parliamentary brief to prepare the best output for MPs.

The purpose of a parliamentary brief is to provide an outline of a particular issue and state what has happened, what is happening, or what will happen that might need attention, in the most concise way possible. It describes applied remedies and

proposes solutions and improvements in the specific problem area. It can also ask counter question from the treasury benches.

## Structure of a Parliamentary Brief

A parliamentary brief is a summary of facts about an issue often with a suggested course of action. These briefs are highly structured with headings, subheadings, tables, graphs and illustrations, etc. and are mostly up to 3-4 pages in length. The basic structure of a parliamentary brief has the following parts:

- **Title**
- **Aims and Objectives:** It is broad statement of desired outcome or general intention of the research. Aim is what you want to achieve and objective is how you are going to achieve that aim. Aim of the study must be clear and concisely defined.
- **Background:** The background section begins with the most recent developments (rather than a chronological ordering of events culminating in the issue of the day). The purpose is not so much to provide a chronology of events but to identify and frame issues and problems. It provides history and other information to bring the Parliamentarian up to speed on the issue and sets the stage for considerations.
- **Main body:** This section deals with three questions what, why and how. It briefly identifies and discusses the variables that affect the issue, or an opportunity yet to be taken. The main body includes unbiased objective situational analysis, discussion on the barriers involved, side by side comparisons of policies, best practices, position of law and options of policy reforms. While writing parliamentary brief the researcher must

remain within the scope of the study. Parliamentarians can ask for more details if required.

- **Recommendations or policy options:** This section includes policy options or way forward for legislature.
- **Conclusion:** It summarizes the key findings and policy options.
- **References:** Always include sources of data so that reader can see from where the data is coming from. It also offers them to further explore evidence. Use of open access data sources is a good option in parliamentary research.

## Example

Following are a few examples:

- International Unity and Interfaith Harmony in Pakistan
- Women rights legislation in Pakistan
- Indian atrocities in Kashmir

A sample parliamentary brief on Lahore Smog: A Consequence of Air Pollution is placed at annexure (II).

### 2.4.3 Briefing Paper

As the Parliamentarians have to make important, national to international level decisions every other day, it is important that they are well-informed and aware of the exact statistics and information regarding the decision area. Generally not having enough time to do the extensive research themselves, these decision or policy makers are provided with briefing papers which provide the essence of a good in-depth research. Thus, a good briefing paper is a DETAILED PAPER that highlights a single issue, covers all aspects and give key details that the parliamentarians need to know in order to make informed decisions.

It also provides a set of concrete and practical recommendations and way forward based on the gathered facts, thus contributing in the solution of the problem at hand. An effective briefing paper needs to be precise, to-the-point, well-structured and exhaustive of the information pertaining to the matter in question.

#### **Art of Writing a Briefing Paper:**

Writing a briefing paper is not an easy task. It involves collection of relevant material which is a two way process. In the first step, researcher needs to do some background reading and then consult with experts in the field. For background study, reliable websites should be used which include not only government official websites but also non-governmental organizations, academics and think tanks. This would enable a researcher to analyze a subject from various angles. Secondly, communicating with experts is the best way to obtain up-to-date information in limited time which could otherwise waste weeks of spending time in downloading relevant material.

A briefing paper should be self-contained so that reader may not need to refer to other documents. It should have enough detail that an MP who wants to examine the issue understands it in depth and uses the information in future.<sup>12</sup> Briefing Paper may require team of researchers to work together and it is advisable that it goes through quality-check by the peers and at the end by the Director/Team Leader before forwarding to the MP. It helps MPs take a position, persuade fellow Members and finally vote accordingly in favour or against a point of view in committees or the House as a Whole.

## Structure of a Briefing Paper

A detailed briefing paper includes all or most of the following components:

- **Subject**
- **Executive summary:** It should be well-written and concise. It often includes current situation, immediate pros and cons of the policies, key findings and recommendations. Remember- sometimes it is the only thing that a busy parliamentarian may find time to read.
- **Introduction (and Background):** These are sometimes separate sections with introduction dedicated to broad goals and underlying motivation and background discussing the historic rational and context. While in other instances these are combined to describe the big picture of the research and define ultimate goals to move forward in a research.<sup>13</sup> The

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<sup>12</sup> Chandrika Nath, “How do I brief policy makers on science related issues,” available at: <http://www.scidev.net/global/communication/practical-guide/how-do-i-brief-policy-makers-on-science-related-iss.html>

<sup>13</sup> Luciana Herman, “ Tips for writing policy papers,”2013, available at: <https://www-cdn.law.stanford.edu/wp-content/uploads/2015/04/White-Papers-Guidelines.pdf>

briefing paper must contain some background information but not so much that it break the flow of text.

- **Main Body:** It includes analysis of findings or evidence, policy context (pros and cons of possible policy options), cautionary notes and critical aspects, key legislation, fiscal considerations, case studies and best practices. Remember- try to use plenty of headings and subheadings in the text. It not only guides the reader through the text but also help them to spot key points at a glance.
- **Policy Options:** In some papers, policy options immediately flow from the key findings. Some papers also fold implementation into recommendations. The purpose of research paper should not be to develop implementation mechanisms but to provide policy options for legislature. This section also must be broken into specific sub-headings so that it becomes more eye catching for the reader.
- **Conclusion:** This gives the researcher an opportunity to remind legislature about the importance of analysis. It highlights the goal of research/ analysis and outcome of research in case the decision-maker does not act on the recommendations or move forward with them.<sup>14</sup>
- **Appendices:** It include graphs, survey questionnaires, data and case studies that grid the analysis.
- **References and Bibliography**

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<sup>14</sup> Luciana Herman, “ Tips for writing policy papers,”2013, available at: <https://www-cdn.law.stanford.edu/wp-content/uploads/2015/04/White-Papers-Guidelines.pdf>

## Examples

Briefing papers are created on various topics to assist the parliamentarians and provide them thorough information on a particular subject. Some examples are:

- Special Measures: Donald Trump and Trans-Atlantic Relations
- Brexit and the UK's Uncertain Nuclear Future
- Country Briefing Paper on Women in Pakistan<sup>15</sup>
- Issue of Water Resources in Pakistan<sup>16</sup>

Briefing Paper is comprehensive and all encompassing. A sample briefing paper from British House of Commons “The election of deputy speakers” is placed at annexure (III).

### 2.4.4 Position Paper

Meetings, seminars and conferences at the national and international level require that the participating countries present their views and opinions through well-drafted position papers. A position paper, also termed as point-of-view paper presents an arguable opinion about an issue. It could be the opinion of any entity, the author, the organization or a country. In the context parliamentary research, position papers are created to present an entity's views, illustrate a vision or outlook, and propose solutions which might not include the steps of

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<sup>15</sup> “Asian Development Bank, “Country Briefing Paper on Women in Pakistan,” Pakistan: July, 2000, accessed October 5, 2017  
<https://www.adb.org/sites/default/files/institutional-document/32562/women-pakistan.pdf>

<sup>16</sup> PILDAT, “Briefing Paper for Pakistani Parliamentarians: Issues of Water Resources in Pakistan,” PILDAT, Lahore, accessed October 5, 2017  
<http://www.pildat.org/publications/publication/WaterR/IssuesofWaterResourcesinPakistan.pdf>

implementation process. Moreover, at the international forums, a country's position paper describes its policies and stance on the issue being discussed at the specific forum.

The key purpose of a position paper is to develop a stance and prove to the audience that the opinion is logical and valid, based on authentic facts and evidence. A good position paper not only provides opinions but also makes proposals for improvement. The argument is developed and structured in a way that it clearly indicates the viewpoint of the author and highlights the logic behind the opinion. It is preferably one-and-a-half page in length but may vary viz a viz the subject concerned.

### **Key Components of a Position Paper**

The key components of a country position paper are:<sup>17</sup>

- Introduction
- How the issue affects the country and its implications
- Major entities/organizations involved (States, IGOs, NGOs)
- Conventions and resolutions that a country has signed or ratified
- Country's policies with respect to the issue and justification for these policies
- Quotes from country's leaders about the issue

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<sup>17</sup> United Nations Association of the United States of America, "Position Papers: Model UN Preparation," UNA-USA, accessed on October 5, 2017, <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/position-papers>

- Statistics to back up country's position on the issue
- Actions taken by the government with regard to the issue
- What the country believes should be done to address the issue
- What the country would like to accomplish in the committee's resolution
- How the positions of other countries affect country's position
- Suggest future course of action on the matter concerned

## Examples

A few examples of position papers are listed below:

- Position paper by Romania on Globalization and Development-2007<sup>18</sup>
- Position paper by Kingdom of Denmark on Violence against women<sup>19</sup>
- Position paper by Kingdom of Netherlands on Situation of Mexican National Human Rights Commission.<sup>20</sup>

A position paper by Romania on globalization and development is placed as annexure (IV).

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<sup>18</sup> United Nations Association of the United States of America, "Position Papers by Romania on Globalization and Development," UNA-USA Model UN Conference in New York City: 2007, accessed on October 5, 2017, <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/position-papers/sample-position-paper>

<sup>19</sup> William Hayward Wilson, "Violence against Women," The Kingdom of Denmark, Commission of Human Rights, accessed October 5, 2017, <https://www.scribd.com/doc/15970984/Sample-Position-Paper>

<sup>20</sup> SOFIMUN, "Situation of Mexican National Human Rights Commission," Sofia International Model United Nations, The Kingdom of Netherlands: 2009, accessed October 5, 2017, <http://www.sofimun.org/SOFIMUN2009-CM-EXPP.pdf>

### 2.4.5 Information Pack

Information pack is a collective set of documents or leaflets providing detailed and exhaustive information on a particular theme or subject at hand. The information packs provide comprehensive material on a specific topic, including historical data, current statistics, fact sheets, statistical illustrations, and any other form of relevant data, all combined in one complete data package.

The purpose of creating an information pack is to meet all the informational needs of Parliamentarians at one place and provide them all the required knowledge in one collective package. Instead of searching different data sources for required information, an information pack provides all details and salient aspects of a matter as a single entity. Therefore, when members of the Parliament requires detailed information on every aspect of a particular subject, in a short amount of time, information pack is the most suitable research product to cater their needs. It is usually prepared for MPs being part of an international delegation, where MPs are provided mixture of comprehensive Briefing Paper on conference's thematic sessions, fact sheets, statistical infographics and even position papers on issues concerned. It is an MPs complete preparation for the conference and help them develop a comprehensive background and knowledge of the subject to come under discussion. Parliamentary Researchers, the International Relations deptt of the House and personal staff of the MP can sometimes work to and fro to help the research service an invaluable comprehensive information pack.

### Contents of an Information Pack

In parliamentary research, informational packs can be provided to the parliamentarians and parliamentary officials at different occasions such as conferences where and whenever they need comprehensive material on a particular subject at one place. The basic structure of an information pack includes

In parliamentary research, informational packs can be provided to the parliamentarians and parliamentary officials at different occasions such as conferences where and whenever they need comprehensive material on a particular subject at one place. The basic structure of an information pack includes

- Chronological Background
- Policies
- Historical rationale and context
- Facts and figures
- Comparisons
- Country's Profile and Position on subject concerned
- Policy Options and Way Forward

## **Example**

A few examples are:

- Budget Informational Pack with all Economic Indicators
- Electoral Reforms in Pakistan
- Parliamentary Services in Pakistan

## FIVE TIPS OF WRITING FOR LEGISLATURE

- i. **If you are a non-political technocrat/civil servant, you must avoid bias in your reports**
  - a. Be fair and balanced in treatment of all material
  - b. Do not make recommendations
  - c. In short, you must seek to produce work that is objective, non-partisan, balanced, and fair in its treatment of various points of view
- ii. **The legislature needs to be able to count on the accuracy and reliability of your report**
  - a. Importance of quality control and review
  - b. Start with peer review, but have a policy of review for all new written products
- iii. **The legislature must often act quickly (while the forces to resolve an issue are present)**
  - a. You must be timely and meet deadlines
- iv. **Remember-legislators are busy people**
  - a. Therefore, your work must be quickly understandable – on its first reading
  - b. Here's what good writing for a legislature will look like:
    - Uses non-technical terms
    - Provides summaries for quick and easy reading
    - Uses bullets and other typographical techniques to highlight important ideas and break up dense text
    - Uses charts, tables, diagrams, maps, and text boxes for quick, easy reading
- v. **Remember that you are writing for the legislature**
  - Be alert to why this is an issue for the legislature, where this issue might arise in the legislative setting, what procedural issues might arise, and which committee this might be assigned to.

## **CHAPTER 3:**

# **REFERENCING IN PARLIAMENTARY RESEARCH**

## REFERENCING IN PARLIAMENTARY RESEARCH

### 3.1 Significance of Reference Citation:

All bodies of research rely on the ideas and experiences of multiple authors. These ideas and experiences are collected from sources that contain previously conducted researches such as: books, journal articles, websites, and so forth. These multiple sources are essentially used to support the idea of the author or what the author aims to discuss, analyze or criticize in other sources.

Referencing is used to indicate to the readers where ideas and experiences from other sources and authors have been used in a research. There are numerous reasons why it is significant to reference sources properly:

- It illustrates for the reader that you can find and use sources to create a solid argument;
- It properly credits the creators of ideas, theories, and research findings;
- It shows the reader how your argument relates to the big picture.

### Plagiarism:

Failure to correctly acknowledge sources is called plagiarism, and it can carry significant penalties in the field of research. Fortunately, plagiarism is easy to avoid by following two fundamental principles.

- If you copy more than about three consecutive words from a source, put the words in quotation marks;

- If you use any words, ideas, opinions, information, or images from a source, cite and reference the source.

### 3.2 What should be referenced?

Whenever a researcher uses words, facts, ideas, theories, or interpretations from other sources, that source must be referenced. Referencing is needed when:

- You have copied words from a book, article, or other source exactly (quotation);
- You have used an idea or fact from an outside source, even if you haven't used their exact wording (paraphrasing and summarizing)

The only exception to this is when the information is common knowledge, which is something that anyone is likely to know. If you are unclear whether to reference something or not, it is better to reference it.

### 3.3 Why do I need to do Reference citation?

There are many reasons to reference sources correctly in a research:

- To distinguish your ideas;
- To reinforce your argument;
- To show different perspectives;
- To allow fact-checking;
- To ensure the moral rights of the author;
- To avoid plagiarism.

### 3.4 Referencing Styles: Chicago Manual

Referencing is a formal system. Hence there are set rules and standards that need to be followed when formatting citations and references. In any reference style, there are two primary elements: the citation and the reference list.

- A citation inside the body of the research;
- An entry in a reference list or bibliography at the end of the research.

While there are various different styles of referencing, The Chicago manual of style groups out two referencing methods: footnotes and a bibliography, and an author-date system. In notes and bibliography system, authors are identified by a number in the text, and further details indexed by number at the bottom of the page in the form of footnotes, or at the end of the text in the form of endnotes. Even though full bibliographic information can be found in the footnotes and endnotes, it is still acceptable to create a bibliography. The bibliography is placed at the end of the research. This system has a unique feature of accommodating unusual notes which do not fit in author-date system.<sup>21</sup> *Chicago Manual* style makes it easier for Parliamentarians to find all sources on the bottom of the same page. This style is used in Briefing Papers in UK House of Commons for referencing.

Most citations include three key elements:

- i. Author's name,
- ii. Title or source, and

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<sup>21</sup> The Chicago manual of style online, Available at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

iii. Date and Year of Publication

Digital resources include a fourth element: preferably a DOI (a unique object identification number assigned to print and electronic publications), a URL (internet address), or database information. For footnotes and endnotes the first name precedes the surname.

**A. Book:**

**Elements:**

- i. author name,
- ii. book title,
- iii. publication city,
- iv. publisher, and
- v. publication year,
- vi. Page Number

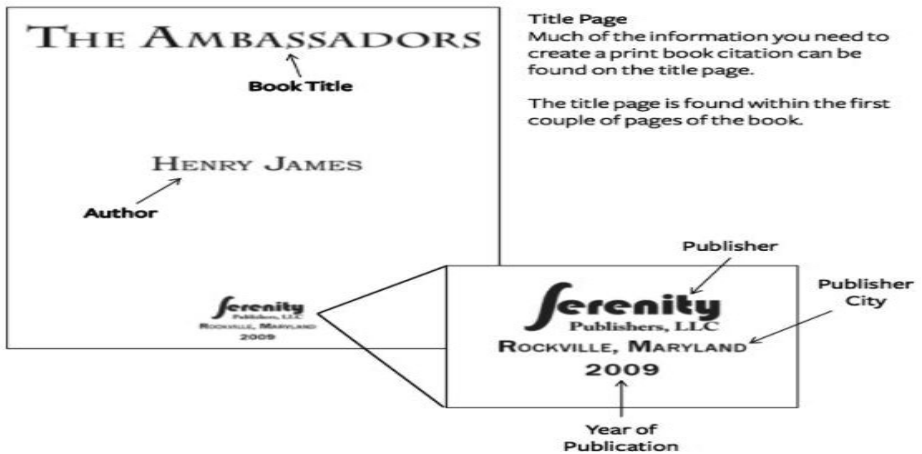
## Notes

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

### Bibliography entries (in alphabetical order)

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.



**Source:** How to Cite a Book in Chicago/Turabian<sup>22</sup>

<sup>22</sup> How to Cite a Book in Chicago/Turabian, <http://www.easybib.com/guides/citation-guides/chicago-turabian/how-to-cite-a-book-chicago-turabian/>

## Journal article:

**Elements:**

- i. author name,
- ii. article title,
- iii. journal title,
- iv. publication date, and volume/issue information.
- v. If the journal article was accessed online, the URL or DOI is required. A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.<sup>23</sup>
- vi. In a note, cite specific page numbers. In the bibliography, include the page range for the whole article.

**Notes**

1. Susan Satterfield, "Livy and the Pax Deum," *Classical Philology* 111, no. 2 (April 2016): 170.

**Bibliography entries**

Satterfield, Susan. "Livy and the Pax Deum." *Classical Philology* 111, no. 2 (April 2016): 165–76.

<sup>23</sup> The Chicago manual of style online, Available at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

## B. Newspaper or magazine article:

### Elements:

- i. Name,
- ii. Article title,
- iii. Newspaper title,
- iv. Month, Date and Year of Publication,
- v. Accessed month, date, Year, URL

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry.

### Notes

1. Farhad Manjoo, “Snap Makes a Bet on the Cultural Supremacy of the Camera,” *New York Times*, March 8, 2017,  
<https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

### Bibliography entries

Manjoo, Farhad. “Snap Makes a Bet on the Cultural Supremacy of

## D Website:

These citations are usually only used in notes and left out in bibliography. It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled to include URL, publication date or date of last revision. For a source that does not list a date of publication or revision, include an access date.

### Notes

1. “Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

### Bibliography entries

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

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<sup>24</sup> West Virginia University, Chicago Citation Style Guide: Citing legal and government materials in Chicago style, available at: <http://libguides.wvu.edu/c.php?g=418946&p=2855160>

## E. Government document – Print version:<sup>24</sup>

### **Structure**

#### **Note:**

Name of Government & Issuing Agency, *Title of Publication*, Author(s) First-name Last-name. Publication/Report Number, Place of Publication: Publisher, Year.

#### **Bibliography:**

Name of Government & Issuing Agency. *Title of Publication*. Author(s) First-name Last-name. Publication/Report Number. Place of Publication: Publisher, Year.

#### **Note:**

U.S. National Commission on Terrorist Attacks upon the United States, *9/11 Commission Report: The Official Report of the 9/11 Commission and Related Publications*, by Thomas H. Kean and Lee Hamilton, Y 3.2:T 27/2/FINAL, Washington, D.C.: GPO, 2004.

#### **Bibliography:**

U.S. National Commission on Terrorist Attacks upon the United States. *9/11 Commission Report: The Official Report of the 9/11 Commission and Related Publications*, by Thomas H. Kean and Lee Hamilton, Y 3.2:T 27/2/FINAL, Washington, D.C.: GPO, 2004.

## Government document – Electronic version:

### **Structure**

#### **Notes:**

Name of Government & Issuing Agency, *Title of Publication*, Author(s) First-name Last-name. Publication/Report Number, Place of Publication: Publisher, Year. Medium, URL (Accessed Date)

#### **Bibliography:**

Name of Government & Issuing Agency. *Title of Publication*. Author(s) First-name Last-name. Publication/Report Number. Place of Publication: Publisher, Year. Medium, URL (Accessed Date)

#### **Notes:**

1. U.S. National Commission on Terrorist Attacks upon the United States, *9/11 Commission Report: The Official Report of the 9/11 Commission and Related Publications*, by Thomas H. Kean and Lee Hamilton, Y 3.2:T 27/2/FINAL, Washington, D.C.: GPO, 2004, <http://www.gpoaccess.gov/911/index.html> (accessed May 6, 2006).

#### **Bibliography:**

U.S. National Commission on Terrorist Attacks upon the United States. *9/11 Commission Report: The Official Report of the 9/11 Commission and Related Publications*. by Thomas H. Kean and Lee Hamilton. Y 3.2:T 27/2/FINAL. Washington, D.C.: GPO, 2004, <http://www.gpoaccess.gov/911/index.html> (accessed May 6, 2006).

# *APPENDICES*

## APPENDIX I

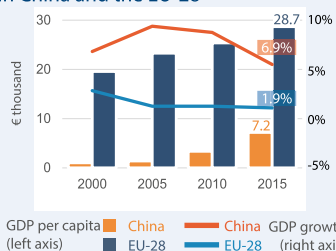
At a glance  
Infographic  
June 2016

GLOBALSTAT  
DATABASE ON DEVELOPMENTS IN A GLOBALISED WORLD

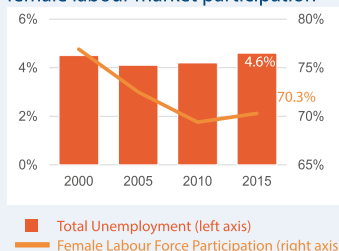


## China: economic indicators and trade with EU

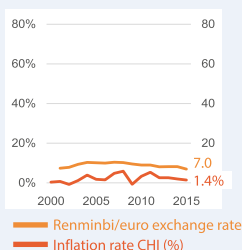
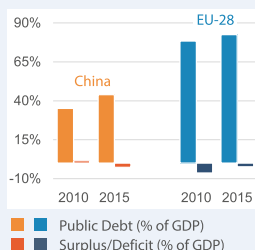
GDP per capita (€) and annual growth (%) in China and the EU-28



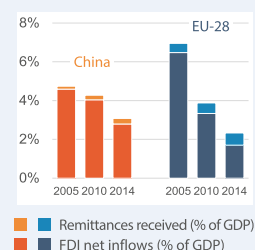
China's total unemployment and female labour market participation



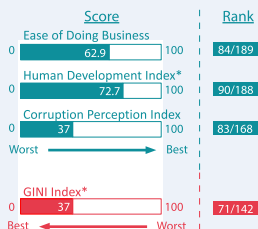
Public finances, monetary and financial data



FDI and remittances to China and the EU-28



Chinese business environment and socio-economic indicators



The **Ease of Doing Business's** distance to frontier score assesses the overall level of regulatory performance of a country. It ranges from 0='lowest performance' to 100='the frontier', the best performance observed worldwide at each year.

The **Human Development Index (HDI)** measures the average achievement in key dimensions of human development. It is based on life expectancy at birth, average duration of education and GDP per capita. It ranges from 0 to 100. 'High human development countries' (UN) are in the range between 70 and 80.

The **Corruption Perception Index** measures the perceived levels of public sector corruption worldwide. Scores range from 0 (highly corrupt) to 100 (very clean). In 2015, two thirds of the countries score below 50.

The **GINI Index** measures the deviation of the distribution of income among individuals or households within a country from a perfectly equal distribution. It is hence a measure of inequality in income distribution. A value of 0 represents absolute equality, a value of 100 absolute inequality.

EPRS | European Parliamentary Research Service

EUI | European University Institute

Authors: Gisela Grieger and Giulio Sabbati, **Members' Research Service**; Laura Bartolini, **GlobalStat** | EUI  
PE 583.775

## EPRS &amp; GlobalStat

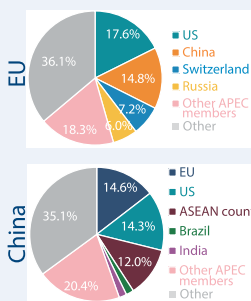
## China: economic indicators and trade with EU

## EU trade with China



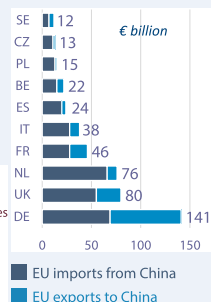
## Main trade partners (2015)

Trade in goods, exports plus imports

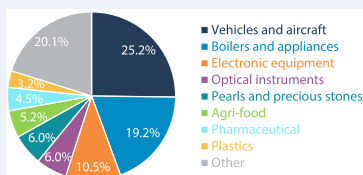


## Top EU partners (2015)

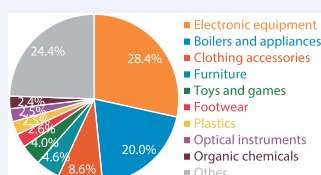
Trade in goods



## EU exports to China (2015)



## China exports to EU (2015)



## EU grants paid to Chinese beneficiaries (2014)



## Preferential loans to China (EIB)

China Forestry Framework Loan (CFFL), signed in 2010



## Notes

GlobalStat is a project developed by the European University Institute's Global Governance Programme (Italy) and the Francisco Manuel dos Santos Foundation (Portugal). Data sources for page 1: GDP figures, inflation and exchange rates are from IMF WEO (April 2016) and Eurostat (2016). Labour market data are from ILO KILM (2015); FDI and remittances data are estimates from World Bank staff based on IMF BoP data (2016); HDI and GINI indexes are from UNDP HDR (2015) and are re-scaled (\*) from 0-1 to 0-100 for better comparability; CPI is from Transparency International (2015); Doing Business data are from the World Bank Group - Doing Business Unit (2016).

Data sources for page 2: EU trade with China, Main trade partners (EU), Top EU partners (goods), EU exports to China (%) and China exports to EU (%) are from ComExt, Eurostat; Other APEC members = Australia, Brunei, Canada, Chile, Hong Kong, Indonesia, Japan, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, Philippines, Singapore, South Korea, Thailand and Vietnam; main trade partners (China) are from IMF; Other APEC members = Australia, Canada, Chile, South Korea, Mexico, New Zealand, Papua New Guinea, Peru, Russia and Taiwan; ASEAN countries = Malaysia, Vietnam, Singapore, Thailand, Indonesia, Philippines, Myanmar, Cambodia, Laos and Brunei; EU grants paid to Chinese beneficiaries (2014) are from European Commission; preferential loans to China are from European Investment Bank (EIB).

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## APPENDIX II

### PARLIAMENTARY BRIEF

#### Lahore Smog: A Consequence of Air Pollution

Nayab Abeer

#### PURPOSE

*Aim of this study is to elaborate possible contributors to smog formation in Lahore and its associated health impacts. This study also aims to identify the laws and policies in Pakistan that deal with air pollution and the practical measures that can be adopted to control and prevent smog issue.*

#### Background

Fog is a natural phenomenon that appears during the winter season in Lahore and other cities of Pakistan. Smog is a mixture of smoke, gases, and chemicals, that makes the atmosphere difficult to breathe and harmful for health.<sup>1</sup> Recently in November 2016 a serious incident of smog was sighted in Lahore where several cases of respiratory disorders were reported along with many cases of eye, nose and throat irritation.

#### Situation Analysis

- According to Director General of Pakistan's Meteorological Department, the main reason behind excessive air pollution in Pakistan is the presence of coal based industries in Eastern Punjab and also the emissions from factories and vehicles. According to the report submitted by government of Punjab to the Supreme Court, the number of vehicles in Lahore has increased in the past few years which are contributing to the deterioration of the air quality of this region.
- Air quality of Pakistan has been compromised by many anthropogenic activities. Air quality data of Pakistan analysed in 2007 showed that urban concentrations of particulate matter (PM10) frequently exceeded

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<sup>1</sup> "smog", Cambridge dictionary, Accessed on 16 November 2016, <http://dictionary.cambridge.org/dictionary/english/smog>

to 200 micrograms per cubic meter ( $\mu\text{g}/\text{m}^3$ ) which is more than the World Health Organization (WHO) target of  $70 \mu\text{g}/\text{m}^3$ .<sup>2</sup>

- Major contributors to smog formation in Lahore are industrial emissions, vehicular emission and open fodder burning. Coal based Industries are responsible for the release of various environmental pollutants into air, soil and water. Similarly all types of vehicles starting from cars till heavy duty trucks release many pollutants such as PM, SO<sub>2</sub>, NO<sub>2</sub>, CO, hydrocarbons, CO<sub>2</sub> into the air. Farmers in rural areas burn straw and dried vegetation to clear land for cultivation which is why one of the major reasons behind Lahore smog is the uncontrolled fodder burning in India
- According to WHO, air pollution can cause various respiratory disorders such as asthma, lung cancer, chronic and acute respiratory diseases, and heart diseases such as stroke and cardiovascular effects.

### **Environmental Regulatory Framework of Pakistan**

- In the past, **National Conservation Strategy** was approved by the Government of Pakistan which was considered as environmental policy of Pakistan. Government of Pakistan then established federal and **provincial Environmental Protection Agencies (EPA's)** under **Pakistan Environmental Protection Ordinance 1983**
- The **Pakistan Environmental Protection Act of 1997** provides the framework for implementation of NCS, Protection and conservation of species, conservation of renewable resources, establishment of Provincial Sustainable development Funds, establishment of Environmental Tribunals and appointment of Environmental Magistrates, Initial Environmental Examination (IEE), and Environmental Impact Assessment (EIA). It provides regulation for motor vehicles, and industrial emissions.

### **Policy Options and Way forward**

Smog formation can be controlled and prevented by adopting several strategies such as;

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<sup>2</sup> Ghauri, Badar, Arifa Lodhi, and M. Mansha. "Development of baseline (air quality) data in Pakistan." Environmental Monitoring and Assessment 127, no. 1-3 (2007): 237-252

1. Limiting the use and import of pollution emitting vehicles
2. Adopting pollution control techniques in industries
3. Controlling traffic and vehicles by encouraging carpooling and bus services
4. Planting trees and promoting clean environment
5. Switching to renewable sources of energy solar, wind or on hybrid energy systems
6. Awareness campaigns to let people know the importance of earth's natural resources and consequences of their depletion
7. Adopting International Convention on transboundary air pollution
8. encouraging young students to develop green projects and green technologies to treat the existing pollution in Pakistan

## CONCLUSION

It is rightfully acknowledged that PEPA is very well drafted as it addresses all the major environmental issues and also provides framework for dealing with such issues but attention is required for its proper enforcement so that culprits can be penalized and the environment can be saved. There is no denial that the Environmental Agencies of Pakistan work tirelessly to achieve their objectives similarly Local NGO's work very efficiently to protect the environment and the role of CDA in Islamabad and RDA in Rawalpindi is also very promising still major government reforms are needed to ensure the timely enforcement of Environmental laws at provincial and state level. Current urbanization, industrialization, and motorization trends suggest that the air quality in Pakistan might worsen over time therefore targeted interventions are required to be made.

## APPENDIX III

HOUSE OF COMMONS  
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## BRIEFING PAPER

Number 05375, 6 July 2017

## The election of Deputy Speakers

By Richard Kelly



## Inside:

1. Introduction
2. Procedure Committee - Election of the Deputy Speakers: Principles Report
3. Procedure Committee – Election of the Speaker and Deputy Speakers Report
4. Motion to implement the Procedure Committee's recommendations
5. Election 2010
6. Review of the procedure for electing Deputy Speakers
7. Election to fill a vacancy following the resignation of a Deputy Speaker, 2013
8. Election 2015
9. Election 2017

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## 3 The election of Deputy Speakers

## Summary

### 2017 results and arrangements

The election for Deputy Speakers at the beginning of the 2017 Parliament took place on 28 June 2017. The Speaker announced the results on the same afternoon. Lindsay Hoyle was elected Chairman of Ways and Means, Eleanor Laing was elected First Deputy Chairman of Ways and Means, and Dame Rosie Winterton was elected as Second Deputy Chairman of Ways and Means. Four candidates had contested the election.

On 22 June 2017, the Speaker announced that the ballot for the election of Deputy Speakers in the 2017 Parliament would take place on Wednesday 28 June 2017. Nominations were to be submitted from 10am to 5pm on 27 June.

The Commons Briefing Note, [Ballot for the election of Deputy Speakers](#) (June 2017), set out the arrangements for nominations, the ballot and the count, in more detail.

On Monday 26 June 2017, the Speaker made a further announcement. He told the House that if only one Conservative MP was nominated they would not be on the ballot paper and would be declared elected as First Deputy Chairman of Ways and Means.

Ballots have previously been held to elect Deputy Speakers at the beginning of the 2010 and 2015 Parliaments, and a by election was held in October 2013.

### Background to the introduction of elections for Deputy Speakers

This Paper provides background information on the introduction of elections for Deputy Speaker and details of previous results.

In June 2010, the Deputy Speakers were elected by the House of Commons in a secret ballot. Before this, Deputy Speakers had been appointed by the House on a motion moved, without notice, by a Government minister.

In July 2009, the Speaker proposed that the Deputy Speakers should be elected by ballot. Following the Speaker's announcement, the Procedure Committee decided to examine the matter. First it considered principles, and set them out in a report, *Election of the Deputy Speakers: Principles*, in November 2009. The House endorsed the Procedure Committee's report in January 2010.

Following that endorsement, the Procedure Committee set out detailed proposals for the election of Deputy Speakers, in its report *Election of the Speaker and Deputy Speakers*, which was published in February 2010. A motion to give effect to the Procedure Committee's recommendations was agreed on 4 March 2010.

### Previous results

Early in the 2010 Parliament, on 26 May 2010, the Speaker announced that the ballot to elect the Deputy Speakers would take place on 8 June 2010. Nominations were to be submitted from 10am to 5pm on Monday 7 June.

Nine candidates were nominated, and on 8 June 2010, Lindsay Hoyle was elected Chairman of Ways and Means, Nigel Evans was elected First Deputy Chairman of Ways and Means, and Dawn Primarolo was elected as Second Deputy Chairman of Ways and Means.

On 11 September 2013, the Speaker announced that Nigel Evans had resigned as a Deputy Speaker. An election to fill the vacancy took place on 16 October. Seven

candidates were nominated. Eleanor Laing was elected First Deputy Chairman of Ways and Means.

At the beginning of the 2015 Parliament, the Speaker announced that the ballot for the election of Deputy Speakers would take place on Wednesday 3 June 2015. Nominations were to be submitted 10 am to 5 pm on Monday 1 June. When nominations closed, three candidates had been nominated. The ballot was held to determine which candidate was elected to each position. On 3 June, the Speaker announced the results: Mr Lindsay Hoyle was elected Chairman of Ways and Means. Mrs Eleanor Laing was elected First Deputy Chairman of Ways and Means. Natascha Engel was elected Second Deputy Chairman of Ways and Means.

## 5 The election of Deputy Speakers

# 1. Introduction

On 2 July 2009 the Speaker announced in a statement to the House that he intended to introduce a ballot for the election of the Deputy Speakers (the Chairman of Ways and Means and the two Deputy Chairmen of Ways and Means):

**Mr. Speaker:** I would like to make a short statement on two matters. First, the House is served by three outstanding Deputy Speakers, but my election was an indication that the House was ready to accept change. In a modern democracy that puts Parliament first, I am convinced that the choice of such office holders should be determined not by consultation but by the process of election. By convention, and as supported by the Procedure Committee in 2002, the combination of the Speaker and three Deputy Speakers should be drawn equally from the Government and Opposition Benches. A change now is therefore appropriate. Accordingly, I am proposing that a ballot or ballots should be conducted in the House to choose one Deputy Speaker from the Opposition side and two from the Government side of the House. I have consulted the usual channels and I hope to bring that about shortly after the House returns in October.<sup>1</sup>

The Procedure Committee subsequently published two reports on electing Deputy Speakers. The first was on the arguments for and against a ballot for Deputy Speakers while the second was on procedure for the ballot.

---

<sup>1</sup> HC Deb 2 July 2009 c496

## 2. Procedure Committee - Election of the Deputy Speakers: Principles Report

On 2 November 2009, the Procedure Committee published an interim report, entitled *Election of the Deputy Speakers: Principles*.<sup>2</sup> The report sought the endorsement of the House on the principle of elected Deputy Speakers and how the new occupants of the Chair should be chosen. The Committee resolved to publish a full report of its findings, if its principles were approved by the House, in time to be implemented at the start of the new Parliament in 2010.

The report outlined the procedure that was then followed for appointing the Deputy Speakers:

Under the present system the House appoints a Deputy Speaker by agreeing to a motion moved, without notice, by a member of the Government (since 1979 this has been the Leader of the House). At the start of a Parliament, the motion may first be made on the day of the Queen's Speech, immediately before the opening of the debate on the Loyal Address. [...]

Where vacancies occur in the middle of a Session, the motion to appoint a new Deputy is again made without notice and may occur on any day. [...]

In each case the motion is amendable and can be subject to a division. [...]

The name put to the House for each post is the result of consultation between the usual channels, having regard to the conventions that the Speaker's team should show a balance between Government and Opposition benches, that the team should reflect the gender balance within the House, that the candidate is likely to be acceptable to the House as a whole and that the Speaker has no objection to him or her. These conventions were codified and endorsed by our predecessor Committee in 2002 which drew particular attention to the last of them because of the perceived requirement for the three Deputy Speakers to "work as a close-knit team with the Speaker of the day" and for the Speaker to "have every confidence in their abilities, their judgment and their capacity to command respect across the House". [...]

Once elected the Deputy Speakers usually remain in office until the end of the Parliament unless their post becomes vacant through death, resignation or elevation to the role of Speaker. Although by convention the panel should demonstrate a party balance (see above), there is no precedent for any Deputy to stand down to ensure the restoration of that balance following the election of a new Speaker. The 2002 Procedure Committee, whilst strongly endorsing the principle of balance, considered that in the circumstances where the House chose a Speaker from one party at a time when two of the three sitting Deputy Speakers were also

<sup>2</sup> Procedure Committee, *Election of the Deputy Speakers: Principles*, 2 November 2009, HC 1080 2008-09

## 7 The election of Deputy Speakers

members of that party, “it would be unfair to expect a Deputy Speaker to resign merely to re-balance the team”.<sup>3</sup>

The Procedure Committee of the 2001-05 Parliament, while advocating reform, rejected the idea of elected Deputy Speakers on the basis that three separate ballots would not serve the interests of creating a “unified team of deputies who can work easily with each other and the Speaker”.<sup>4</sup> The old Procedure Committee also saw three separate ballots as cumbersome. However, in 2009, the Procedure Committee, advocated elected Deputies in principle, citing the move as a mark of a modern democracy and noting the success of the election of the current Speaker under the new secret ballot procedure.<sup>5</sup>

The Procedure Committee did acknowledge, however, that the use of a ballot system would make it difficult to maintain a party balance within the Speaker’s team but asserted the importance of doing so.<sup>6</sup>

The Committee suggested two methods of electing Deputy Speakers. The first would be to divide the House into two electoral colleges (by party) who could each elect a preferred candidate. The second method would be for the House to have a ballot on each vacant post. The Procedure Committee backed the second of these methods on the grounds that as the occupants of the Chair “serve the whole House, they should be elected by the whole House”.<sup>7</sup>

Foreseeing that the election of Deputy Speakers was likely to result in unintended consequences, it asked the House for more time to consider implications of a change to the appointment procedure.

## 2.1 Approval of the principle of electing Deputy Speakers

The House debated the Procedure Committee’s report on 6 January 2010 on the motion:

That this House approves the Fourth Report from the Procedure Committee of Session 2008-09 (House of Commons Paper No. 1080); endorses the principle that the Deputy Speakers should be chosen through a ballot of the whole House; and endorses the preparation by the Procedure Committee of detailed proposals for the election of the Deputy Speakers and the consideration by the Committee of the introduction of term-limits for the Speaker and Deputy Speakers.<sup>8</sup>

Members expressed support for the recommendations, in principle, stating “The motion reflects changing times”.<sup>9</sup> Andrew Pelling

<sup>3</sup> Procedure Committee, *Election of the Deputy Speakers: Principles*, 2 November 2009, HC 1080 2008-09, para 6

<sup>4</sup> Procedure Committee, *Election of the Deputy Speakers: Principles*, 2 November 2009, HC 1080 2008-09, para 12

<sup>5</sup> Procedure Committee, *Election of the Deputy Speakers: Principles*, 2 November 2009, HC 1080 2008-09, para 14

<sup>6</sup> Procedure Committee, *Election of the Deputy Speakers: Principles*, 2 November 2009, HC 1080 2008-09, para 9

<sup>7</sup> Procedure Committee, *Election of the Deputy Speakers: Principles*, 2 November 2009, HC 1080 2008-09, para 23

<sup>8</sup> HC Deb 5 January 2010 c235

<sup>9</sup> HC Deb 5 January 2010 c236

concluded the debate by raising a concern that Members might use the election as a weapon against an unpopular Speaker:

Under the current process, although the appointment of Deputy Speakers is at the discretion of the House, they are very much part of a team. I can imagine that the stresses and strains of being part of a Speakership team are significant, and it is important not to get ourselves into a situation in which the House might elect a Deputy Speaker against the wishes of a Speaker with whom the House had fallen out.<sup>10</sup>

The motion was, however, passed without a division.

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<sup>10</sup> HC Deb 5 January 2010 c239

## 9 The election of Deputy Speakers

### 3. Procedure Committee – Election of the Speaker and Deputy Speakers Report

The Procedure Committee published detailed proposals in its report, *Election of the Speaker and of the Deputy Speakers*, in February 2010.<sup>11</sup>

Following on from its 2009 report, the Procedure Committee recommended that the Speaker and Deputy Speaker posts should be comprised of two members from the Government and two members from the Opposition. The Opposition would be defined as all members not belonging to the Government side. The Committee highlighted that this would be valuable in a hung parliament situation where “a handful of seats changing hands could alter the majority/minority balance”.<sup>12</sup>

The Committee believed it was important to maintain a gender balance within the Speaker’s team and recommended that the election rules should stipulate that the House had to elect at least one man and one woman to the vacant posts, even at the expense of passing over more popular candidates to achieve this.<sup>13</sup>

It recommended that the election of Deputy Speakers should, as far as possible, mirror the procedure for electing the Speaker. As there are three posts to fill instead of one, however, the Committee suggested the number of sponsors required for a candidate to stand should be capped at no more than ten but no less than six (the Committee recommended that the minimum number of sponsors required to stand for Speaker should be increased from 12 to 15). The Committee saw no need for candidates to require cross-party support (unlike the Speaker) as it was likely and natural that candidates would receive support because of their party allegiance. The Committee did concede that likely partisanship might make it difficult to construct ‘teams’ as compliant and collegiate as those appointed through the usual channels.<sup>14</sup>

The Committee recommended that the election of Deputy Speakers should take place at the beginning of a Parliament. Deputy Speakers would serve until the dissolution of the Parliament they were elected to serve. In the new Parliament, however, unlike the Speaker, the Deputy Speakers would be subjected to a new ballot because of possible changes in the composition of the House. Previous Deputies would be eligible to stand again. Until the results were declared, the Committee recommended that the former Deputy Speakers should continue to take

<sup>11</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10

<sup>12</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 37

<sup>13</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 44

<sup>14</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 45

the Chair. If necessary, these posts could be filled by the longest serving members of the Chairmen's Panel who were returned to the House.

The terms of office of the Deputies would run independently of the Speaker. A by-election would not be triggered if a new Speaker was elected from a different side of the House unless the Speaker vacancy was filled by a Deputy Speaker. If the Speaker vacancy was filled by a Deputy Speaker, a by-election would be held amongst candidates from the relevant party to restore party balance. "Where the party balance is altered but there is no vacancy, as was the case in 2009, no by-election is called for."<sup>15</sup>

The Committee saw no need for a "protracted period for nominations before the election itself, other than to allow candidates time to gather sponsors. A minimum of two days should be sufficient between the notification that there will be an election and the ballot itself."<sup>16</sup>

During the election of a Speaker, candidates have the opportunity to address the House before the initial ballot. The Committee did not think this was appropriate for the Deputy Speakers as their roles are limited to supporting the Speaker in his role and his vision for the House. Yet as Members may be requested to choose Deputy Speakers at the beginning of a Parliament with little knowledge of the candidates, the Committee advocated submitting, along with nomination papers, a written statement of "no more than 500 words which could be incorporated into a single booklet, accompanied by their photographs, and made available to Members from the Vote Office."<sup>17</sup> These nomination papers should be submitted between 10.00am and 5.00pm on the day before that nominated by the Speaker for the election. A list of candidates would then be made available in the Vote Office, on the internet and emailed to all Members after the nomination deadline.

On the day of the election, the ballot should provisionally open at 11am and close at 12pm (subject to other business commitments) with Members voting in a room appointed by the Speaker. The result would then be announced on the floor of the House. Unlike with the election of a Speaker, the Committee saw no need for a motion confirming the result:

We therefore recommend that the Standing Orders governing the election of the Deputy Speakers provide for the Speaker to declare the result of the ballot and direct that an entry be made in the Journal that the successful candidates have been duly elected. The Chairman and Deputies should then take up office the following day.<sup>18</sup>

<sup>15</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 82

<sup>16</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 49

<sup>17</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 57

<sup>18</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 60

## 11 The election of Deputy Speakers

In the event that the House was holding a ballot for just one of the Deputy Speaker posts, the Committee recommended a by-election system where one of the other Deputies could contest the vacancy without resigning his or her seat. If the Deputy were successful the next best placed candidate “who fulfilled the necessary criteria would fill the vacancy thus created by the Deputy.”<sup>19</sup>

In *Election of the Speaker and of the Deputy Speakers*, the Procedure Committee produced a draft timetable of the proposed new arrangements for the election of Deputy Speakers:

**Day the House meets:** Election of the Speaker

**Day of the Queen’s Speech:** announcement of arrangements for election of Deputy Speakers

**Day 3 of Queen’s Speech:** election of Deputy Speakers<sup>20</sup>

The Committee invited the House to accept its recommendations.

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<sup>19</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 61

<sup>20</sup> Procedure Committee, *Election of the Speaker and of the Deputy Speakers*, 3 February 2010, HC 341 2009-10, para 89

## 4. Motion to implement the Procedure Committee's recommendations

A motion to give effect to the Procedure Committee's recommendations first appeared among the Remaining Orders and Notices on 2 March 2010, in the name of the Leader of the House:

### ELECTION OF THE DEPUTY SPEAKERS

Ms Harriet Harman

That the following Standing Order be made, with effect from the beginning of the next Parliament:—

(1) At the commencement of every Parliament, or from time to time, as necessity may arise, the Speaker shall notify the House of the arrangements to be made to elect a Chairman of Ways and Means and two Deputy Chairmen of Ways and Means, who shall be known respectively as the First and the Second Deputy Chairman of Ways and Means.

(2) The election shall be by secret ballot.

(3) Preparatory arrangements for a ballot shall be made under the supervision of the Clerk of the House.

(4) (a) Nominations of candidates shall be in writing and shall be received by the Clerk of the House between 10.00 am and 5.00 pm on the day before the House is to elect the Deputy Speakers.

(b) Each nomination shall consist of a brief signed statement made by the candidate declaring his willingness to stand for election accompanied by the signatures of not fewer than six nor more than 10 Members. No Member shall sign more than three such statements and if any Member does so, his signature shall no longer be valid.

(c) As soon as practicable following the close of nominations, lists of the candidates and their sponsors and the statements shall be placed in the Members' lobby and published.

(5) (a) A ballot shall take place between eleven o'clock and twelve o'clock in a place appointed by the Speaker.

(b) Each Member intending to vote shall be provided with a ballot paper bearing the names of the candidates listed in alphabetical order.

(c) Each such Member may vote for as many or as few candidates on the ballot paper as he wishes, marking them in order of preference.

(d) Counting shall take place under arrangements made by the Clerk of the House.

(e) The ballot shall be counted under the Single Transferable Vote System with constraints that of those elected:

(i) two candidates shall come from the opposite side of the House to that from which the Speaker was drawn, the first of which candidates will be Chairman of Ways and Means

### 13 The election of Deputy Speakers

and the second, Second Deputy Chairman of Ways and Means,

(ii) one candidate shall come from the same side of the House as that from which the Speaker was drawn and shall be First Deputy Chairman of Ways and Means, and

(iii) at least one man and at least one woman shall be elected across the four posts of Speaker and Deputy Speakers.

(f) The Speaker shall have discretion to vary the timings given in this order and power to give final directions on any matter of doubt arising from the conduct of a ballot or from an individual ballot paper.

(6) As soon as practicable after the votes have been counted the Speaker shall announce to the House the results of the ballot and direct the Clerk to enter the names of the elected Members in the Journal.

(7) Where a ballot is needed to elect to a single post of Deputy Speaker as a result of a change in the Speaker, the election shall be held with candidates from only the relevant side of the House.

(8) Each Deputy Speaker elected under this order is so elected to serve until the end of the Parliament.

(9) The Deputy Chairmen shall be entitled to exercise all the powers vested in the Chairman of Ways and Means, including his powers as Deputy Speaker.

## 4.1 Motion agreed

On 4 March 2010, the House agreed to the Procedure Committee's recommendations for the election of Deputy Speakers.<sup>21</sup> Debate on the motion was included in a wider debate covering a number of motions to give effect to proposals from the Select Committee on Reform of the House of Commons.<sup>22</sup>

During the debate on the on the motion, the Leader of the House, Harriet Harman, explained that the motion would "give effect to the Procedure Committee's recommendations on the election of Deputy Speakers by ballot".<sup>23</sup> Later in the debate, Greg Knight, chair of the Procedure Committee, provided an overview of the Committee's recommendations on the election of Deputy Speakers.<sup>24</sup>

<sup>21</sup> HC Deb 4 March 2010 cc1099-1100

<sup>22</sup> A number of proposals from the Reform Committee were agreed to without a division on 22 February 2010, after a general debate on the Report. On 4 March, two hours were provided for an allocation of time motion, debate on the Procedure Committee's recommendation on the election of Deputy Speakers, and debate on five motions (on Chair Terminology; Election of Committee Chairs; Election or Removal of Chairs of Select Committees; Election of Members of Select Committees; and Backbench Business Committees) and amendments relating to the Reform Committee proposals that had not been agreed "on the nod" on 22 February

<sup>23</sup> HC Deb 4 March 2010 c1066

<sup>24</sup> HC Deb 4 March 2010 cc1073-1074

## 5. Election 2010

On Wednesday 26 May 2010, the day after the Queen's Speech, the Speaker confirmed the procedure and timetable for the first election of Deputy Speakers:

**Mr Speaker:** I want to make a very short statement. In accordance with Standing Order No. 2A, I will now announce the arrangements for the ballot for the election of Deputy Speakers. The ballot will be held in the Division Lobbies from 11 am to 12 noon on Tuesday 8 June. Nominations may be submitted in the Lower Table Office from 10 am to 5 pm on the day before the ballot—Monday 7 June. A briefing note with more details about the election will be made available to Members and published on the intranet.<sup>25</sup>

The briefing note referred to by the Speaker was made available on the parliamentary intranet only.<sup>26</sup>

On 27 May, the Speaker made a further statement. He announced that the ballot would be open for an additional hour:

Yesterday, I announced the timing of the ballot for the election of Deputy Speakers on Tuesday 8 June. I am now announcing an extension to the time, in order to allow Members to take part in the ballot and to attend the service for the new Parliament in St Margaret's, which is being held that morning. The ballot for the election of Deputy Speakers will therefore be open from 10 am to 12 noon on Tuesday 8 June.<sup>27</sup>

### 5.1 Temporary Deputy Speakers

The day before the Speaker's announcement, on 25 May 2010, the House agreed that the Speaker could nominate up to three Deputy Speakers to serve until the election process had been completed:

*Ordered,*

That the Speaker may nominate no more than three Members as Deputy Speakers to serve until the House has elected Deputy Speakers in accordance with the provisions of Standing Order No. 2A; and that the Members so nominated shall exercise all the powers vested in the Chairman of Ways and Means as Deputy Speaker.<sup>28</sup>

Without this power, the Speaker would have been the only Member able to the Chair when the House was sitting.

The Speaker used this power to nominate Sir Alan Haselhurst and Hugh Bayley as Deputy Speakers, to serve until the election process was completed. The *Votes and Proceedings* recorded:

Pursuant to the Order of the House today, the Speaker has nominated Sir Alan Haselhurst and Hugh Bayley as Deputy

<sup>25</sup> HC Deb 26 May 2010 c169

<sup>26</sup> House of Commons, *Ballot for the election of deputy Speakers*, Commons Briefing Note No 6, 26 May 2010. (It was replaced by the briefing Note issued for the Deputy Speaker election on 16 October 2013; and now by the [2015 edition](#) of the Note.)

<sup>27</sup> HC Deb 27 May 2010 c302

<sup>28</sup> HC Deb 25 May 2010 c30

## 15 The election of Deputy Speakers

Speakers to serve until the House has elected Deputy Speakers in accordance with the provisions of Standing Order No. 2A.<sup>29</sup>

## 5.2 Nominations and result

On 7 June 2010, when nominations closed, nine candidates had been nominated for the three places as Deputy Speakers. They were:

Candidates	Side of House	Gender
Tom CLARKE	Opposition	Male
Geoffrey CLIFTON-BROWN	Government	Male
Nigel EVANS	Government	Male
Roger GALE	Government	Male
George HOWARTH	Opposition	Male
Lindsay HOYLE	Opposition	Male
Anne McINTOSH	Government	Female
Dawn PRIMAROLO	Opposition	Female
Marsha SINGH	Opposition	Male

Source: House of Commons, [Deputy Speaker Candidates announced](#)

On 8 June 2010, the Speaker announced that Lindsay Hoyle, Nigel Evans and Dawn Primarolo had been elected as Deputy Speakers:

I will now announce the result of the ballot held today for the election of Deputy Speakers. Mr Lindsay Hoyle was elected Chairman of Ways and Means. Mr Nigel Evans was elected First Deputy Chairman of Ways and Means. Dawn Primarolo was elected Second Deputy Chairman of Ways and Means. They will take up their posts tomorrow. I congratulate those elected, and I look forward to working with them.

The results of the count, under the single transferable vote system, will be made available as soon as possible in the Vote Office and published on the intranet.<sup>30</sup>

The full results are set out in Appendix 1 of this Note.

<sup>29</sup> House of Commons, *Votes and Proceedings*, 25 May 2010, p30

<sup>30</sup> HC Deb 8 June 2010 c182

## 6. Review of the procedure for electing Deputy Speakers

In October 2011, the Procedure Committee reported on the elections for positions in the House that took place in 2010 (election of the Speaker, Deputy Speakers, select committee chairs, the Chair of the Backbench Business Committee and the selection of select committee members). The Procedure Committee concluded that the election of Deputy Speakers “ran smoothly”.<sup>31</sup> However, it noted that despite its predecessor committee arguing against candidates issuing manifestos (it suggested a booklet of brief statements by all the candidates), outside organisations arranged hustings: the Committee was told that these had been helpful.<sup>32</sup>

The Procedure Committee considered this matter again in its 2011 report and recommended that candidates should be able to address the House before a ballot took place and that Standing Orders should be amended to allow this.<sup>33</sup> Standing Orders have not been amended.

The Committee also recommended the adoption of a Standing Order to allow the appointment of up to three temporary Deputy Speakers to chair debates between the Queen’s Speech and the election of the Deputy Speakers.<sup>34</sup>

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<sup>31</sup> Procedure Committee, *2010 elections for positions in the House*, 31 October 2011, HC 1573 201-12, para 27

<sup>32</sup> Procedure Committee, *2010 elections for positions in the House*, 31 October 2011, HC 1573 201-12, paras 28-29

<sup>33</sup> Procedure Committee, *2010 elections for positions in the House*, 31 October 2011, HC 1573 201-12, para 29

<sup>34</sup> Procedure Committee, *2010 elections for positions in the House*, 31 October 2011, HC 1573 201-12, para 30

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## 7. Election to fill a vacancy following the resignation of a Deputy Speaker, 2013

### 7.1 First Deputy Chairman of Ways and Means: Resignation, September 2013

On 11 September 2013, the Speaker announced that Nigel Evans had formally resigned as Deputy Speaker, and that he would make an announcement about the “arrangements for the election by the House of a new First Deputy Chairman of Ways and Means when the House returns in October”.<sup>35</sup> Later in the day, Nigel Evans made a personal statement to the House.<sup>36</sup>

### 7.2 Arrangements for the election

On 8 October 2013, the Speaker outlined the arrangements for the election to fill the vacancy created by Nigel Evans’ resignation:

In accordance with Standing Order No. 2A, I am now able to inform the House of the detailed arrangements. Nominations to fill the vacancy must be received in writing in the Lower Table Office between 10 am and 5 pm on Tuesday next, 15 October. The rules concerning nomination will be set out in the announcements section of the Order Paper, and an information note for Members will be available from the Vote Office and on the intranet.<sup>37</sup>

The rules concerning nomination, ballot and count were set out in the announcements section of the Order Paper:

- Nominations had to be received between 10am and 5pm on Tuesday 15 October 2013 (the day before the ballot).
- Only members of a party represented in the Government could be candidates in the election.
- The ballot, if required, would take place between 11.30am and 2.00pm on Wednesday 16 October 2013 in the Aye Lobby.
- Members had one vote, which was transferable.
- The ballot would be counted under the Single Transferrable Vote system, in accordance with Standing Order No. 2A(5)(e).
- As soon as practicable after the votes have been counted the Speaker would announce to the House the results of the ballot.<sup>38</sup>

### 7.3 Nominations and campaigning

On 15 October 2013, when nominations closed, seven candidates had been nominated for the vacancy, all were Conservative Members:

<sup>35</sup> [HC Deb 11 September 2013 c959](#)

<sup>36</sup> [HC Deb 11 September 2013 cc979-980](#)

<sup>37</sup> [HC Deb 8 October 2013 c58](#)

<sup>38</sup> House of Commons, *Order Paper*, 9 October 2013, Announcements

### Candidates

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David AMESS  
 Henry BELLINGHAM  
 Brian BINLEY  
 Simon BURNS  
 Nadine DORRIES  
 Eleanor LAING  
 Gary STREETER

Source: House of Commons, [Election of Deputy Speaker, 16 October 2013 – Candidates and their sponsors](#)

The House of Commons published a list of candidates and their sponsors,<sup>39</sup> and the candidates' personal statements.<sup>40</sup>

Before nominations were received, the prospective candidates appeared before the 1922 Committee (Conservative MPs) and the Parliamentary Labour Party.<sup>41</sup> In addition, on 15 October, Dods arranged a hustings event in the Palace, which was widely reported.<sup>42</sup>

## 7.4 Result

On 16 October 2013, the Speaker announced that Eleanor Laing had been elected as First Deputy Chairman of Ways and Means:

I am now in a position to announce the result of the election of a Deputy Speaker, following the ballot held today.

Five hundred and fifty-one votes were cast, with no spoilt ballot papers. The counting went to six stages. Five hundred and thirteen valid votes were cast in that round, excluding those ballot papers whose preferences had been exhausted. The quota to be reached was therefore 257 votes. The person elected First Deputy Chairman of Ways and Means with 273 votes is Mrs Eleanor Laing. The other candidate in that round was Mr Brian Binley, who received 240 votes.

Eleanor Laing will take up her post immediately.<sup>43</sup>

The full results were made available online and are set out in Appendix 2 of this Note.

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<sup>39</sup> House of Commons, [Election of Deputy Speaker, 16 October 2013 – Candidates and their sponsors](#)

<sup>40</sup> House of Commons, [Election of a Deputy Speaker, Candidates](#), 15 October 2013

<sup>41</sup> Paul Goodman, [Streeter shines at '22 Deputy Speaker hustings](#), 9 October 2013; BBC News, [Conservative deputy Speaker hopefuls pitch for Labour votes](#), 14 October 2013

<sup>42</sup> For example, BBC News, [Deputy Speaker contest: Best of seven](#), 15 October 2013; Donald Macintyre, [Donald Macintyre's Sketch: A seat at the Mad Hatter's Tea Party](#), 15 October 2013

<sup>43</sup> [HC Deb 16 October 2013 c801](#)

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## 8. Election 2015

On 27 May 2015, the Speaker announced that the ballot for the election of Deputy Speakers in the 2015 Parliament would take place on Wednesday 3 June 2015:

In accordance with Standing Order No. 2A, I will now announce the arrangements for the ballot for the election of Deputy Speakers. The ballot will be held in Committee Room 6 from 10 am to 1.30 pm on Wednesday 3 June. Nominations may be submitted in the Lower Table Office from 10 am to 5 pm on Monday 1 June. A briefing note with more details about the election will be published on the intranet. Nomination forms are available in the Lower Table Office and the Vote Office.<sup>44</sup>

The Commons Briefing Note, [Ballot for the election of Deputy Speakers](#), set out the arrangements for nominations, the ballot and the count, in more detail.

### 8.1 Arrangements for appointing temporary Deputy Speakers after the 2015 general election

As noted above in section 6, the Procedure Committee recommended the adoption of a Standing Order to allow the appointment of up to three temporary Deputy Speakers to chair debates between the Queen's Speech and the election of the Deputy Speakers.<sup>45</sup> No proposal for such a Standing Order change was brought before the House.

However, on 26 March 2015, arrangements were made for the period after the 2015 General Election and before the election of Deputy Speakers. The House agreed that the Speaker should have the power to nominate up to three temporary Deputy Speakers:

*Ordered,*

That, at the start of the 2015 Parliament, the Speaker may nominate no more than three Members as Deputy Speakers to serve until the House has elected Deputy Speakers in accordance with the provisions of Standing Order No. 2A; and that the Members so nominated shall exercise all the powers vested in the Chairman of Ways and Means as Deputy Speaker.<sup>46</sup>

On 27 May 2015, when the Speaker announced the arrangements for the ballot, he also announced that he had nominated Sir Roger Gale and George Howarth to serve as temporary Deputy Speakers until the House elected Deputy Speakers.<sup>47</sup>

<sup>44</sup> [HC Deb 27 May 2015 c30](#). Standing Order No 2A provides that nominations should be made on the day before the ballot but the Standing Order also allows the Speaker discretion to vary timings

<sup>45</sup> Procedure Committee, [2010 elections for positions in the House](#), 31 October 2011, HC 1573 201-12, para 30

<sup>46</sup> [HC Deb 26 March 2015 c1632](#)

<sup>47</sup> [HC Deb 27 May 2015 c30](#)

## 8.2 Nominations and result

When nominations closed on 1 June 2015, three candidates had been nominated for the three Deputy Speaker positions (Chairman of Ways and Means, and First and Second Deputy Chairmen of Ways and Means).<sup>48</sup>

An election was required to determine which candidate was elected to each position.

The Speaker announced the result of the ballot on the afternoon of 3 June:

I shall now announce the result of the ballot that was held today for the election of Deputy Speakers. Mr Lindsay Hoyle was elected Chairman of Ways and Means. Mrs Eleanor Laing was elected First Deputy Chairman of Ways and Means. Natascha Engel was elected Second Deputy Chairman of Ways and Means. I congratulate all three colleagues who have been elected, and I greatly look forward to working with them.<sup>49</sup>

The full results were made available online and are set out in Appendix 3 of this briefing paper.

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<sup>48</sup> House of Commons, *Business Today*, 2 June 2015, Announcements – Election of Deputy Speakers

<sup>49</sup> [HC Deb 3 June 2015 c633](#)

## 21 The election of Deputy Speakers

## 9. Election 2017

On 22 June 2017, the Speaker announced that the ballot for the election of Deputy Speakers in the 2017 Parliament would take place on Wednesday 28 June 2017:

In accordance with Standing Order No. 2A, I will now announce the arrangements for the ballot for the election of Deputy Speakers. The ballot will be held in Committee Room 8 from 10 am to 1.30 pm on Wednesday 28 June. Nominations may be submitted in the Table Office and in the procedural hub in Portcullis House from 10 am to 5 pm on Tuesday 27 June. Nomination forms, and a briefing note with more details about the election, are available in the Table Office, the procedural hub and the Vote Office. I hope that is helpful to colleagues.<sup>50</sup>

The Commons Briefing Note, [Ballot for the election of Deputy Speakers](#) (June 2017), sets out the arrangements for nominations, the ballot and the count, in more detail.

On Monday 26 June 2017, the Speaker made a further announcement. He told the House that if only one Conservative MP was nominated they would not be on the ballot paper and would be declared elected as First Deputy Chairman of Ways and Means:

On Thursday last, I informed the House about arrangements for the election of Deputy Speakers. Nominations are due tomorrow and the ballot will be held on Wednesday morning. I thought it would be helpful to all Members if I informed the House now, rather than late tomorrow afternoon when nominations close, that I have decided, after consultation with the Clerks and in the light of technical advice from the Electoral Reform Society, which is the House's adviser on ballots, that if—and I stress if—there is only one candidate from the Conservative side of the House and there are more than two candidates from the other side, the name of the sole Conservative candidate will not be on the ballot paper and will be declared in due course as elected as First Deputy Chairman of Ways and Means, in much the same way as happens when there is an unopposed candidate for the Chair of a Select Committee.<sup>51</sup>

This decision reflects the objective of ensuring a balance between the Government side and the Opposition side in the Speaker's team (see section 2).

### 9.1 Arrangements for appointing temporary Deputy Speakers after the 2015 general election

As noted above in section 6, the Procedure Committee recommended the adoption of a Standing Order to allow the appointment of up to three temporary Deputy Speakers to chair debates between the Queen's

<sup>50</sup> [HC Deb 22 June 2017 c213](#)

<sup>51</sup> [HC Deb 26 June 2017 c300](#)

Speech and the election of the Deputy Speakers.<sup>52</sup> But no proposal for such a Standing Order change has been brought before the House.

On the day of the Queen's Speech, the House agreed to a motion moved by Andrea Leadsom, the Leader of the House:

*Ordered,*

That the Speaker may nominate no more than three Members as Deputy Speakers to serve until the House has elected Deputy Speakers in accordance with the provisions of Standing Order No. 2A; and that the Members so nominated shall exercise all the powers vested in the Chairman of Ways and Means as Deputy Speaker.<sup>53</sup>

The Speaker used this power to nominate Sir David Amess and George Howarth as Deputy Speakers, to serve until the election process was completed. The *Votes and Proceedings* recorded:

Pursuant to the Order of the House today, the Speaker has nominated Sir David Amess and Mr George Howarth as temporary Deputy Speakers to serve until the House has elected Deputy Speakers in accordance with the provisions of Standing Order No. 2A.<sup>54</sup>

## 9.2 Nominations and result

When nominations closed on 27 June 2017, four candidates had been nominated for the three Deputy Speaker positions. Details of the nominations received were set out on the Order Paper on 28 June. In accordance with the Speaker's statement on 26 June, it was confirmed that as Eleanor Laing was the only nomination from the same side of the House as the Speaker, she was elected as First Deputy Chairman of Ways:

Mrs Eleanor Laing is the sole candidate from the same side of the House as that from which the Speaker was drawn, and will be elected First Deputy Chairman of Ways and Means. Her name will not appear on the ballot paper.<sup>55</sup>

An election was required to determine which candidates were elected as Chairman of Ways and Means and Second Deputy Chairman of Ways and Means.

The Speaker announced the result of the ballot on the afternoon of 28 June:

I shall now announce the result of the ballot that was held today for the election of Deputy Speakers. Mr Lindsay Hoyle was elected as Chairman of Ways and Means. Mrs Eleanor Laing was elected as First Deputy Chairman of Ways and Means. Dame Rosie Winterton was elected as Second Deputy Chairman of Ways and Means. I congratulate all three colleagues who have been elected, and I greatly look forward to working with them. I also want to

<sup>52</sup> Procedure Committee, *2010 elections for positions in the House*, 31 October 2011, HC 1573 201-12, para 30

<sup>53</sup> *HC Deb 21 June 2017 c33*

<sup>54</sup> House of Commons, *Votes and Proceedings*, 21 June 2017

<sup>55</sup> House of Commons, *Order Paper*, 28 June 2015, Announcements – Election of Deputy Speakers

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thank the hon. Member for City of Durham (Dr Blackman-Woods)  
for contesting the election ...<sup>56</sup>

The full results were made available online and are set out in Appendix  
4 of this briefing paper.

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<sup>56</sup> [HC Deb 28 June 2017 c634](#)

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## Appendix 1: Election of Deputy Speakers (June 2010)

Number to elect: 3  
 Total Valid Vote 515  
 Quota: 128.75  
 Invalid Papers: 5

Candidates [side of House, gender]	1st Stage	2nd Stage		3rd Stage		4th Stage		5th Stage	
		Exclusion of Singh		Exclusion of McIntosh		Exclusion of Howarth		Exclusion of Clifton-Brown and Gale	
Tom CLARKE [Opposition, male]	47	2	49	1	50	9	59	9	68
Geoffrey CLIFTON-BROWN [Government, male]	57	0	57	4	61	4	65	-65	0
Nigel EVANS [Government, male] <b>First Elected</b>	124	0	124	4	128	5	133		133
Roger GALE [Government, male]	48	2	50	3	53	2	55	-55	0
George HOWARTH [Opposition, male]	40	1	41	1	42	-42	0		0
Lindsay HOYLE [Opposition, male] <b>Second elected</b>	90	2	92	10	102	6	108	53	161
Anne MCINTOSH [Government, female]	24	1	25	-25	0		0		0
Dawn PRIMAROLO [Opposition, female] <b>Third elected</b>	76	1	77	0	77	16	93	35	128
Marsha SINGH [Opposition, male]	9	-9	0		0		0		0
Non-distributable remainders of surpluses									
Non-transferable (preferences exhausted)				2	2		2	23	25
<b>TOTAL</b>			515		515		515		515

Source: House of Commons, [Election of Deputy Speakers: Result Sheet](#)

## 25 The election of Deputy Speakers

## Appendix 2: Election of First Deputy Chairman of Ways and Means (October 2013)

Number to elect: 1  
 Total Valid Vote 551  
 Quota: see below  
 Invalid Papers: 0

Candidates	1st Stage	2nd Stage		3rd Stage		4th Stage		5th Stage		6th Stage	
		Exclusion of Dorries		Exclusion of Amess		Exclusion of Burns		Exclusion of Streeter		Exclusion of	
		Transfers	Total	Transfers	Total	Transfers	Total	Transfers	Total	Transfers	Total
David AMESS	27	1	28	-28	0						
Henry BELLINGHAM	87	0	87	8	95	23	118	38	156	-156	
Brian BINLEY	126	4	130	11	141	12	153	19	172	68	240
Simon BURNS	64	2	66	4	70	-70	0				
Nadine DORRIES	13	-13	0								
Eleanor LAING	148	5	153	3	156	17	173	31	204	69	273
Gary STREETER	86	1	87	0	87	8	95	-95	0		
Non-transferable (preferences exhausted)		0		2		10		7		19	
TOTAL	551		551		549		549		532		513
Quota	276		276		275		270		257		257

Source: House of Commons, [Deputy Speaker Election Result Sheet](#), October 2013

### Appendix 3: Election of Deputy Speakers (June 2015)

#### Deputy Speaker Election Result Sheet

Number to Elect: 3  
Total 1st Round Valid Vote 432  
Invalid papers: 1

Candidates [side of House, gender]	1st Stage
ENGEL [Opposition, Female] <b>Elected third</b>	46
HOYLE [Opposition, Male] <b>Elected first</b>	302
LAING [Government, Female] <b>Elected second</b>	84
TOTAL	432
Quota	144

Source: House of Commons, *Deputy Speaker Election Result Sheet*

## 27 The election of Deputy Speakers

## Appendix 4: Election of Deputy Speakers (June 2017)

## Deputy Speaker Election Result Sheet

Number of invalid votes: 4  
Quota: 164.34

Candidates	First Stage	Second stage	
		Surplus from	
		Hoyle	
		Change	New total
BLACKMAN-WOODS, Dr Roberta (Opposition, Female)	51	149 papers @ transfer value of 0.64 = 95.36	146.36
HOYLE, Lindsay (Opposition, Male) <b>Elected First</b>	354		
WINTERTON, Dame Rosie (Opposition Female) <b>Elected Second</b>	88	145 papers @ transfer value of 0.64 = 92.80	180.80
Non-distributable remainder of surplus		1.50	1.50
Total	493		493

*Mrs Eleanor Laing* was the sole candidate from the same side of the House as that from which the Speaker was drawn so was elected First Deputy Chairman of Ways and Means without her name appearing on the ballot paper.

Source: House of Commons, *Deputy Speaker Election Result Sheet*; House of Commons news, *Election of Deputy Speakers*, 28 June 2017

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## BRIEFING PAPER

Number 05375, 6 July 2017

## **APPENDIX IV**

### **POSITION PAPER**

**Committee: International Labor Organization**

**Topic: Globalization and Development**

**Country: Romania**

In the past two decades the rapidly growing world trend has been toward globalization. With the emergence of the internet as a means of communication and the increasing accessibility of international trade physical barriers are not the only barriers withering away. Protective tariffs are plummeting and free trade agreements are becoming more prevalent. Romania appreciates that globalization creates favorable situations for expansion of commercial as well as economic assets. In the past year Romania has seen a foreign direct investment (FDI) increase of 199%. Inward FDI increased from EURO 234 million in 2005 to EURO 699 million in 2006. However, Romania realizes that increased globalization does not automatically produce more equality.

Globalization and Development can contribute to the advancement of the overall international human condition; however, the delegation of Romania recognizes that without proper regulation the potential for advancement will remain limited to an elite few individuals, businesses, and nations. Unless checked and aimed toward the common good, globalization cannot effectively serve the global community. Crucial in dealing with the complexities of globalization, good governance must act with solidarity and responsibility. Romania believes that in involving people in globalization we must promote moral values, democratic principals, inclusive global political culture, institutions that safeguard both individual civil rights and inherent freedoms, and the common good. In addition,

coping with the influx of information from globalization governments must act with solidarity and insight. Access to digital education will undoubtedly result in the confidence of citizens in their respective administrations and allow for a greater degree of transparency, and therefore a lesser degree of corruption.

Romania believes the multinational business community has the ability and the obligation to support pertinent values in human rights, labor standards, and environmental preservation. As stated by the president, Mr. Traion Basescu, Romania feels a "heartfelt attachment to multilateralism, as an effective instrument designed to identify the adequate answers to the challenges brought by globalization."

Romania is party to the majority of multilateral treaties and conventions identified as such by the Secretary General in the context of the Millennium Summit in 2001. Romania has always supported innovative and effective ways of establishing cooperation within and between regional organizations. As one of the newest members of the European Union, Romania is an active member of the World Trade Organization, and looks forward to offering its support to the redirection of globalization to best benefit the global community.

## APPENDIX V

### INFO-GRAPHICS

#### Economic Indicators – an Introduction with Facts and Figures of Pakistan

Compiled by

**Muhammad Faisal Israr,**  
Vice President Saudi Pak Bank

#### Economic Policy

A government policy for maintaining economic growth and tax revenues is the Economic Policy. It covers the systems for setting levels of taxation, government budgets, the money supply and interest rates as well as the labor market, national ownership, and many other areas of government interventions into the economy.

#### Gross Domestic Product (GDP) (nominal and real)

The value at current market prices, of the total final output produced inside a country during a given year is Nominal GDP. Whereas Real GDP is nominal GDP corrected for inflation i.e. real GDP=nominal GDP divided by GDP deflator.

Billion Rs.

Year	2009-10	2010-11	2011-12	2012-13	2013-14	31-03-2015
<b>GDP at Current Factor</b>	14,867	18,276	20,047	22,489	25,402	27,384

*Source: State Bank of Pakistan (Annual Report FY14 and NDSP)*

#### Gross National Product (GNP) (nominal and real)

The value at current market prices, of all final goods and services produced during a year by the factors owned by a nation is Nominal GNP. Whereas Real GNP is nominal GNP corrected for inflation i.e. real GNP=nominal GNP divided by GNP deflator

Billion Rs.

Year	2009-10	2010-11	2011-12	2012-13	2013-14
<b>GNI at Current Factor</b>	15,433	19,096	21,082	23,650	26,776

*Source: State Bank of Pakistan (Annual Report FY14 and NDSP)*

#### Inflation (or Inflation rate)

The inflation rate is the percentage of annual increase in general price level.

Year	FY10	FY11	FY12	FY13	FY14
<b>Inflation (%)</b>	10.1	13.7	11.0	7.4	8.0

*Source: Pakistan Economic Survey 2013-14 (Chapter 7: Inflation)*

#### Consumer Price Index (CPI)

A price index that measures the cost of a fixed basket of consumer goods in which the weight assigned to each commodity is the share of expenditures on that commodity in a base year.

#### Wholesale Price Index SBP

Wholesale Price Index (WPI) is designed to measure the directional movements of prices for a set of selected items in the primary and wholesale markets. Items covered in the series are those, which could be precisely defined and are offered in lots by producers/manufacturers. Prices used are generally those, which conform to the primary sellers realization at ex-mandi (market), ex-factory or at an organized wholesale level.

### Sensitive Price Indicator SBP

The Sensitive Price Indicator (SPI) is computed on weekly basis to assess the price movements of essential commodities at short intervals so as to review the price situation in the country.

Year 2007-08=100)	(Base Jun 11	Jun 12	Jun 13	Jun 14	May 15
<b>Consumer Price Index</b>	152.78	169.99	179.94	194.74	199.66
<b>Wholesale Price Index</b>	177.98	189.37	199.21	214.60	207.92
<b>Sensitive Price Index</b>	168.09	188.14	196.75	212.40	211.48

Source: Pakistan Bureau of Statistics Monthly Review on Price Indices Jun 2011 to May 2015

### Labour Force

As per Article 11(3) no one under the age of 14 shall be engaged in labour, therefore, group of people of 14 years of age and older who are either employed or unemployed fall under labour force.

### Unemployment

In economic terms, involuntary unemployment occurs if there are qualified workers who would be willing to work to prevailing wages but cannot find jobs.

### Employment

The total number of people gainfully employed or working

### Employed

To hire or engage the services of (a person or persons); provide employment for; have or keep in one's service

### Civilian Labour Force, Employed and Unemployed in Pakistan (in millions)

Year	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
<b>Labour Force</b>	53.22	55.91	56.92	57.84	59.33	60.34	60.09
<b>Employed</b>	50.45	52.86	53.76	54.40	55.80	56.58	56.52
<b>Unemployed</b>	2.77	3.05	3.16	3.44	3.53	3.76	3.58
<b>Unemployment Rate (%)</b>	5.20	5.46	5.55	5.95	5.95	6.24	6.00

Source: Pakistan Economic Survey 2014-15

### Poverty Line

A minimum income level used as an official standard for determining the proportion of a population living in poverty. Poverty lines are the thresholds which separate the poor from non-poor. The official poverty line in Pakistan is calorie based, and consumption based absolute poverty is estimated after converting the household consumption level to adult equivalent based on recommended nutritional requirements of 2350 calories per person per day and providing almost equivalent amount for other basic needs.

### Poverty Indices by Region

(% of population living below national poverty line)

Year	2000-01	2004-05	2005-06	2007-08	2010-11
<b>Poverty Line (Rs.)</b>	723.40	878.64	944.47	1,141.53	1,745.00
<b>Overall</b>	34.4	23.9	22.3	17.2*	12.4*
<b>Urban</b>	22.6	14.9	13.1	10.0	7.1
<b>Rural</b>	39.2	28.1	27.0	20.6	15.1

Source: Pakistan Economic Survey 2013-14

### Domestic Debt SBP

Domestic Debt Domestic debt refers to the debt owed to creditors resident in the same country as the debtor. It can be of sovereign nature, i.e., borrowed by a government or non-sovereign, i.e., borrowed by the corporate.

### External Debt SBP

External Debt External debt, at any given time, is the outstanding amount of those liabilities that require payment(s) of principal and interest by the debtor at some point(s) in the future and that are owed to nonresidents by the residents of an economy.

### Billion Rs.

Debt & Liabilities/ Year	2010	2011	2012	2013R	2014R	Mar-15
Domestic	5,440	6,823	8,357	10,403	11,887	12,914
External	5,262	5,707	6,196	6,036	6,459	6,385
Total	10,702	12,530	14,553	16,439	18,346	19,299

Source: State Bank of Pakistan (Annual Report FY14 and NDSP)

### Monetary Policy

The objectives of central bank (State Bank of Pakistan) in exercising its control over money, interest rates and credit conditions. The instruments of monetary policy are primarily open-market operations, reserve requirements, and the discount rate.

### Discount Rate

The interest rate charged by State Bank of Pakistan (the central bank) on a loan that it makes to commercial bank. It is also referred as the rate used to calculate the present value of some asset.

Year	10- Oct- 11	13- Aug -12	8- Oct -12	17- Dec -12	11- Feb -13	24- Jun -13	16- Sep -13	18- Nov- 13	17- Nov- 14	26- Jan -15	24- Mar- 15	23- May- 15
Discount Rate (%)	12.0	10.5	10.0	9.5	9.5	9.0	9.5	10.0	9.5	8.5	8.0	7.00

Source: State Bank of Pakistan: Structure of Interest Rates I  
<http://www.sbp.org.pk/ecodata/sir.pdf>

### Interest Rate

The price paid for borrowing money for a period of time, usually expressed as a percentage of the principal per year. Thus if the interest rate is 10 percent per year, then Rs.100 would be paid for loan of Rs.1,000 for 1 year.

### KIBOR (Karachi Interbank Offer Rate) SBP

Interbank clean (without collateral) lending/borrowing rates quoted by the banks on Reuters are called Kibor Rates. The banks under this arrangement quote these rates at specified time i.e. 11.30 AM at Reuters. Currently 20 banks are member of Kibor club and by excluding 4 upper and 4 lower extremes, rates are averaged out that are quoted for both ends viz: offer as well bid. The tenors available in Kibor are one week to 3 years. KIBOR is used as a benchmark for corporate lending rates.

KIBOR/Year		30-Jun-10		30-Jun-11		29-Jun-12		28-Jun-13		30-Jun-14		23-Jun-15	
Tenor	Bid	Offer	Bid	Offer	Bid	Offer	Bid	Offer	Bid	Offer	Bid	Offer	
1-Week	11.99	12.49	13.18	13.68	11.65	12.15	8.82	9.32	9.54	10.04	6.24	6.74	
2-Week	11.97	12.47	13.13	13.63	11.63	12.13	8.81	9.31	9.63	10.13	6.29	6.79	
1-Month	1.95	12.45	12.12	13.62	11.64	12.14	8.83	9.33	9.73	10.23	6.31	6.81	
3-Month	12.04	12.29	13.28	13.53	11.74	11.99	8.83	9.08	9.92	10.17	6.65	6.90	
6-Month	12.12	12.37	13.53	13.78	11.81	12.06	8.84	9.09	9.92	10.17	6.71	6.96	
9-Month	12.14	12.64	13.64	14.14	11.85	12.35	8.87	9.37	9.92	10.42	6.74	7.24	
1-Year	12.22	12.72	13.74	14.24	11.90	12.40	8.91	9.41	9.94	10.44	6.83	7.33	
2-Year	12.30	12.80	13.84	14.34	12.00	12.50	9.18	9.68	11.5 8	12.08	7.30	7.80	
3-Year	12.40	12.90	13.94	14.44	12.11	12.61	9.44	9.94	11.8 8	12.38	7.61	8.11	

Source: State Bank of Pakistan

### Balance of Payment

Balance of Payments The balance of payments (BOP) is a statistical statement that systematically summarizes, for a specific time period, the economic transactions of an economy with the rest of the world.

#### Million US Dollars

Year	FY10	FY11	FY12	FY13	FY14
Balance of Payment	-3,771	384	-4,475	-2,232	-1,138

Source: State Bank of Pakistan (Annual Reports FY11& FY14 and NDSP)

### Balance of Trade

The balance of trade is the difference between the monetary value of exports and imports for an economy over a certain period of time.

### Trade Deficit

An economic measure of a negative balance of trade in which a country's imports exceeds its exports. A trade deficit represents an outflow of domestic currency to foreign markets.

#### Million US Dollars

Year	FY10	FY11	FY12	FY13	FY14
Balance of Trade	-13,226	12,398	-18,957	-16,919	-19,164

Source: State Bank of Pakistan (Annual Reports FY11& FY14 and NDSP)

### Exports

Goods and Services that are produced in the home country and sold to another country. These include merchandise trade (like cars), services (like transportation), and interest on loans and investments.

Million US Dollars

Year	FY10	FY11	FY12	FY13	FY14
Export Goods & Services	24,902	31,124	29,731	31,526	30,423

Source: State Bank of Pakistan (Annual Reports FY11& FY14 and NDSP)

### Imports

It is opposite of exports i.e. Goods and services brought into home country from another country.

**Million US Dollars**

Year	FY10	FY11	FY12	FY13	FY14
<b>Import of Goods &amp; Services</b>	38,128	43,522	48,688	48,445	49,587

Source: State Bank of Pakistan (Annual Reports FY11& FY14 and NDSP)

**Current Account Deficit**

A measurement of a country's trade in which the value of goods and services it imports exceeds the value of goods and services it exports. The current account also includes net income, such as interest and dividends, as well as transfers, such as foreign aid, though these components tend to make up a smaller percentage of the current account than exports and imports. The current account is a calculation of a country's foreign transactions, and along with the capital account is a component of a country's balance of payment.

**Million US Dollars**

Year	FY10	FY11	FY12	FY13	FY14	Jul-May FY15
<b>Current Account</b>	-3,946	268	-4,658	-2,496	-2,971	-1,985

Source: State Bank of Pakistan (Annual Reports FY11& FY14 and NDSP)

**Foreign Exchange Reserves (Reserves Assets)**

Foreign-exchange reserves are called Reserve Assets are those external assets that are readily available to and controlled by monetary authorities for meeting balance of payments financing needs, for intervention in exchange markets to affect the currency exchange rate, and for other related purposes (such as maintaining confidence in the currency and the economy, and serving as a basis for foreign borrowing)

**Million US Dollars**

Year	FY10	FY11	FY12	FY13	FY14	31-05-2015
<b>SBP Liquid Reserves</b>	13,112	15,662	10,856	6,047	9,171	11,409

Source: State Bank of Pakistan (Annual Reports FY14 and NDSP)

**Foreign Exchange Rate**

The rate, or price at which one country's currency is exchanged for the currency of another country.

Year	FY10	FY11	FY12	FY13	FY14
<b>Exchange Rate (Yearly Average, Rs. per US Dollar)</b>	83.8017	85.5017	89.2359	96.7272	102.8591

Source: State Bank of Pakistan (Annual Reports FY14 and NDSP \*Selling)

**Workers' Remittances**

Workers' remittances are current transfers for family maintenance by migrants who are employed and residents in new economies. (A resident is a person who stays, or is expected to stay for a year or more in an economy.)

Year	FY10	FY11	FY12	FY13	FY14	Jul-Mar FY15
<b>Workers' Remittances (US\$ million)</b>	8,904.88	11,200.90	13,186.58	13,921.56	15,832.25	16,633

Source: State Bank of Pakistan (Annual Report FY14 and NDSP)

### Market Index

An aggregate value produced by combining several stocks or other investment vehicles together and expressing their total values against a base value from a specific date. Market indexes are intended to represent an entire stock market and thus track the market's changes over time.

### Index Number

Stock market index is a used for measuring changes in the prices of stock market securities in respect of the base year prices. The index is used as an indicator of the overall performance of the economy.

Index Name/ Year	2010	2011	2012	2013	2014	23-Jun-15
KSE 100 Index	9,721.91	12,496.03	13,801.41	21,005.69	29,652.53	34,133.84
KSE All Shares Index	6,809.60	8,663.10	9,708.31	14,987.53	21,973.16	23,958.50

Source: State Bank of Pakistan (Annual Reports FY14 and NDSP)

### Fiscal Policy

A government's program with respect to (1) the purchase of goods and services and spending on transfer payments, and (2) the amount and type of taxes.

### Fiscal Balance

When a government's total expenditures exceed the revenue that it generates (excluding money from borrowings). Deficit differs from debt, which is an accumulation of yearly deficits.

### Revenue

In the case of government, revenue is the money received from taxation, fees, fines, inter-governmental grants or transfers, securities sales, mineral rights and resource rights, as well as any sales that are made.

### Expenditure

This includes current and development expenditure on Revenue Account and current and development expenditure on Capital Account. The term 'Expenditure' as used in Annual Budget Statement and related documents usually **covers** *Budget Estimates, Revised Estimates and Actual Expenditure*.

### Billion Rs.

Year	FY10	FY11	FY12	FY13	FY14 P	FY15 (Mar15)
<b>Total Revenue</b>	2,078.2	2,252.9	2,566.5	2,982.4	3637.3	2,682.6
<b>Total Expenditure</b>	3,007.2	3,447.3	4,327.2	4,816.3	5241.1	3,731.6
<b>Deficit</b>	-929.1	-1,194.4	-1,760.7	-1,833.9	1388.7*	1,049.0

Source: Annual Reports of State Bank of Pakistan FY10 to FY14 and NDSP

P=Provisional

\* deficit reduced by 215.1 due to statistical discrepancy

### Direct Taxes

Those levied directly on individuals or firms, including taxes on income, labour earnings and profits.

#### Million Rs.

Year	FY10	FY11	FY12	FY13	FY14	FY15 (Feb15)
<b>Direct Taxes</b>	528,649	602,451	738,424	743,409	877,274	599,298

Source: State Bank of Pakistan and Federal Board of Revenue Year Books

### Indirect Taxes

These are contrast to Direct Taxes, which those levied on goods and services and thus only indirectly on people, and which include sales taxes and taxes and taxes on property, imports and oil.

#### Million Rs.

Year	FY10	FY11	FY12	FY13	FY14	FY15 (Feb15)
<b>Sales Tax</b>	517,302	633,357	804,899	842,528	996,100	669,263
<b>Excise Duty</b>	121,182	137,353	122,464	120,964	138,064	88,735
<b>Customs</b>	161,489	184,853	216,906	239,459	242,799	180,766
<b>Total Indirect Tax</b>	<b>799,973</b>	<b>955,563</b>	<b>1,144,269</b>	<b>1,202,951</b>	<b>1,376,963</b>	<b>938,764</b>

Source: State Bank of Pakistan and Federal Board of Revenue Year Books

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