



PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES
Dedicated to Parliamentary Excellence

PARLIAMENTARY RESEARCH
A Practical Guide
(Second Edition)



October 2020



PARLIAMENTARY RESEARCH A Practical Guide

TOOLKIT FOR PARLIAMENTARY RESEARCHERS AND LIBRARIANS

(Second Edition)

October 2020

DISCLAIMER

Parliamentary Research: A Practical Guide (2nd Edition): October, 2020 – Islamabad, PAKISTAN - All Rights Reserved with the PUBLISHER: Pakistan Institute for Parliamentary Services (PIPS), Sector F- 5/2, Ataturk Avenue, Islamabad, Islamic Republic of Pakistan.

No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system. Text or ideas from this publication may be referred by giving appropriate citations.

Copyright©2020, Second Edition, Pakistan Institute for Parliamentary Services

All rights reserved

Parliamentary Research: A Practical Guide

First Edition Published 2017. Second edition 2020.

Printed in Islamic Republic of Pakistan

ISBN 978-969-7685-32-5

Authors & Editors

Muhammad Rashid Mafzool Zaka

Senior Director General (Research and Legislation)

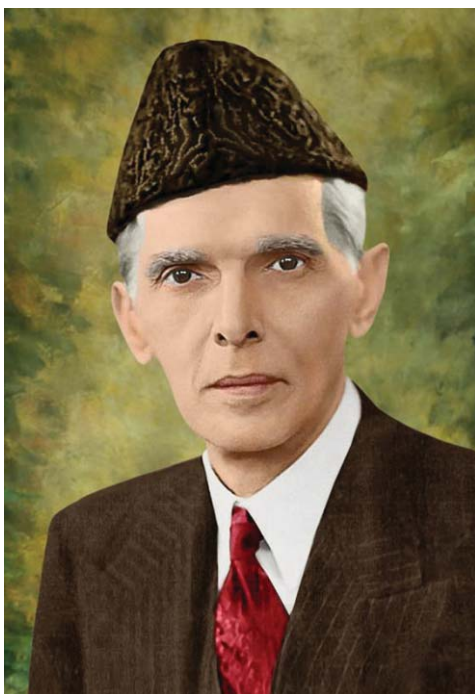
&

Tehseen Khalid,

Director (Research)

Reference to internet websites (URL's) were accurate at the time of writing. Neither the editors nor the Institute is responsible for URL's that may have changed or expired since the document was prepared.

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

FOREWORD

As the world rapidly continues to become a global village, the role of parliamentary researchers has become inherently important for assisting the MPs and Parliamentary Committees in making informed debates and decisions. The Pakistan Institute for Parliamentary Services (PIPS) has setup an institutionalized system of conducting research and analysis to assist Honourable Parliamentarians in their arduous tasks of legislation, representation and oversight. The Institute also provides skill development programs for parliamentary staff and government functionaries. Parliamentary research is one of the key components of such programs whereby eight annual workshops have been hosted by PIPS in addition to training of faculty members from 22 universities offering parliamentary studies as a discipline. Over the period of years, the Institute has been recognized as centre of excellence by key international parliamentary institutions like the Inter Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the Parliamentary Union of Islamic Countries (PUIC) and the Westminster Foundation for Democracy (WFD).

I am pleased to share a toolkit titled Parliamentary Research – A Practical Guide (Second Edition) 2020. This Guide equips researchers with the fundamental concepts and principles of parliamentary research, the rationale and role of parliamentary research services and various research products that can be developed as per the need of the legislatures. The new chapters on art of handling a parliamentary research, quality control in the parliamentary research process and sources of information, will equip the researchers and parliamentary librarians with essential processes and quality control while conducting research for individual legislators and Parliamentary Committees.

The second edition of this Research toolkit is authored by experienced parliamentary researchers - Mr. Muhammad Rashid Mafzool Zaka, Senior Director General (Research & Legislation) and Ms. Tehseen Khalid, Director (Research). I also appreciate Ms. Adeela Shahzadi, Young Parliamentary Officer for research support during the process. We are confident that this book, PARLIAMENTARY RESEARCH – A PRACTICAL GUIDE, will be useful for researchers and librarians in enhancing understanding of peculiar nature of research products to be delivered in time on key issues to the elected representatives. We welcome any feedback and suggestions by the readers at research@pips.gov.pk.

Muhammad Anwar
Executive Director

Table of Contents

*Page
No*

Foreword iii

Chapter 1: Parliamentary Research Service 01

1.1 Rationale and Role 02

1.2 Range of Support And Nature of Services 04

1.3 Principles of Parliamentary Research 07

1.4 Key Competencies of Parliamentary Researchers 12

1.5 Organization of Model Parliamentary Research Facility 13

1.6 Best Practices of Library Services –Case Studies of UK, South Africa And India 15

Chapter 2: Parliamentary Research Products 33

2.1 Parliamentary Research 34

2.2 What is Role of Parliamentary Research Service? 34

2.3 Role of a Parliamentary Researcher 35

2.4 Parliamentary Research Products a researcher is expected to prepare for a Member of Parliament 36

2.4.1 Poster/Info-graphics 37

2.4.2 Parliamentary Brief 40

2.4.3 Briefing Paper 42

2.4.4 Position Paper 46

2.4.5	Informational Pack	48
-------	--------------------	----

Chapter 3: Referencing in Parliamentary Research	51
---	-----------

3.1	Significance of Reference Citation	52
3.2	What should be referenced?	53
3.3	Why do I need to do Reference citation?	53
3.4	Referencing Styles: Chicago Manual	54

Chapter 4: Art of Handling Parliamentary Research	63
--	-----------

4.1	What information is required?	65
4.2	Who is asking for information?	66
4.3	Why information is required?	66
4.4	When it is required?	67
4.5	Which type of information is required?	67
4.6	How it will be delivered?	68

Chapter 5: Sources of Information	69
--	-----------

5.1	What is a credible source?	70
5.2	What is not a credible source?	70
5.3	What should I do when I receive a research request from an MP?	71
5.4	When I don't find any answer what should I do?	74

Chapter 6: Quality Control in Assembly line Parliamentary Research Process **76**

6.1 Project assigned and methodology planned	79
6.2 Preparation of paper	79
6.3 Quality peer review of content	80
6.4 Editing and proofreading by senior generalist researcher	81
6.5 Paper reviewed and approved by team lead- Delivered to the Hon. MP or committee in time	81
6.6 Evaluation and feedback	82
6.7 Impact assessment	83

Appendices

Appendix I: Info-graphics on “UK: Economics indicators and trade with EU”	85
Appendix II: Parliamentary Brief “ Lahore Smog: A consequence of Air pollution”	87
Appendix III: Briefing Paper “Corona Virus: Impact on the labour market”	90
Appendix IV: Position Paper “Globalization and Development”	110
Appendix V: Information Pack “Economic Indicators: An introduction to with facts and figures of Pakistan”	112

Authors and Editors Profile **120**

CHAPTER 1

PARLIAMENTARY RESEARCH SERVICE

PARLIAMENTARY RESEARCH SERVICE

1.1 RATIONALE AND ROLE

Parliamentary Research is a recognized and specialized services aimed at developing contemporary Parliaments world over into centers 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 to 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 elaborate 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.¹

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, honorable MPs, in a short span of 4-5 years of parliamentary tenure have an enormous role in

¹ Inter-Parliamentary Union and International Federation of Library Associations and Institutions, *Guidelines for parliamentary research services*, (Geneva: IPU and IFLA, 2015).

performing five key functions: representation, law-making, oversight of the 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.”² In this context, independent and exclusive parliamentary research service is always aware of the needs of the legislators. They develop expertise in particular disciplines and have an unbending 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.
- ii. Second opinion on the information provided by the government – the impact of policies or programs proposed by governments and informed by synthesis of the range of perspectives expressed on a public policy matter.

² IPU, *Guidelines parliamentary research*.

- iii. Assessments of whether governments have implemented actions they committed to take.

However, it is always advisable that a research service strive 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 development of the Parliamentary Library and Research Service is an evolutionary process comprising of 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 time in terms of a range of products to be offered. Accordingly, the human resource of the parliamentary research center increases with time through strategic thinking, needs assessment, and enhanced support envisioned, planned, and implemented in the future. There are five different ranges of support³ in vogue world over that parliamentary research institutions develop over the years:

- 1.2.1 **REFERENCE:** As the term identifies, such a parliamentary service mostly deals with the provision of informational data to the MPs in the shape of documents, facts, and information. This could include a small team comprising a librarian, an assistant with a couple of researchers (3-4), that merely is the beginning of some support to MPs. The Library, Research, Reference, Documentation, and Information Service (LAARDIS) setup in 1976 in the Indian Lok Sabha (National Assembly) has more than 120 experts. Yet it has kept its mandate limited to the

³IPU, *Guidelines parliamentary research*

provision of informational pack/folder on a particular issue to MPs in the shape of a compilation of copies of newspaper articles providing views in favor and against and/or statistics from different sources.

- 1.2.2 **SYNTHESIS:** The next level of services offered can include the 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 a 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 increases. 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 centers 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 a description of the interaction between policies, programs, 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 programs and analysis of ways to address public policy issues. The IPU Guidelines For Parliamentary Research Services suggests 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 a fortnight

(15 days) to prepare an analytical paper that allows ample time to conduct objective analysis. We find the same in the Parliamentary Research Center at the Turkish National Assembly with over around 40 researchers, in five section covering the field of law, economy, international relations, political science and public administration etc. The sections are:

- i. Economy and Finance
- ii. International Relations
- iii. Law
- iv. Public Administration and Political Science
- v. Social Policy⁴

1.2.4 **SCRUTINY:** The next level of services, which parliamentary research institutions and directorates provide will include a 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 Prajadhipok's Institute, Thailand that has 21 in house researchers who perform limited research projects involving public surveys 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

⁴ The Grand National Assembly of Turkey, "Organizational Structure" The Grand National Assembly of Turkey (Accessed on September 19, 2020).

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 the right to information and 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 resources and longer deadlines for the preparation of comprehensive research papers. The independent US Congressional Research Service with over 700 researchers including 150 lawyers is a classic example of such a 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 favor or against a point of view. Objectivity and nonpartisanship⁵ is the key to consolidate a parliamentary research service that builds trust in MPs from treasury benches as well as the opposition.

⁵ Muhammad Rashid Mafzool Zaka, Best Practices 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.

2. Accurate and Reliable Research (Quality Control and Review):

Each research conducted is checked for the data it refers to as well as the flow and quality of logic and analysis developed by the Supervisor/Director.⁶ 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 a couple of months in the 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 can to respond to multiple topics in relatively less time. However, research and library services must ensure that information and analysis are provided in time for MPs as even a little delay



⁶ Pakistan Institute for Parliamentary Services, *Advanced Legislative Research: Module 2* (Islamabad: Pakistan Institute for Parliamentary Services, 2012).

could make the entire effort redundant if the concerned MP's business is laid in the House or the committee meeting in which the informed debate was to be made, 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 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 the 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 for 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 understanding about the presence of a very

basic difference between academic and parliamentary research. There is an argument that outsourced consultancies can be equally useful for Members of Parliament. However, commonly, they are costly while they mostly do not ensure optimum and required dividends in terms of appropriate analysis and timely submissions. It is because that outside experts neither possess 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 can link research to those issues
- ii. never advocate or lobby a particular recommendation or stance against another
- iii. do outreach and advertise products
- iv. know the legislative agenda

7. Focus and respond to legislature's needs (as legislature sees those needs): A Parliamentary Research Service always keeps the librarians and researchers in a focused paradigm where their thought process prioritizes as to what is required by the honorable 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 agenda or academic position and seldom visualizes from MPs' perspective or what are the needs of the legislator/s.

8. Anticipates issues (outreach mechanism, maintenance of databases): Parliamentary Research and Library Service is responsive to 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 that 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 an anticipated paper to forecast or prepare MPs on an approaching challenge.

- 9. Teamwork and networking of research fraternity:** Due to the exclusive nature of the need to provide precise objective analysis in the shortest possible time in simplest terms, parliamentary researchers work very closely with librarians as well as the essential fraternity of knowledge that may include academia, institutions dealing with statistics and data as well as a network of researchers serving provincial and national parliaments within and outside the country. This allows access to a 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 the parliamentary audience in general and MPs in particular. In this context, numerous parliamentary research services, have over the years developed a set of regular and issue-based publications and books. The Commonwealth Parliamentary Association (CPA) publishes a 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 publishes monthly “PIPS Parliamentary Research Digest” that is disseminated to Members of the Senate, National

Assembly, four provincial (state) assemblies, two legislative assemblies, parliamentary researchers, functionaries, diplomats, experts, and academia. The publication has gained appreciation by the MPs across the country and today it has become most widely read parliamentary publication of the country.

- 11. Institutional Memory:** Parliamentary researchers and librarians know the history of an issue and how it has been dealt with within the legislature due to their precious institutional memory. This knowledge 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 conclusion. In a parliamentary context, research involves the 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 time, the Research facility has evolved in eight clusters of specializations (each catering to serve a 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 2020, it has set up three research desks viz-a-viz 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 domains besides regular annual budget-analysis support to MPs in the national Parliament and provincial assemblies.

The strategy followed internationally has built upon the two-prong idea to cater to 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 to develop precious institutional memory of how research products are prepared for MPs but more importantly ensures 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 completed in three weeks yet by having essential in House professional researchers ensures fulfillment of required timely input with credible quality-check to each research conducted for the Members of Parliament. It has been observed that only a few studies of academic and conceptual nature with a 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 AND 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 of House of Lords. The functions of the House of Lords include lawmaking, holding the 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. Members can opt for early retirement.

-
- Courtesy: original websites of the parliaments of UK, South Africa and India for precise information and understanding.

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 a law library for providing research service from within the Library. It started working in 1977 with the appointment of one researcher and with the passage of time staff resources grew and later nearly 10 years ago it had 6 researchers. In House of Lords library, the head of research service leads a team of 20 staff which includes researchers (clerk and research assistants who are recruited as generalists), reference enquiries manager, assistant librarians and production support staff, library assistants etc.⁷

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 a deadline of 5 working days is given to provide research to Members.**⁸

Key Objectives

- i. to provide suitably qualified staff to meet the research and information requirements of the House.
- ii. 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

⁷ House of Lords, *Library Recruitment Information* House of Lords Library

⁸ Lords, *Library Recruitment*

professional development ensures that the staff has the skills to provide research and information services and 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 also enables the Members to access research and information, whenever they need it. The House of Lords Library closely works with the House of Commons Library for the provision of information sources and research to avoid any 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 taxpayers, society, and the environment

Research products

The House of Lords Library provides a bespoke and confidential research and reference inquiry 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 inquiries by telephone, email, or in-person. 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. In 2019-20, it published 297 research briefings and catered 4,627 inquiries of which 3359 were from members⁹ mostly 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 publishes business briefings on every major item of business in the House of Lords, providing Members with an essential overview of the topic, its progress in Parliament and recent developments to help them engage with business in the Chamber. It also produces shorter, web-based topical and current affairs briefings, providing authoritative and up-to-date information on key topics and events. Briefings are compiled for the benefit of Members of the House of Lords and their personal staff. Authors are available to discuss the contents of the briefings with the Members and their staff but cannot advise members of the general public. The illustrations that appear alongside research briefings are assigned automatically. They are designed to illustrate the broad subject of the briefing rather than its specific content.

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 inquiries/ 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

⁹ House of Lords, *Annual Report and Resource Accounts 2019-20* (House of Lords, 2020).

- b. Accurate and authoritative, respected relevant sources with any weaknesses identified
- c. Balanced, presents a range of opinion
- d. Timely produced within deadline so Members can use information in time for parliamentary business
- e. Quality has to be ensured through examining references and data sets quoted.
- f. Simplicity by avoiding use of undue technical terms
- g. Accessible
- h. 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 the bias of any agency or particular school of thought. Therefore, within the team, a research and briefing paper is reviewed to verify the information and maintaining its quality.

Importance of structure and fluent flow of the narrative: In inquiry responses and briefings it is important to have a clear structure and narrative. The structure usually refers to a 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 the 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 an appropriate range of views and clear and precise language;
- e. To provide an appropriate level of detail for meaningful discussion;
- 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** are done by Director of Research and according to the nature of the briefing paper and expertise of the researcher.
- ii. **Data Collection and writing:** Author has to read, conduct essential data collection to prepare a 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 conducted by the Editorial Board/Director Research viz a viz 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 the broader template of the House of Lords papers.
- vii. After this, the 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 circulated to the members.

Recruitment and training of the Research Staff: Research staff is promoted on the bases of training grades 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 a 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 embeds the Library Training Coordinator role for a researcher to receive and resolve training needs.

Further the 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 THE HOUSE OF COMMONS LIBRARY

The library was established in 1818. The House of Commons Library is an independent research and information unit. It provides impartial information for Members of Parliament of all parties and their staff. There are 650 members in the House of Commons. The services of library support these MPs in their work in scrutinizing government, proposing legislation and supporting constituents by providing a huge range of books, journals and databases.

According to the House of Commons Information Office, in 2010 total library staff was comprised of 93 staff, out of which 47 were subject specialist researchers, 11 information specialists and 35 technical and administrative staff. All staff provides a wide range of briefing material and other services for MPs, their staff and committees of the House. The research service has eight subject teams, each comprising subject specialist researchers and a resource team that manages the sources of information that are used in providing briefing to the MPs. The briefings services of the library are given here:

- i. **Business and Transport** dealing with the employment, industrial relations, financial services, pensions, competition policy, transport, taxation, small firms, companies and company law.
- ii. **Economic Policy and Statistics** dealing with the issues of the economy, public and easy credit finance, training, trade, overseas aid, regional development and statistical enquiries on the labour market, incomes and taxation.
- iii. **Home Affairs:** These MPs working in the area of criminal justice system, civil law, immigration and asylum, consumer affairs, culture media and sport, data protection, and licensing.
- iv. **International Affairs and Defence:** These briefings provide information related to international relations, history and politics of other countries, the EU, UN and other international organizations, international law and treaties, defence, arm trade and human rights.
- v. **Parliament and Constitution Centre** dealing with the affairs of Parliament, constitution, elections, civil service, devolution, local government, religion, and freedom of information.
- vi. **Social & General Statistics:** Provides information statistics on agriculture, crime, demography, education, elections, health, housing, local government finance, social security, social services and transport
- vii. **Science and Environment:** Offers informative material about science, agriculture, energy, medicine, drugs, health and safety, telecommunications, town and country planning, waste, the environment, animals and water industry.

- viii. **Social Policy** dealing with the social security, child support, tax credits, education, housing, family law for children, conveyancing and land law, health services and personal social services¹⁰

Services of the Library

- a. **Confidential Enquiry Service:** Through this service, the library provides information to MPs and their staff about all subjects of parliamentary interest. The information provided to MPs is kept confidential.
- b. **Research Briefings:** One of the main products the Commons Library produces is research briefings. It publishes politically impartial and statistical research. Its publications come in a variety of formats to suit different information needs ranges from topical articles and in-depth briefings to analysis of bills, legislation and policy issues. These research briefings are published online and are available to MPs and the general public.
- c. **Insights:** Insights are quick-read articles on current issues. These are published in line with topical events and provide need-to-know information on local and global topics.
- d. **Debate Packs:** Debate Packs are produced in relation to debates taking place in the Commons Chamber and in Westminster Hall. Debate Packs contain background information, statistics, parliamentary and press material and suggested further reading.
- e. **Data Tools and Resources:** Browse datasets and interactive dashboards on a range of topics. It provides Constituency Dashboard for

¹⁰The House of Commons "The House of Commons Library," *Fact sheet G18 General Series* (September, 2010).

headline statistics about any constituency, explore parliamentary and elections data, and get the latest data on the economy.

- f. Constituency Casework Articles:** It provides FAQs and quick explainers to help caseworkers with a range of constituent queries.
- g. Podcast:** Its first podcast series offers an impartial take on issues in Westminster. Each episode tackles a different topic including housing, devolution in Northern Ireland, defense equipment, Universal Credit and more.
- h. Training and Events:** It organizes and arranges regular inductions, training and events for the MPs and Parliamentary Staff.

1.6.3 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 thereby that it is entitled to claim a copy of every publication printed and electronic form published in South Africa.

The Library collection comprises a variety of formats including books, journals, maps, microfilms, photographs, atlases, videos, CDs, DVDs, 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 organized 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 and Industry, Economic Affairs, Minerals, and Energy Cluster
- viii. Health, Home Affairs and Social Development Cluster
- ix. South African Politics, Africana Material, Special Collections, and official publications
- x. Justice, Security, and Constitutional Affairs
- xi. Foreign and International Affairs

Services Provided by the Library

- a. **Circulation Service:** Members of Parliament and Parliamentary officials may find books, videocassettes, DVDs and CDs.
- 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 a 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.¹¹

1.6.4 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 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. The Issuance 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

¹¹ Parliament of the Republic of South Africa, "Parliamentary Library," (Accessed on September 03, 2020), <https://www.parliament.gov.za/parliamentary-library>

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 to introduce automation in the Parliament Library. Almost all the activities of the Secretariat have since been automated.

The Information available on the 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 desktop computer with a printer and a scanner has been provided to them at their residences/workplaces. 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: 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 equipment and ancillaries.

Reprography Service: The Reprography Service set up 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, the 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 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 for 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

We often 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 Tool" 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

A 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.¹²

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

2.2 What is the 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, synthesize it and translate it into non-technical terms and to disseminate it to all parliamentarians in a form that is as objective and

¹² Keith Cuninghame, *Guidelines for legislative libraries* (The Hague: IFLA, 2009).

nonpartisan as possible.”¹³

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.”¹⁴

2.3 Role of a Parliamentary Researcher

The basic role of a parliamentary researcher is to improve the parliamentary process and its outcomes. This requires in-depth knowledge of the subject and the ability to comprehend it into a critical assessment. Hence, the responsibilities of a researcher are to:¹⁵

- a. organize, analyze, evaluate and interpret the facts;
- b. present cost and benefits of the issue when required to do so by the Parliamentarians and
- 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 such a way that these can be more easily used by the legislature. A researcher must possess the proper knowledge of the issue at hand for providing objective information. It is equally important that he is

¹³ Riccardo Pelizzo *et al.*, "Parliamentary Libraries, Institutes and Offices: Sources of Parliamentary Information." *Institutes and Offices: Sources of Parliamentary Information* (2004).

¹⁴ World Bank Institute, *Professional Development for Parliamentarians and Staff: Parliamentary Committees*, (Washington: World Bank Institute, 2007), 37-38.

¹⁵ World Bank, *Research services for parliamentary committees*, available at: <http://siteresources.worldbank.org/PSGLP/Resources/CommitteesUnit4.pdf>

aware of the fact that how the issue is being discussed and reported by the media, as politicians are often driven by newspaper headlines. It increases the responsibility of a researcher to recognize the needs of the legislature and provide information in such a way that it can help them to set the tone for debates and discussions.

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

The key objective behind every parliamentary research product is assisting the honorable 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, a parliamentary researcher must understand the scope in terms of the type of research required ranging from information and statistics to comparative analysis or in-depth scrutiny. Accordingly, the researcher will optimally formulate the outline and seeks data sources and methodology to approach the paper.

Parliamentary research service can develop multiple research products, depending upon the purpose and requirement of specific research. A wide range of research products can be developed with varying lengths, design, content, and methodology such as:

- i. Infographics
- ii. Parliamentary Brief
- iii. Briefing paper
- iv. Position paper
- v. Information Pack

2.4.1 Infographics based-one pager/poster

As per the famous English proverb,

“A picture says a thousand words.”

Infographics or information graphics are used to present any type of data or information in the form of a visual illustration. It 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 possible way. Hence, infographics present shorthand visual which is a combination of text, numeric, images, and designs that represents complex information in a visually appealing manner.

The cognition and understanding of facts by a human brain increase with the help of infographics because the information is presented in a clear way that is easy to comprehend. The basic purpose of developing an info-graphic is to synthesize complex data in such an intelligible manner that looks visually appealing and easily understandable. It is an eye-catching and attractive communication medium, which absorbs the readers’ attention through texts, graphs, and numbers, etc. and displays expert knowledge and understating of the subject at hand.

Mostly, MPs utilize infographics in various international conferences to present the country’s position/point of view/ profile on a particular issue being discussed. It helps MP remain focused and highlight the arguments that he or she wants to make as per the national interest and position to be emphasized. Secondly, the MP can make the best use of time to complete the argument often within strict time limits to accommodate discourse from all delegates attending a conference.

Building Blocks of Infographics: An Infographics combines data in a precise manner. An info-graphic can include:

- Text
- Numbers
- Graphs and Charts (line graph, bar charts, pie charts, etc)
- Timelines
- Maps
- Tables
- Pictures/Images

All or some of these elements are combined in an explicit design to develop an infographic that makes it easy for an MP to analyze the data and understand the trends. Depending upon the demand of an MP, a parliamentary researcher can develop various types of infographics such as statistical graphs, information charts, a process or timeline, project phases, comparative analysis, organizational hierarchy, geographic or demographic figures, etc. A variety of computer softwares and tools are now available with the help of which precise and attractive infographics can be developed instantly.

Example

Figure 1 shows an infographic on the migration trends in Pakistan during 1990-2015 which contains important figures, text, numbers, and a line graph showing general migration trends in Pakistan.

An infographic on “UK: Economic indicators and trade with EU” is placed at Annexure I.

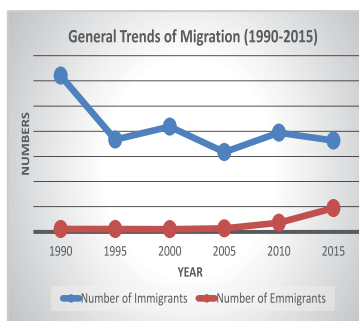
PAKISTAN

POPULATION	188.9 Million
EMIGRANTS	5,935,176
% OF POPULATION	3.05% (2015)
MIGRANT DESTINATION	
Saudi Arabia	1,123,260
India (1947 Partition)	1,106,212
UAE	863,858
UK	540,495
USA	325,419
Kuwait	312,434
Oman	284,460
Italy	84,792
Spain	56,116
Germany	50,174
Australia	43,949
Greece	31,295
Iran	28,402
Malaysia	26,858
France	23,779
Japan	11,178
Indonesia	7,998
Austria	4,814
China	4,404
Jordan	3,435
Finland	2,505
Libya	2,459

Source(s): International Organization for Migration (2015)

POPULATION	188.9 Million
IMMIGRANTS	3,628,956
% OF POPULATION	1.92% (2015)
MIGRANT COUNTRY OF ORIGIN	
India (1947 Partition)	2,000,908
Afghanistan	1,618,687
Myanmar	2460
Iran	2,301
Sri Lanka	578
Indonesia	408
China	334
Iraq	251

Source (s): International Organization for Migration (2015)



Source (s): United Nations Department of Economics and Social Affairs, Bureau of Emigration & Overseas Employment, Government of Pakistan (2015)

REASONS FOR LEAVING

- Higher Education
- Better Employment
- Security / Fear of Terrorism
- Disappointment /Political and Social System Malfunction
- Marriage

REASONS FOR COMING

- Asylum and Refuge / Escape from Civil War or Violent Conflict
- Better Standards of Living
- Employment/ Business Opportunities
- Families Across Border

MAIN CHALLENGES

- Shortage of Skilled Human Resource
- Economic Burden
- Threat to National Security/Terrorism
- Border Management Crisis
- Increased Crime & Drugs Culture
- Unplanned Demographic Changes
- Distribution of Resources and Services
- Deep Naturalization/ Return Crisis

Figure 1 Migration trends in Pakistan from 1990-2015

2.4.2 Parliamentary Brief

A parliamentary brief is one of the most common tools to assist the Parliamentarians in taking quick and informed decisions. 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 the required information summarized in two to three pages. The purpose of developing a brief is to provide maximum information within the shortest time possible. Besides saving time, it helps MPs to understand the issue at hand in a short time and make informed decisions. Usually, MPs use a parliamentary brief for responding to Question, Calling Attention Notices, or Resolutions that are tabled in the House where they have limited time to make the largest impact and persuade fellow MPs to favor 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 requests for the parliamentary briefs to prepare themselves for an informed input in deliberations on an issue being discussed in a standing committee meeting, the floor of the House, or a parliamentary conference/roundtable. 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 include the counter questions from the treasury benches.

Structure of a Parliamentary Brief

A parliamentary brief is a summary of facts of an issue with a suggested course of action. It is highly structured having headings, subheadings, tables, graphs, and illustrations, etc. Its length ranges between 2-4 pages. A parliamentary brief contains the following parts:

- **Title**
- **Aim and Objectives:** It is a broad statement of the desired outcome or general intention of the research. There is a difference between an aim and an objective. The aim is what you want to achieve and the objective is how you are going to achieve that aim. The aim of the study must be clear and concisely defined.
- **Background:** The background section begins with the most recent developments. It does not include chronological order of events culminating to the issue or matter under consideration. The purpose of providing background information is not to provide a chronology of events but to identify the problem and address the challenges. 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 i.e. 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, the position of law, and options of policy reforms. While writing a parliamentary brief, the researcher must remain within the scope of the study. Remember that MPs can ask for more details or information, if required.

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

MPs often seek research support for in-depth understanding of an issue to perform their duties effectively. As the MPs 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 issue under consideration. It helps MPs take a position, persuade fellow Members, and finally vote accordingly in favor or against a point of view in committees or the House as a whole.

Generally, MPs do not have enough time to do the extensive research themselves; they require good quality briefing papers with the essence of in-depth research. A briefing paper is a detailed paper that highlights a single issue, covers all aspects, and gives key details that the parliamentarians need to know to make informed decisions. It also provides a set of concrete and practical recommendations and a way forward based on the gathered facts. An effective briefing paper should be precise, to-the-point, well-structured, and exhaustive of the information about the matter under consideration.

Art of Writing a Briefing Paper:

Writing a briefing paper is not an easy task. It involves the collection of relevant material which is a two-way process. Firstly, the researcher should do some background reading, and secondly, he must consult with experts in the field. For background study, reliable data must be considered. For example, government publication, reports of reputable NGOs and INGOs, books, journals, etc. This would enable a researcher to analyze a subject from various angles. Secondly, contacting the experts is the best way to obtain up-to-date information in a limited time which could otherwise be wasted in downloading relevant data.

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, can understand it in-depth and utilize it in the future.¹⁶ The briefing paper may require a team of researchers to work together and it should pass through quality-check (s) by the peers and at the end by the team leader or head

¹⁶ Chandrika Nath, "How do I brief policy makers on science related issues," Sci Dev Net. Februarys 07, 2008. Available at: <http://www.scidev.net/global/communication/practical-guide/how-do-i-brief-policy-makers-on-science-related-iss.html>

of the Research Team before disseminating to the MP.

Structure of a Briefing Paper

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

- **Title/Subject**
- **Executive summary:** It should be well-written and concise. It often includes the current situation, immediate pros and cons of the policies, key findings, and recommendations. Remember- sometimes it is the only part a busy parliamentarian may find time to read.
- **Introduction (and Background):** These are sometimes separate sections with an introduction dedicated to broad goals and underlying motivation and background discussing the historic rationale and context. While in other cases, these are combined to describe the big picture of the research and define ultimate goals to move forward in research.¹⁷ The briefing paper must contain some background information but not so much that it breaks the flow of the 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 helps them to spot key points at a glance.

¹⁷ Luciana Herman, "Tips for writing policy papers- A policy lab communications workshop," (SLS, 2013), Available at: <https://www-cdn.law.stanford.edu/wp-content/uploads/2015/04/White-Papers-Guidelines.pdf>

- **Policy Options:** In some papers, policy options immediately flow from the key findings. Some papers also fold implementation into recommendations. The purpose of the research paper should not be to develop implementation mechanisms but to provide policy options for the legislature. This section must be broken into specific sub-headings so that it becomes more eye-catching for the reader.
- **Conclusion:** This allows the researcher an opportunity to remind the 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.¹⁸
- **Appendices:** It includes graphs, survey questionnaires, data, and case studies that grid the analysis.
- **References and Bibliography**

Examples

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

- Environmental analysis of Pakistan's coastline
- Karachi's urban transport: challenges and way forward
- Water scarcity in Pakistan: A situational analysis
- Role of committees in combating human trafficking

The briefing paper is a comprehensive and all-encompassing document. A sample briefing paper from the British House of Commons "Coronavirus: Impact on the

¹⁸ Herman, "writing policy papers".

labour market” is placed at annexure (III).

2.4.4 Position Paper

Meetings, seminars, and conferences at the national and international levels 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 of parliamentary research, position papers are developed to present an entity’s views, illustrate a vision or outlook, and propose solutions that might not include the steps of the 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 objective 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 indicates the viewpoint of the author and highlights the logic behind the opinion. It is preferably one to one and a half pages in length which may vary viz a viz the subject concerned.

Key Components of a Position Paper

The key components of a country position paper are:¹⁹

¹⁹ United Nations Association of the United States of America, “Position Papers: Model UN Preparation,” UNA-USA, (Accessed on October 5, 2017) Available at:

- 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 concerning the issue and justification for these policies;
- Quotes from country's leaders about the issue;
- Statistics to back up the country's position on the issue;
- Actions by the government about 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 the country's position;
- Suggest a future course of action on the matter concerned.

Examples

A few examples of position papers are listed below:

- A position paper by Kingdom of Denmark on Violence against women
- A position paper by Kingdom of Netherlands on Situation of Mexican National Human Rights Commission.

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

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/position-papers>

2.4.5 Information Pack

An 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 pack provide comprehensive material on a specific topic, including historical data, current statistics, fact sheets, statistical illustrations, briefs, and any other form of relevant data, all combined in one complete data package.

The purpose of developing an information pack is to meet all the informational needs of Parliamentarians in one place and provide them the required documents in one collective package. When members of the Parliament require detailed information on every aspect of a particular subject, in short time, the information pack is the most suitable research product to cater to their needs. It is usually prepared for MPs who are part of international delegations. The MPs are provided with a set of comprehensive briefing papers of thematic sessions, fact sheets, statistical infographics, and position papers on a topic. It is MPs complete information package for the conference that helps them develop a comprehensive background and knowledge of the subject. Parliamentary Researchers, the International Relations dept. of the House and personal staff of the MP can sometimes work together to develop an invaluable comprehensive information pack.

Contents of an Information Pack

In Parliamentary Research Service, informational packs can be provided to the parliamentarians to prepare for the conferences where they need comprehensive material on a particular subject. The basic elements of an information pack are:

- Infographic

- Parliamentary briefs containing historical rationale and context, facts and figures, comparisons, policy options, and way forward
- International comparisons
- Country's profile
- Position paper on subject concerned

Example

A few examples are:

- Human trafficking: Public awareness on seriousness and urgency
- Enabling policy and regulatory frameworks for a green economy

Annexure (V) is an informational pack compiled for the Budget-2016 and includes all economic indicators along with facts and figures of 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 the 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 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 three consecutive words from a source, place 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 sources exactly;
- You have used an idea or fact from an outside source, even if you haven't used their exact wording

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 cite something or not, it is better to cite it.

3.3 Why do I need to do a Reference citation?

There are many reasons to reference sources correctly in 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 of indicating sources to properly credit ideas, research findings and theories, etc. 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.

- An in-text citation inside the body of the research paper
- A reference list or bibliography at the end of the research paper

While there are many styles of referencing, the Chicago Manual of Style groups out two referencing methods: footnotes and a bibliography, and an author-date system. In the notes and bibliography system, authors are identified by a number in the text, and further details are 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 paper. This system has a unique feature of accommodating unusual notes which do not fit in author-date system.²⁰ Chicago Manual of Style makes it easier for Parliamentarians to find all sources at the bottom of the same page. This referencing style is used in briefing papers in UK House of Commons.

Most citations include three key elements:

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

²⁰ "The Chicago Manual of Style Online," [Chicagomanualofstyle.org](http://www.chicagomanualofstyle.org). 2017. Available at: 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.

In notes the sections or elements are separated by a comma while in bibliography sections are separated by a period.

A. Book:

Elements:

- i. Author Name
- ii. Book Title
- iii. Publication City
- iv. Publisher
- v. Publication Year
- vi. Page Number (These are cited only in notes. In bibliography, no page numbers are provided for a book cited as a whole)
- vii. In a book with editor or translator in addition to an author, *ed.* or *trans.* is used in notes while it is converted to *Edited by* or *Translated by* in the bibliography.

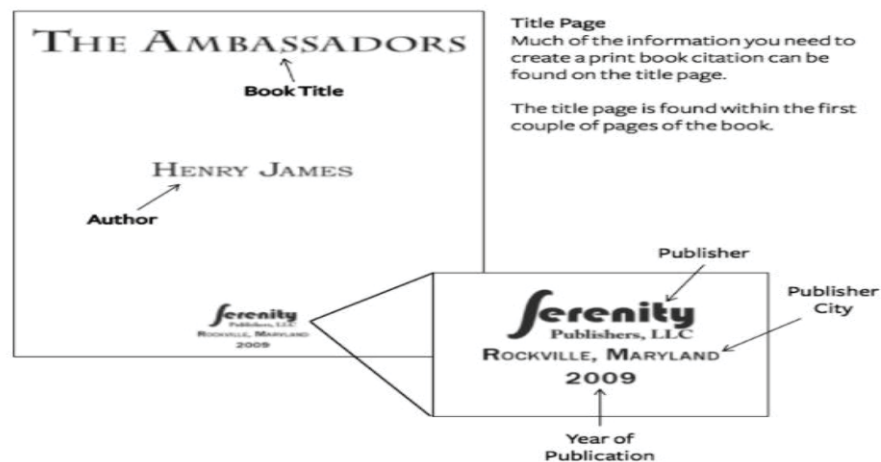
Notes

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/Turabian²¹

B. Journal article:

Elements:

- i. Author Name
- ii. Article Title
- iii. *Journal Name*
- iv. Volume Number,
- v. Issue No
- vi. Year Published
- vii. Page Numbers²²
- viii. 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 is preferable to the URL that appears in your browser's address bar.²³

²¹ "How to Cite a Book in Chicago/Turabian," Easy Bib Chicago, Available at: <http://www.easybib.com/guides/citation-guides/chicago-turabian/how-to-cite-a-book-chicago-turabian/>

²² In a note, cite specific page numbers. In the bibliography, include the page range for the whole article.

²³ "The Chicago Manual" 2017.

Notes

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

Bibliographic entry

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

C. Newspaper or magazine article:

Elements:

- i. Author Name
- ii. Article Title
- iii. Newspaper Name
- iv. Month, Date and Year of Publication
- v. URL, if required
- vi. Accessed date 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 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>.

D. Website:

These citations are usually only used in notes and left out in bibliography. It is often sufficient 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/>.

E. Government document – Print version:²⁴

Elements:

- i. Organization Name
- ii. Title
- iii. Place of publication
- iv. Publisher
- v. Year
- vi. Page number

Structure

Note:

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

Bibliography:

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

²⁴ 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>

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

Note:

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).

F. Shortening of Titles

In notes, if the citation appears twice, the use of short titles is preferable to the use of *ibid.* or *op cit* (*old style of referencing*). It usually contains last name of author and main title of work cited. The main title is shortened if it is of more than four words. In case of two authors, the last name of both authors is mentioned. The short title is italicized or placed in quotation marks accordingly as it appeared in the full title.

1. Madeeha Khalid, *The Dirt of Balochistan* (Islamabad: New United Printers, 2020), 15.
2. Rabia Arif and Azam Chaudhry, "The effect of external migration on enrolments, accumulated schooling and dropouts in Punjab", *Applied Economics* 47, no 16 (2015).
3. Khalid, *The Dirt*, 15.
4. Arif and Azam, "External migration", 1608.

CHAPTER 4

ART OF HANDLING PARLIAMENTARY RESEARCH

ART OF HANDLING PARLIAMENTARY RESEARCH

The Members of Parliament, being public representatives perform multiple roles. They often require information for understanding a particular issue; convincing colleagues on a subject matter; making a debate on the floor of the house; deciding matters on the floor of the house or undertaking in-depth scrutiny in committee meetings; highlighting issues in seminars, conferences, and media. Moreover, due to their imperative role of oversight and scrutiny, MPs require reliable information in a simplified form to present their point of view in an effective manner. Parliamentarians need a place where they can ask simple to complex questions to understand various issues without fear of any judgment. Mostly this information is required within a short period. This unique feature of parliamentary research clearly distinguishes it from academic research where there is ample time for conducting research and analyzing results. A parliamentary researcher often relies on secondary data which is readily available through journals, books, government publications, reports, and statistics from credible sources, etc. Thus a researcher plays a critical role in the life of a parliamentarian.

Handling researches in a short time with the provision of relevant, accurate, and reliable information is a challenging task. Whenever any such request is received from an MP or his secretary on his behalf, a parliamentary researcher must address six basic questions before handling research. These five W's (who, what, why, when, where which) and one H (how) are basic information gathering questions that will help a researcher to narrow down the scope of research and address a specific question. Sometimes if problem identified needs clarity, asking basic questions save time and energy of the researcher that are often wasted in

searching irrelevant details.

4.1 WHAT information is required?

Parliamentarians often ask open-ended questions from a research team. Researcher has to narrow it into an exact ‘topic’ on which information is required. Probing is a common technique through which a researcher can determine the kind of information that is required. While probing, it must be kept in mind that every issue or matter can have various aspects and a broad topic with many angles will be difficult to handle in a short period. Therefore, a researcher may contact a Members of Parliament (MP) or his staff to seek information about a topic for gaining more insight and clarity of what is required by the MP before proceeding. For example, an MP requires information about child rights. The researcher can ask telephonically or by a quick short meeting with MP or his secretary, try to understand the dimensions and aspects of the issue that MP wants to develop the insight in; for example, MP wants conceptual understanding of how child rights are defined; or another MPs wants to raise issue of child abuse in a particular geographical area or community, etc; or comparative picture of how different countries have undertaken legislations to ensure delivery of child rights. Accordingly the researcher will optimally formulate his outline and seek data sources and methodology to develop a paper.

After getting basic information from the MP, the researcher should verbally summarize the research question for ensuring that the message from the MP has been received as per his requirement. Hence, the scope of the research will be specified and it will be easy for a researcher to handle the “research request” in short duration.

4.2 WHO is asking for information?

Parliamentarians work on various portfolios within the parliament. Some of them are ministers, some work as a chairperson of standing committee while others are part of various standing committees or working groups. A parliamentary researcher must know basic information about an MP before handling any research request such as:

1. Name of MP
2. Affiliation
3. Current Portfolio

This simple step will enable a researcher to empathize with the MP and therefore see research from the lense of his client. For example, an MP who first time became a member of Standing Committee on Climate Change may need conceptual paper to understand the issue while chairperson/ minister will expect an advanced and applied research such as way forward for the country in light of developments at international level.

4.3 WHY information is required?

With the passage of time MP develops trust in the Research Team and he shares the purpose and the forum where this particular information will be used. MPs as ‘public figure’ use such information at various platforms such as

- i. The floor of the house;
- ii. Meeting of Standing committees/ working groups/ select committee;
- iii. Parliamentary party meetings;
- iv. Conferences/ Seminars;
- v. International forums, roundtables, discussions with civil society;
- vi. Caucuses within the Parliament;

vii. Media

An effective parliamentary brief is prepared keeping in mind the audience. While writing a parliamentary brief, the researcher comprehends the context and forum/audience which the MP intends to deliver. It includes researcher asking himself following set of questions:

- i. In what context, the matter is to come under consideration?
- ii. Nature of audience is local, national or international, parliamentary, etc?
- iii. Does it require more information or in-depth analysis

4.4 WHEN it is required?

Parliamentarians often require information within short time. In rare cases, particularly scheduled conferences, a researcher gets ample time for writing a parliamentary brief or briefing paper. While preparing a parliamentary brief, a researcher must keep in mind that the entire effort will be useless if the required information is not delivered in time. Therefore, the time of delivery of research should be determined whenever research is received from an MP.

4.5 WHICH type of information is required?

While receiving a research request, it must be kept in mind that an MP can use the information on a variety of forums where the audience can range from parliamentarians to the general public. Hence, the information required can also vary with the type of audience. Generally, MPs require information in the shape of:

- a) Info-graphics (information in the form of charts, graphs, figures, key points, etc, 1-2 pages)

- b) Parliamentary brief (summary of facts about a particular issue with a suggested course of action, 2-3 pages)
- c) Briefing paper (detailed paper that highlights a single issue and covers all aspects-10-15 pages)
- d) Talking points (1-2 pages)
- e) Position paper (an essay detailing a country/ organization's policy and stance on a particular issue, 1-2 pages)
- f) Informational Pack (All or some of the above items)

Therefore, a researcher must understand and discuss about the type of information expected by an MP rather than relying on his assumptions.

4.6 HOW it will be delivered?

Lastly, a researcher must enquire about the mode of delivery of the research paper. Research paper (s) can be sent via email or through courier service or received in person by MP or his office staff.

Once the question is understood and the key details are clarified, the next step is to develop an outline, search for the right information, analyse and integrate relevant information and lastly, synthesize the research paper. However, before disseminating information to the MP or his staff, the research paper must be reviewed by a fellow colleague or a team member for ensuring its quality.

CHAPTER 5

SOURCES OF INFORMATION

SOURCES OF INFORMATION

Once a researcher clarifies the research question, the next step is finding relevant and reliable information from credible sources. A parliamentary researcher seldom collects primary information as is the case with an academic researcher.²⁵ He gathers readily available information which is then analyzed and synthesized in the form of a parliamentary paper. While searching for information, the researcher must ensure that the sources he has chosen are not only relevant but also credible.

5.1 What is a Credible Source?

Whenever any request is received from an MP, a researcher should gather information for the subject under consideration from a credible source. The credible source is trustworthy with expertise in said area so that information it provides is believed to be true.

5.2 What is not a Credible Source?

Several sources are not considered reliable sources of information. These include:

1. social media, blog posts, Facebook posts, or other self-authored sites (unless such information is required by the MP);
2. Research articles without citations;
3. Materials published over 15 years ago or have theories that are clearly out of date (unless such information is required by MP);
4. Websites with information not from an author or governmental department;

²⁵ Parliamentary Centre and Enlightened Myanmar Research Foundation, *Parliamentary Research Training Manual* (Ottawa: Parliamentary Centre and Enlightened Myanmar Research Foundation, 2018).

5. Websites not regularly updated;
6. The editable webpages pages such as Wikipedia- Wikipedia cannot be considered as credible source as it can be edited by anyone. No matter, if you want to understand a topic, it can be useful. It may though provide credible references, which may be a useful source of information for a parliamentary researcher.

Did You Know?
Parliament of Pakistan is the supreme institution of the country which has digitalized the assembly record for public use. All parliamentary debates since August 10, 1947, are available online at <http://www.na.gov.pk/en/debates.php>

5.3 What should I do when I receive a research request from an MP?

Identification of relevant sources is essential for a researcher to provide MP with the information that can be trusted, relied upon, and used at any forum without any hesitation. There are various sources that can be relied upon by a researcher while preparing a research brief. These include:

1. **Government Publications:** These include all kinds of reports, statistical data, working papers, and other information whether printed or available online.
2. **Peer-reviewed Books;**
3. **Peer-Reviewed Journals;**
4. **Publications of Reputable Think tanks, Research Institutions and INGOs and Institutions working in a specialized field;**

5. Parliamentary resources²⁶: There are a number of specialized resources that can be used for searching accurate and relevant information when it is not easily available online or from other sources. These include:

a. Parliament: Usually Parliaments contain most accurate and reliable information in the form of:

- i. Answers of Parliamentary Questions;
- ii. Reports laid on the floor of the house;
- iii. Reports of committee meetings and inquiries held;
- iv. Proposed Bills along with their objects and reasons and approved Acts;
- v. Amendments in the Bills;
- vi. Collection of parliamentary debates or Hansard: Hansard usually contain information regarding discussion and decisions taken by the parliaments on various issues at a particular time;
- vii. Information about the non-legislative business such as resolutions, calling attention notices, adjournment motion.

b. Parliamentary Libraries: Besides having a large collection of books, journals, magazines, and eBooks, parliamentary libraries contain a unique repository of historical parliamentary documents that are not available at any other place. Similarly, laws passed by the respective assembly, rulings by the chair

²⁶ House of Commons, UK, *Parliamentary Research Handbook* (UK Parliament: 2017). Available at: <https://www.parliament.uk/documents/commons-library/HoC-Library-Parliamentary-Research-Handbook.pdf>

made during assembly sessions, and publications can be found in the library archives. Primary sources of historical happenings in the Parliament are also available.

- c. Parliaments of other Countries:** Parliaments of other countries also maintain repositories of parliamentary information that can be utilized by researchers who are interested in comparative analysis or legislative research.
- 6. Websites of credible Institutions:** These include universities and affiliated Institutions and reputable think tanks working in a specialized field. Many universities maintain institutional repositories archiving research papers and dissertations of students, which can be useful for parliamentary researcher.
- 7. Academic databases** i.e. JSTOR, LexisNexis, POPLINE, SpringerLink provide accurate and up to date collection of laws and analytical articles.
- 8. Google Scholar:** This website search engine provides access to peer-reviewed academic journals, books, conference papers, and scholarly literature.
- 9. Newspapers-** It is not easy to classify newspapers as a credible resource, yet newspapers can be considered for latest happenings when information is not available from other sources. In such cases, newspapers act as the prime and quick source of information.
- 10. Parliamentary Research Repository:** An existing research paper repository of the “Research Team” of a parliamentary Institution can be an important source of information from where a researcher can find relevant papers. These papers can be reused or updated by adding any recent developments at the national or international level that saves time and energy of the researcher.

11. Experts: Colleagues and experts working in the same area can be the first point of contact after receiving a research request. While working on a subject, contacting experts/colleagues working in the same area can save precious time of that may go wasted during searching for information online or from printed publications. While searching, it must be kept in mind that collection of information is a two-way process where a researcher can do background reading in addition to contacting a subject expert/ colleague for finding an existing work on the same topic. This simple technique can be extremely helpful especially in those cases when limited time is available to respond to the query of an MP.

5.4 When I don't find any answer what should I do?

There are several instances where an MP seeks information that is not available in the public domain. For example, an MP wants information about sector-wise spending on Public Sector Development Programs during the first half of a financial year. This particular information can be found only in the Planning and Development Department at the federal and provincial levels in Pakistan. Under such circumstances, it is unlikely that the relevant information is available in the public domain. Hence, the research team can guide the MP about using any parliamentary tool for seeking particular information. In this particular case, the MP can ask questions from the relevant ministry, which is bound to submit the answer in the House as per rules. In other cases, parliamentary research team can either write or visit said department/ ministry to explore and endeavor for getting required information.

TIPS OF WEB SEARCH

- **Use Keyword or synonym:** Use keywords and Synonyms while searching for information instead of writing long sentences
- **Avoid unhelpful words:** Words such as *a, the, for* are usually ignored in search engines
- **Simplify your search:** Use few terms as possible such as weather Karachi
- **Use specific Words:** Use more *descriptive & specific words*
- **Find exact word:** Use double quotes (“ ”) to search exact words in exact order without any change
- **Match a word:** Use + before the word to match the words precisely on the web page
- **Exclude word:** Use - to exclude pages that contain that specific word
- **Wildcard Search:** Use * to let the Google fill the space between words [Prime minister voted * on the * bill]
- **Combination Search:** Use OR in Caps to search two or more terms simultaneously or either word i.e. Federal Budget of 2005-2006 OR 2006-2007. This search will return pages containing either the federal budget of 2005-2006 or 2006-2007 without both needing to be present in a document.
- **Site/ Domain Search:** Use URL to search for information from a specific domain or site. For example Inflation: gov.pk will return pages containing information about inflation available on the government of Pakistan’s official website.

CHAPTER 6

QUALITY CONTROL IN ASSEMBLY LINE PARLIAMENTARY RESEARCH PROCESS

QUALITY CONTROL IN ASSEMBLY LINE PARLIAMENTARY RESEARCH PROCESS

Whereas political attitudes may be context-specific for different societies and cultures, political ideologies are universal sets of political values regarding the fundamental goals of politics. A political ideology prescribes an ideal behavior between freedom and equality.²⁷ In parliamentary democracies, the Head of the Government is usually elected from within the legislature, which is the most prestigious State Institution as it is a manifestation of the will of the people, envisioned by their directly elected representatives. Thus, legislature is formally charged by the Constitution with making laws and conducting oversight over the Cabinet and the Executive including the Head of the Government. In this context, a Strong Parliament evolves only if it develops a professional, non-partisan and quality-conscious system of research services offering informational, synthesis, analytical, scrutiny and investigative papers to the individual Members and committees.

*In democratic societies, the policy landscape is largely driven by slowly shifting consensuses of values. The ultimate forum for the democratic articulation of these values is Parliament, where elected and appointed Members debate, legislate and scrutinise government business on topics that are widely varied and often rapidly evolving. Topics such as immigration, infrastructure, healthcare and welfare cannot be adequately addressed simply by using common sense, experience, precedent or ideological principles. They must be subject to consideration in the context of verifiable information.*²⁸

²⁷ Patrick H. O Neil, Karl Fields and Don Share. *Cases in Comparative Politics*. 4th Ed. (New York: WW.Norton and Company, 2013), p 22

²⁸ Commons, Parliamentary Research, 28

Parliaments world over are supported by mix of partisan or personal staffers and non-partisan professional experts as parliamentary researchers. UK House of Representatives is supported by roughly 3,500 staff appointed directly by Members (some are based in Westminster; others in constituencies) and 2,500 politically impartial officials.²⁹

In this context, we have already deliberated in this handbook about the value of NINE principles – i. objectivity, ii. Confidentiality iii. Impartiality and non-partisanship, iv. Timeliness, v. Non- Technical easily understandable language, vi. Reliable Data and Methodology of data collection, vii. Credibility of Sources of Data, viii. Accessibility and ix. Anticipation.



Quality Control Mechanism works in a team. While we discuss here a full-fledged quality control process that is followed for every comprehensive paper written with a deadline of two weeks, for shorter quick analytical papers to be submitted within days, the steps of a blind review by an expert within team and final sign out by Research Director is a must.

²⁹ Commons, Parliamentary Research

The detailed mechanism is embedded in an elaborate Assembly-line Parliamentary Research Process, where a Team Leader or Director assigns a topic to particular individual researcher or team of 2-3 researchers, seeing their specific knowledge or generalist expertise. It implies an assignment with already laid problem identification, deadline and scope of study.

Thus, a comprehensive methodology of quality-assurance is implicitly as well as intentionally followed during compliance of a laid out an assembly line Parliamentary Research Process very similar to that of a vehicle being produced in a factory:

6.1 Project Assigned and Methodology Planned: Director or Research Team Leader assigns topic according to specific knowledge or generalist expertise to one or team of 2-3 researchers, followed by quick meeting for discussion on approach, research questions and methodology. Sometimes an outline in light of review of literature may also be required that depends precisely on scope of study and time available to the Research team.

6.2 Preparation of Paper: A Parliamentary Researcher or team of researchers, preferably having specific knowledge of area/discipline under discussion, prepare draft one well within the internal deadline given by the team lead. In case no in-House area expert is available, the paper may be outsourced to an expert on the Institutional pool of external researchers. The paper has essential components such as Background, Aim, Research Questions, Evidence in shape of Data and Statistics as well as content analysis, and finally conclusion in shape of

way forward along with mentioning all sources of data given as footnotes or endnotes.

6.3 Quality Peer Review of Content: Draft sent to an area expert/section head for a blind review where author's name isn't disclosed (*e.g Head of Parliamentary Budget Office/Desk will review papers analyzing economy and budget-related topics*) within the team or an outsourced academic/subject expert (if inhouse specialization not available) to check following and update/transform draft one to edited Draft two:

- a. **Material Consideration:** i. fact-based, ii. Well-sourced and iii. Balanced.
- b. **Credibility of SOURCES of Data and Analysis:** Scholars tend to agree that **credibility** is a perceived quality and has **two key** components: trustworthiness and expertise. If something is credible, you can believe it, whether it's real or not, whether you can trust it or not. For example a Parliamentary Library with published day to day proceedings of a precedent on an issue is credible source of data in the Parliament.
- c. **Reliability and Validity of DATA & METHODOLOGY help** evaluate the Quality of **Research**. It indicates how well a method, technique or test, measures an issue or variable under discussion. **Reliability** is about the consistency of a measure, and **validity** is about the accuracy of a measure. If something **is reliable**, you can trust it. It **is** the inherent quality of the evidence. For example: i. A collection of authoritative data on law, history and political science, ii. Statistical and economics data, iii. General Reference Material
- d. **References or Sources of Data given appropriately.**

6.4 Editing & Proof Reading by Senior Generalist Researcher:

The approving signing out authority/ Director or Team Lead preferably looks at a hard copy before finally signing out on an assignment. It is however only after he ensure that comprehensive editing and proof reading is done by a Senior Researcher to see and ensure that the product has:

- a. A user-friendly content where language is simple, text is substantiated with statistics, graphs and highlights; and technical terms are defined on the very outset of the paper.
- b. No grammatical or spelling errors.
- c. **Branding by following an Institutional Template:** Title page, header and email given in footnote as per laid out format/template.
- d. No undue repetition.
- e. An appropriate flow so that Readers feel it easy and pleasure reading.
- f. A Visual identity, having optimum paragraphing with a font style and size that is readable and the paper is in the Institutional format/template.
- g. Been Edited on print outs and/or corrections on soft-version to edit out any polemical language or sweeping adjectives. It ensures that the paper is objectively worded, balanced and impartial.
- h. **Undergone critical proof reading and finalization-** It includes word by word reading of the document as well as correcting minutest of errors and optimally ensuring points raised *a to f*; in addition to giving an EASY and SELF EXPLANATORY TITLE.

6.5 Paper reviewed and approved by Team Lead - delivered to the

Hon. MP or Committee in Time: This most importantly, includes a thorough and critical proof reading of the whole document to prune the edges and edit out all unessential words and sentences before approving

the FINAL document. It is ensured that the said research product has not only been completed but delivered to the client MPs and committees, well within the given deadline. It is secured by Easy – Access Methods, e.g through official institutional email, or by hand delivery especially when confidentiality is required. Team Leader forwards the document to staffer concerned, or himself sends the paper in hardcopy along with official covering letter in official envelope and/or email soft PDF copy on provided official/personal email in addition to confirmation by text message/phone call/email that the paper has reached the client. The Director is copied in all correspondence to remain in loop at all junctures of the Assembly-Line processing.

6.6 Evaluation and Feedback: While the Team Lead has the imperative onus of supervising the assembly line parliamentary research process including final approvals of final drafts after ensuring optimum quality-checks as well as gathering an evaluation of the feedback by the clients on regular basis. Parliamentary Research and Legislation Team has laid down set of processes to receive feedback on its products, papers and publications through multiple means, which are not limited to:

- a. Record of MPs Feedback in form of comments and suggestions on researches done received in email, telephonic conversation or direct meetings with the Research Director.
- b. Maintaining lists of the No of MPs and committees supported helps gauge the overall outreach and work output of the team.
- c. Record of times a particular product is used.
- d. Time taken to reply to requests.

- e. MPs return for future tasks also reflects the trust built between the MPs and the Institution, which markedly builds credibility of research team among users.
- f. Guidance and Suggestions by MPs as Members of the Board of Governors/Directors is imperative to improve, enhance and add value to products within the mandated functions of the Institute and precise ToRs and job descriptions of the research and legislation wing/directorate. This is usually gathered by workplan drawn and approved annually by the BoG based on Key Performance Indicators (KPIs) for major interventions expected from the research and legislation team, e.g. Researches on Demand Service, Technical Assistance and Presentations to Committees, Papers presented in Anticipation of an Issue, Areas of Specializations focused, Publications and books published,
- g. Survey Method through a questionnaire to gauge MPs feedback of research products.

6.7 Impact Assessment: The Board of Governors comprising all party MPs has the mandate of overall supervision of the working of research team. They implement their vision through the Institute's Executive Director/Secretary General. Usually Research Team Leader keeps a record of where and how the MPs and Committees are utilizing the research products in the form of information, analysis, scrutiny and even investigative reports to confront a legislative issue, a budgetary or economic challenge under consideration in the House or its Committees and last but not the least the oversight of any public programme enacted by the Executive. Informal Meetings with former MPs as well as leaders of parliamentary caucuses also help needs assessment, feedback on

existing research support provided as well as their relevance and impact on the MPs day to day working at the Parliament.

The Honourable Members of Parliament, MPs and Peers work to uphold the central purpose of the legislative branch of a democratic government: reconciling the diverse and often conflicting interests of a society's constituent groups and communities through the democratic means of peaceful dialogue and compromise. They do so by performing the same core functions as most democratic legislatures around the world (detailed practices vary between countries):

- (i). to facilitate public deliberation over any and all matters of societal concern [debate];*
- (ii). to create legal and budgetary frameworks that guide how those matters should be addressed [legislation]; and*
- (iii). to oversee programmes enacted by government [scrutiny].³⁰*

Parliamentary Research Team, with its non-partisan specialized experts and generalists, produce easy to understand, balanced and impartial reviews from time to time to Individual MPs and committees in shape of various technical and research-based products, which slowly and surely, impacts enormously over the working of legislature viz a viz scrutiny of: i. laws enacted and enforced; ii. public policies enacted by the government in various sectors, iii. Budgetary spending and allocations. The researches help MPs to make objective-oriented debate as aspired by their constituents, and then to position them selves according to the interest of their community and the masses generally to finally endeavour and draw consensus on issues of imperative national significance.

³⁰ Commons, Parliamentary Research

APPENDIX I

AT A GLANCE
Infographic

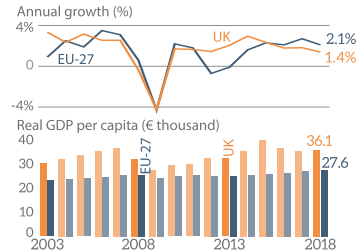
GLOBALSTAT
DATABASE ON DEVELOPMENTS IN A GLOBALISED WORLD



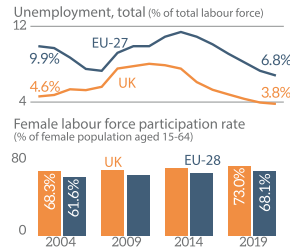
UK: Economic indicators and trade with EU

The UK withdrew from the European Union on 31 January 2020. From 1 February, it is a third country and therefore considered as such in this publication. The trade figures shown concern a period in which the UK was an EU Member State, whereas the future picture could vary significantly depending on the outcome of trade negotiations between the EU and the UK.

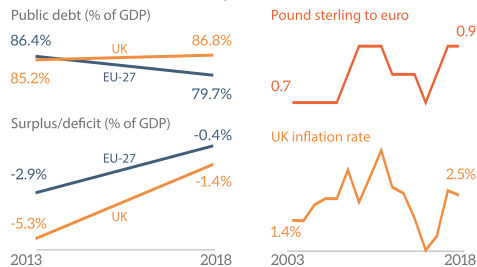
GDP per capita (€) and annual growth (%)



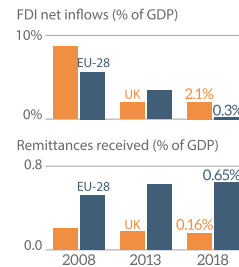
Unemployment and female labour market



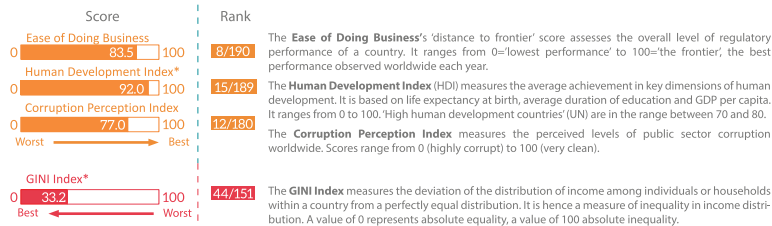
Public finances, monetary and financial data



FDI and remittances



UK business environment and socio-economic indicators



EPRS | European Parliamentary Research Service

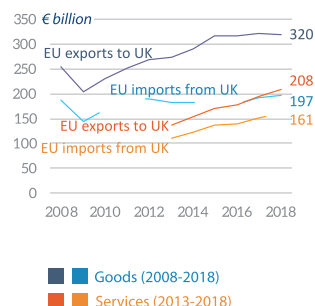
EUI | European University Institute

Authors: Giulio Sabbati, Members' Research Service
Olga Griaznova, Globalstat, EUI
PE 646.160 - February 2020

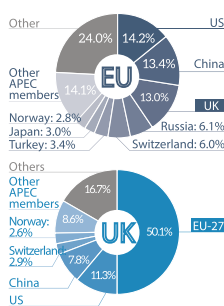
EPRS & GlobalStat

UK: Economic indicators and trade with EU

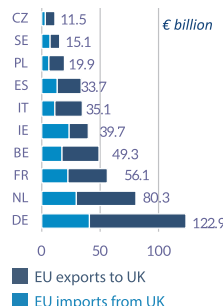
EU trade with UK



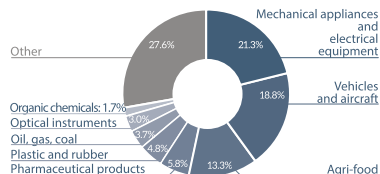
Main trade partners (2018) Trade in goods, exports plus imports



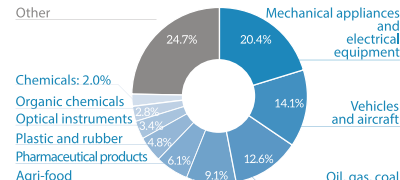
Top EU partners (2018) Trade in goods



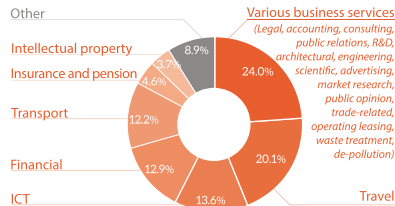
EU exports of goods to UK (2018)



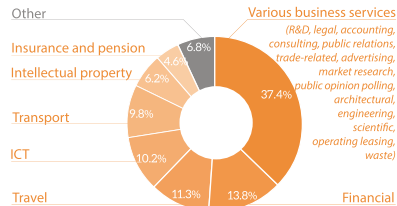
EU imports of goods from UK (2018)



EU exports of services to the UK (2018)



EU imports of services from UK (2018)



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 (2019) and Eurostat; Labour market data are from World Bank WDI based on ILO KILM (2019); FDI and remittances data are estimates from World Bank staff based on IMF BoP data (2019); HDI refers to 2018 and GINI index to the most recent year available as reported in the UNDP HDR (2019); (*) re-scaled from 0-1 to 0-100 for better comparability; CPI is from Transparency International (2019); Doing Business data are from the World Bank Group - Doing Business Unit (2019). Data collected on 29/01/2020.

Data sources for page 2: EU trade with UK, Main trade partners (EU), Top EU partners (goods), EU exports of goods to UK (%) and EU imports of goods from UK (%) are from ComExt, Eurostat; Main trade partners (UK) 'Other APEC countries' = South Korea, Mexico, Canada, Singapore, Vietnam, Australia, Hong Kong, Malaysia, Thailand, Indonesia, Chile, Philippines, Peru, New Zealand, Papua New Guinea, Brunei Darussalam; Main trade partners (UK) are from IME; 'Other APEC countries' = Australia, Brunei Darussalam, Chile, Hong Kong, Indonesia, South Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, Philippines, Russia, Singapore, Thailand, Vietnam; Trade in services (imports and exports) is a calculation of the author based on Eurostat data (bop_its6_tot and bop_its6_det). Data collected in February 2020. Data in this publication refer to EU-27, apart from 'FDI and remittances' and 'Female labour force participation rate' where it refers to EU-28.

This document is prepared for, and addressed to, the Members and staff of the European Parliament as background material to assist them in their parliamentary work. The content of the document is the sole responsibility of its author(s) and any opinions expressed herein should not be taken to represent an official position of the Parliament. Reproduction and translation for non-commercial purposes are authorised, provided the source is acknowledged and the European Parliament is given prior notice and sent a copy. © European Union & GlobalStat, 2020.

eprs@ep.europa.eu (mail) <http://www.eprs.ep.parlunion.eu> (intranet) <http://www.europarl.europa.eu/thinktank> (internet) <http://epthinktank.eu> (blog)
globalstat@eu.eu (mail) <http://www.globalstat.eu> (internet)

APPENDIX II

PARLIAMENTARY BRIEF

Lahore Smog: A Consequence of Air Pollution**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.³¹ 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 to 200 micrograms per cubic meter (µg/m³) which is more than the World Health Organization (WHO) target of 70 µg/m³.³²
- 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

³¹ "smog", Cambridge dictionary, Accessed on 16 November 2016, <http://dictionary.cambridge.org/dictionary/english/smog>

³² Badar Ghauri et al, "Development of baseline (air quality) data in Pakistan", *Environmental Monitoring and Assessment* 127, no. 1-3 (2007): 237-252.

duty trucks release many pollutants such as PM, SO₂, NO₂, CO, hydrocarbons, CO₂ 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;

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
LIBRARY

BRIEFING PAPER

Number 8898, 16 September 2020

Coronavirus: Impact on the labour market

By Brigid Francis-Devine
Andrew Powell
Niamh Foley

Contents:

1. August Labour Market Statistics
2. Employment support schemes
3. Most affected workers
4. Further Reading



www.parliament.uk/commons-library | intranet.parliament.uk/commons-library | papers@parliament.uk | [@commonslibrary](https://twitter.com/commonslibrary)

2 Coronavirus: Impact on the labour market

Contents

Summary	3
1. September Labour Market Statistics	4
1.1 Employment and unemployment	4
Young People	4
Older workers	5
Unemployment forecasts	5
1.2 Redundancies	6
1.3 Vacancies	6
1.4 Working hours	6
1.5 People claiming unemployment benefits	6
2. Employment support schemes	8
2.1 Self-employed Income Support Scheme (SEISS)	8
Tranche 1	8
Tranche 2	8
2.2 Coronavirus Job Retention Scheme (CJRS)	9
Coronavirus Job Retention Scheme National statistics	9
2.3 Furloughed workers by day	9
2.4 Furloughed workers by age and gender	10
2.5 CJRS - Furloughed workers by sector	10
2.6 Furloughed workers by country, region and constituency	11
3. Most affected workers	14
3.1 Workers from minority ethnic groups	14
3.2 Women	15
3.3 Young workers	16
3.4 Low paid workers	17
3.5 Disabled workers	17
4. Further Reading	18
4.1 House of Commons Library	18
4.2 Other sources	18

Cover page image copyright [Click & browse to copyright info for stock image](#)

Summary

This briefing was last updated on 16 September 2020. This is a fast-moving situation, so please be aware that information may have changed since the date of publication. The Library intends to update this briefing.

This paper tracks the evolving impact of the coronavirus outbreak on the labour market.

On the 15 September, the labour market statistics for May-July 2020 were published.

For the first time since the pandemic, these statistics showed a rise in unemployment, while redundancies and the number of people claiming unemployment benefits also increased. However, the statistics also suggested that there was a recovery to some extent, with both the number of working hours and vacancies increasing.

To date, the pandemic has had more of an impact on the labour market status of particular age groups.

Employment levels for those aged 16-24 and 65+ fell by 336,000 in May-July 2020, compared to the pre-pandemic quarter of January-March 2020. In comparison, employment levels for those aged 25-64 have increased by 171,000.

The number of people claiming unemployment related benefits increased by 1.5 million between March 2020 and August 2020.

9.6 million employee jobs have been furloughed through the Government's Coronavirus Job Retention Scheme (CJRS) by midnight on the 16 August.

By 31 July, around 77% of the eligible employee jobs in the Accommodation and food services sector, 70% of the eligible employee jobs in the Arts, entertainment, recreation and other services sector, and 60% of the eligible employee jobs in the Construction sector have been furloughed.

The second tranche of the Government's Self-Employment Income Support Scheme (SEISS) opened for applicants on the 17 August 2020. By midnight on the 17 August, 296,850 claims had been made.

Some workers are disproportionately economically impacted by the coronavirus outbreak. Workers who are from a BAME (Black, Asian, Minority Ethnic) background, women, young workers, low paid workers and disabled workers, have been most negatively economically impacted by the coronavirus outbreak.

For example, 15% of workers in sector which have shut down because of the coronavirus are from a BAME ethnic background, compared to 12% of all workers, 57% are women, compared to a workforce average of 48%, and nearly 50% are under 35 years old. Low paid workers are more likely to work in shut down sectors and less likely to be able to work from home.

4 Coronavirus: Impact on the labour market

1. September Labour Market Statistics

On the 15 September the latest labour market statistics were published by the Office for National Statistics (ONS). This section provides an overview of the data that was published.

For the first time since the pandemic, these statistics showed a rise in unemployment, while redundancies and the number of people claiming unemployment benefits also increased. However, the statistics also suggested that there was a recovery to some extent, with both the number of working hours and vacancies increasing.

1.1 Employment and unemployment

The latest published employment and unemployment statistics are for May-July 2020, and by comparing this quarter with the pre-pandemic quarter of January-March 2020, we get an indication of the impact that the pandemic has had on the labour market.¹

Between these two quarters:

- Employment levels for people aged 16+ have fallen by 165,000.
- Unemployment levels have risen by 50,000.
- The number of people who are economically inactive who are aged 16-64 has remained at a similar level.

The ONS have also published single-month estimates, which are less reliable than the quarterly estimates. However, they do help to uncover the trends that have been seen in the labour market since the start of the pandemic.²

These estimates suggest that there was a flow from employment to economic inactivity in April. In the months since April, the statistics suggest that there has been a flow back into employment from inactivity, but also into unemployment. Unemployment levels saw a particularly large rise in July.

The pandemic has not yet resulted in the expected flow from employment to unemployment, although this will be partly due to the Coronavirus Job Retention scheme (see section 2) as furloughed workers are classed as employed.

More information on labour market statistics can be found in the Library briefing, [People claiming unemployment benefits by constituency](#).

To date, the pandemic has had more of an impact on the labour market status of particular age groups.

Young People

For young people aged 16-64 there has been a shift from employment to unemployment and inactivity since the start of the pandemic.³

Between January-March 2020 and May-July 2020 there has been:

- A fall in employment levels for young people of 194,000
- An increase in unemployment of 48,000
- An increase in the number of young people who are economically inactive of 132,000.

¹ ONS, [Labour market overview, UK: September 2020](#), 15 September 2020

² ONS, [Single-month and weekly Labour Force Survey estimates: September 2020](#), 15 September 2020

³ ONS, [A06 SA: Educational status and labour market status for people aged from 16 to 24 \(seasonally adjusted\)](#), 15 September 2020

Youth unemployment in May-July 2020 is at its highest level since 2016, and the fall in employment in this quarter was the largest fall since March 2020.

More information on the labour market statistics can be found in the Library briefing [Youth unemployment statistics](#).

Older workers

For workers aged 65+ there has also been a shift from employment to inactivity.

In May-July 2020 there were 1.28 million people aged 65+ in employment in the UK, with 10.5% of people of this age in employment.

Prior to the pandemic, in January-March 2020, 1.42 million people of this age were employed, with an employment rate of 11.8%.

This means that the number of people aged 65+ who are in employment has fallen by 142,000, or 10%, between these two quarters.

Since the start of the pandemic, employment levels for those aged 16-24 and 65+ have fallen by 336,000. In comparison, employment levels for those aged 25-64 have increased by 171,000.



Unemployment forecasts

In the July Fiscal sustainability report, the OBR forecast that the unemployment rate would peak at a level between 9.7% and 13.2%, compared to a rate of 3.9% in the first quarter of 2020.⁴

The Treasury's September 2020 [survey of independent forecasts](#) for the unemployment rate showed an average forecast of 8.0% for Quarter 4 2020 and 6.5% for Quarter 4 2021.⁵

⁴ OBR, [Coronavirus analysis](#), 14 July 2020

⁵ HM Treasury, [Forecasts for the UK economy](#) publication, 16 September 2020.

6 Coronavirus: Impact on the labour market

1.2 Redundancies

Redundancies increased by 58,000 from the previous year and 48,000 from the previous quarter, to 156,000.⁶

These are the largest annual and quarterly increases since 2009, although the level of redundancies currently is well below levels during the 2008 downturn.

A large increase in redundancies is expected once the Job Retention scheme is stopped at the end of October.

1.3 Vacancies

There were 434,000 job vacancies in June-August 2020, 48,000 fewer than the previous quarter and 383,000 fewer than the year before. Single month estimates suggest that vacancies began to recover in July and August. The number of vacancies was at a record low in April-June 2020 (330,000 vacancies).⁷

In May-July 2020 there were 3.7 unemployed people per every job vacancy.

1.4 Working hours

The total number of weekly hours worked in the three months to July 2020 fell by almost 10% compared to the previous quarter, meaning that almost 100 million fewer hours were worked. The total number of hours worked had previously fallen to its lowest level since 1994 in April-June.⁸

The average weekly hours worked in the three months to June 2020 was 26.3 hours, which is close to the lowest level since records began in 1992. The average hours worked fell by 5.8 hours from the previous quarter.

The fall was particularly large in the accommodation and food service activities sector where average weekly hours fell from 21.2 hours to 13.5 hours.⁹

Single month estimates suggest that average actual hours began to increase again slowly from May to July.

1.5 People claiming unemployment benefits

On 15 September, the ONS published August 2020 figures for the number of people claiming unemployment related benefits (**the unadjusted claimant count**). This is a useful data source for tracking changes in the labour market, although many of those who have started to claim will not be unemployed (see box below).¹⁰

In August 2020, 2.7 million people claimed unemployment related benefits, which was an increase of 74,000 from July. Since March 2020, when the lockdown began, the claimant count has increased by 1.5 million.

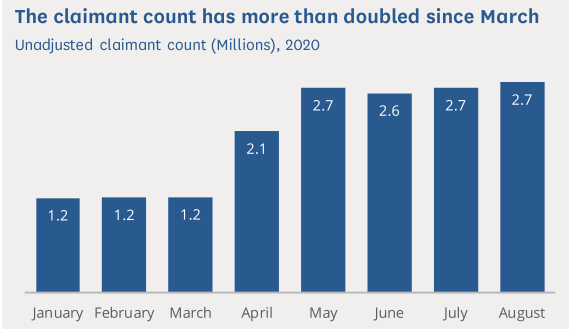
⁶ ONS, [Labour Market Overview](#), 15 September 2020

⁷ ONS, [Vacancies, jobs and public sector employment in the UK: September 2020](#), 15 September 2020

⁸ ONS, [HOUR01 SA: Actual weekly hours worked \(seasonally adjusted\)](#), 15 September 2020.

⁹ ONS, [HOUR03: Average hours worked by industry](#), 15 September 2020.

¹⁰ ONS, [CLA01: Claimant Count](#), 15 September 2020.



Constituency level claimant count figures are published in the library briefing [People claiming unemployment benefits by constituency](#).

The unadjusted count includes those people who were claiming Jobseeker's Allowance (JSA) or were claiming Universal Credit and are required to seek work. Unlike the alternative count (see below), the unadjusted count is not adjusted to take into account the roll-out of Universal Credit. The Department for Work and Pensions **alternative claimant count** series adjusts for this, but figures for this series are not as up to date: they have only been published up to May 2020.

Why is the claimant count so different from the unemployment rate?

Usually, trends in the number of people claiming unemployment benefits in the UK closely follow trends in unemployment. But since the coronavirus pandemic began, we have seen sharp increases in the claimant count while the unemployment rate has hardly moved at all.

This suggests that people who do not classify themselves as unemployed may be claiming unemployment related benefits. This may be because:

- They have a job but are temporarily away from work due to the pandemic. The [ONS](#) pointed out that almost half a million people were employed but not earning in May.
- They are in employment but are also able to claim unemployment benefits. People in employment can claim unemployment related benefits if their income is below a set threshold, and the job retention scheme and a reduction in working hours means this group has grown.
- They are temporarily inactive, and so are not actively looking for work.

In their report [The truth will out](#) (July 2020) the Resolution Foundation have estimated that **only around half** of the Claimant Count rise relates to those newly out of work. The report provides detailed analysis of why these figures are different and concludes that neither are accurate representations of current unemployment levels.

8 Coronavirus: Impact on the labour market

2. Employment support schemes

The Government has published a [Plan for Jobs](#) document which highlights the measures that will be put in place to help replace the employment support schemes discussed below, and help get people back into employment and keep people in their jobs. Library briefing paper [Coronavirus: Employment support](#) provides more information about the Government's plans for employment support.

2.1 Self-employed Income Support Scheme (SEISS)

Tranche 1

On 13 May 2020, the first tranche of the **Self-Employment Income Support Scheme** (SEISS) opened to applications, and closed on 13 July. By midnight on 19 July 2020, 2.7 million claims had been made under the scheme.¹¹

Self-Employment Income Support Scheme (SEISS)	
Tranche 1 of the scheme opened on the 13 May 2020	
By midnight on 19 July	
Total number of claims	2.7 million
Total amount claimed (£)	£7.8 billion

The **SEISS** will pay cash grants worth 80% of total profits, up to £2,500 per month over a three-month period starting from March 2020.

Source: Gov.uk, [HMRC coronavirus \(COVID-19\) statistics](#)

Tranche 2

The second tranche of the SEISS opened for applicants on the 17 August 2020. By midnight on the 17 August, **296,850** claims had been made.

Self-Employment Income Support Scheme (SEISS)	
Tranche 2 of the scheme opened on the 17 August 2020	
By midnight on 17 August	
Total number of claims	296,850
Total amount claimed (£)	£768.9 million

Source: Gov.uk, [HMRC coronavirus \(COVID-19\) statistics](#)

More information on the SEISS can be found in the Library briefing, [Coronavirus: Self-Employment Income Support Scheme](#).

¹¹ Gov.uk, [HMRC coronavirus \(COVID-19\) statistics](#), 15 July 2020, new data is posted weekly with up-to-date statistics.

2.2 Coronavirus Job Retention Scheme (CJRS)

Coronavirus Job Retention Scheme National statistics

By midnight on 16 August, 9.6 million jobs had been furloughed through the Government's job retention scheme.¹²

Coronavirus Job Retention Scheme (CJRS)

The scheme opened on the 20 April 2020

By midnight on 16 August 2020

Number of jobs furloughed	9.6 million
Number of employers furloughing	1.2 million
Total claimed (£)	£35.4 billion

Notes

employees furloughed by any PAYE scheme across all claims by that claims from distinct PAYE schemes on employer reference (where the

On 12 May, the Chancellor announced the CJRS would be extended until the end of October.

Source: Gov.uk, [HMRC coronavirus \(COVID-19\) statistics](#)

More information on the Job Retention Scheme can be found in the Library briefing, [FAQs: Coronavirus Job Retention Scheme](#).

2.3 Furloughed workers by day

The chart below shows the number of employments furloughed per day.

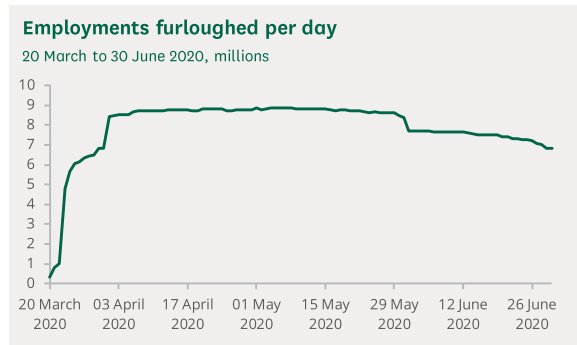
Between 3 April and 29 May, the number of employments furloughed per day remained at a similar level, over 8.50 million. The highest number of furloughed employments was the first week of May, when numbers reached around 8.86 million per day.

There was a sharp decline from 30 May to 1 June, when the number of employments furloughed fell by 9%. Throughout June there has been a steady decline.

On the 11 May, the government announced that 'those who cannot work from home should now speak to their employer about going back to work'

¹² Gov.uk, [HMRC coronavirus \(COVID-19\) statistics](#), 21 August 2020, This data was initially provided on a daily basis, but is now provided weekly since a fall in the number of daily claims

10 Coronavirus: Impact on the labour market



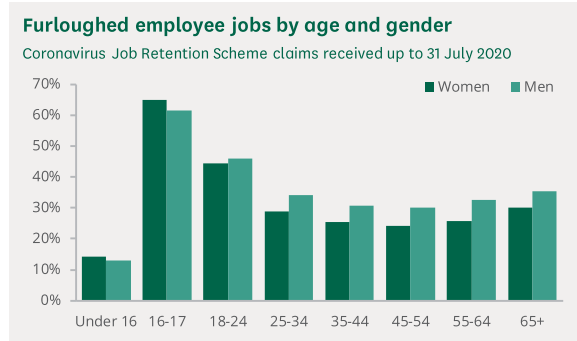
Source: HMRC, [Coronavirus Job Retention Scheme statistics- data tables: August 2020](#), 21 August 2020

2.4 Furloughed workers by age and gender

Eligible jobs held by young people are far more likely to be furloughed.

16-17 year olds experienced the highest proportion of furloughed jobs, with 65% of eligible jobs held by women and 61% of eligible jobs held by men in that age group furloughed by 31 July 2020. This was followed by 18-24 year olds, where 45% of eligible jobs held by women and 46% of eligible jobs held by men in that age group were furloughed.

Apart from under 16 year olds and 16-17 year olds, eligible jobs held by men were slightly more likely to be furloughed than jobs held by women across every age group.



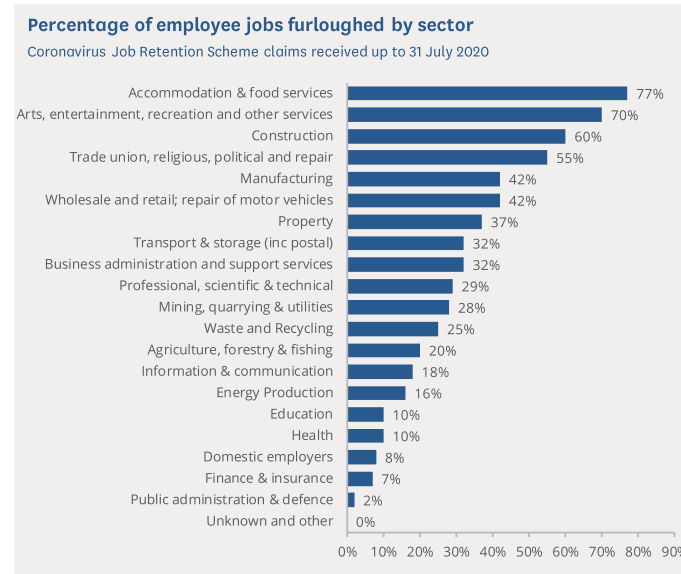
Source: HMRC, [Coronavirus Job Retention Scheme statistics- data tables: August 2020](#), 21 August 2020

2.5 CJRS - Furloughed workers by sector

Some sectors have been disproportionately affected by the coronavirus pandemic, and this is reflected in the proportion of eligible jobs furloughed in each sector.

By 31 July 2020, the sector with the highest proportion of employees furloughed was the Accommodation and food services sector, where 77% (approximately 1.7 million) of eligible employee jobs had been furloughed. 70% (474,300) of the eligible jobs in the Arts, entertainment, recreation and other services sector, and 60% (769,300) of the eligible jobs in the Construction sector were furloughed.¹³

Note that the sector is unknown for over 100,000 furloughed employee jobs.



Source: HMRC, [Coronavirus Job Retention Scheme statistics- data tables: August 2020](#), 21 August 2020

The Library provided information on the number of jobs within each sector in the [Coronavirus: The importance of different sectors to the economy](#) Insight.¹⁴

2.6 Furloughed workers by country, region and constituency

The number and proportion of eligible jobs furloughed varied slightly between areas. The table below shows the number of jobs furloughed as a percentage of eligible employee jobs. The West Midlands saw the highest proportion of eligible employee jobs furloughed, at 34%. The East and South East saw the lowest proportion of eligible employee jobs furloughed at 30%.

Note that for over 100,000 furloughed jobs the region was unknown.

¹³ HMRC, [Coronavirus Job Retention Scheme statistics- data tables: August 2020](#), 21 August 2020.

¹⁴ House of Commons Library, [Coronavirus: The importance of different sectors to the economy](#), 1 April 2020.

12 Coronavirus: Impact on the labour market

The proportion of furloughed jobs by sector also varied between country and region. Northern Ireland had the highest proportion of eligible jobs furloughed in its Accommodation and food sector (81%), Wales had the highest proportion of eligible jobs furloughed in its Arts, entertainment, recreation and other services sector (77%), and Scotland had the highest proportion of eligible jobs furloughed in its Construction sector (73%).

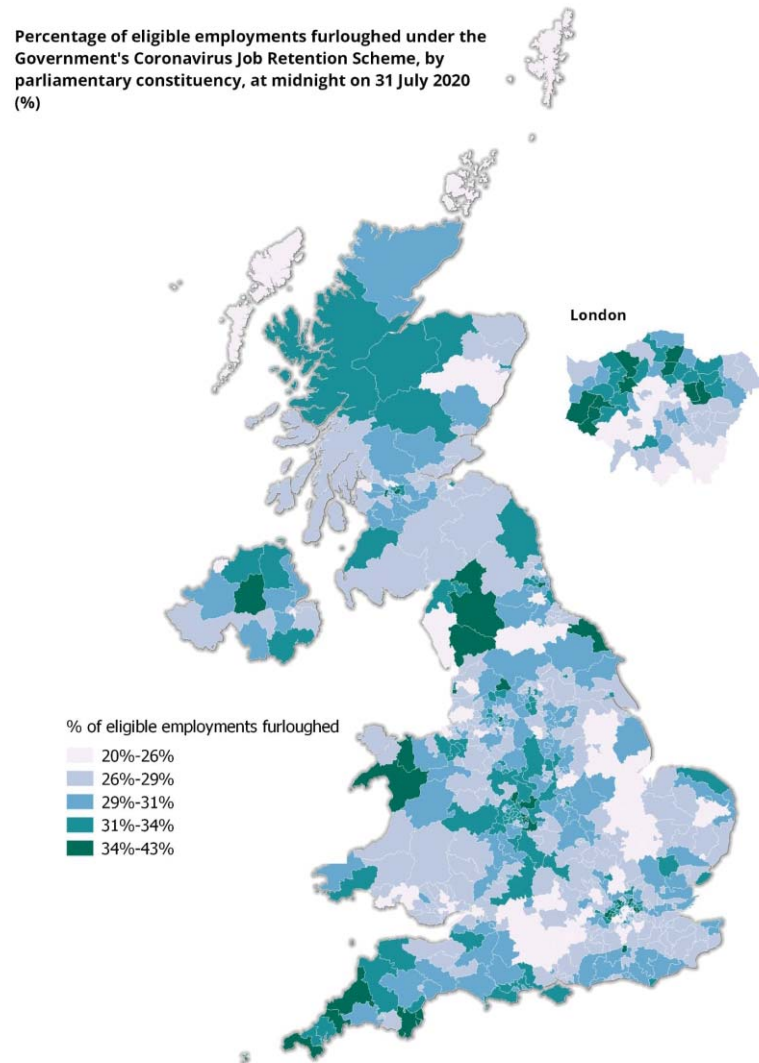
Furloughed employee jobs in most affected sectors by country and region

Coronavirus Job Retention Scheme claims received up to 30 June 2020

	Accommodation & food services	Arts, entertainment, recreation and other services	Construction
England	77%	70%	58%
North East	80%	76%	62%
North West	79%	65%	59%
Yorkshire & The Humber	79%	70%	59%
East Midlands	78%	71%	58%
West Midlands	78%	68%	57%
East	76%	69%	58%
London	75%	69%	57%
South East	77%	72%	55%
South West	78%	72%	63%
Wales	78%	77%	62%
Scotland	77%	72%	73%
Northern Ireland	81%	70%	71%

Source: HMRC, [Coronavirus Job Retention Scheme statistics- data tables: August 2020](#), 21 August 2020

The map overleaf shows the variation between constituencies of the percentage of working age residents in each constituency that had been furloughed by 31 July 2020. Note that for over 100,000 furloughed the constituency was unknown.



14 Coronavirus: Impact on the labour market

3. Most affected workers

Analysis produced to date suggests that workers who are from a BAME (Black, Asian, and Minority Ethnic) background, women, young workers, low paid workers and disabled workers, have been most negatively impacted economically by the coronavirus outbreak. For more information on workers disproportionately affected by coronavirus, please see the Library insight, [Coronavirus: Which workers are economically impacted?](#)

3.1 Workers from minority ethnic groups

The sectors most affected by the coronavirus pandemic, or ‘shut down sectors’ have a higher than average proportion of workers from a minority ethnic group.¹⁵ 15% of workers in the shut-down sectors the IFS outlines are from a minority ethnic group, compared to 12% of all workers.

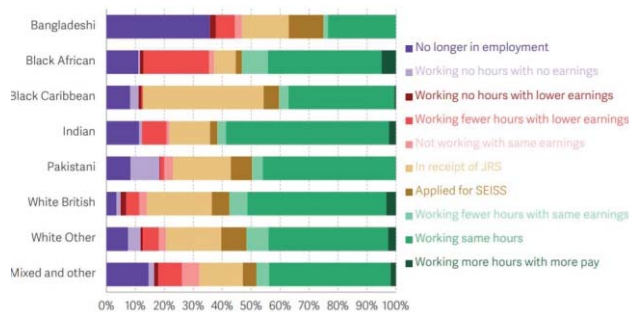
Some shut down sectors have an especially high proportion of workers from a minority ethnic group. Workers from a minority ethnic group make up 28% of the vulnerable jobs in the transport sector and 16% of the vulnerable jobs in the accommodation and food service sector.¹⁶

The Resolution Foundation finds that as of May 2020, Bangladeshi adults in work before the crisis were much more likely to have left employment altogether, while Black African adults were most likely to be working fewer hours and earnings less in May 2020, and least likely to have been furloughed.¹⁷

Note that these figures come from a small sample and should be treated as estimates.

FIGURE 16: Bangladeshis are disproportionately more likely to have stopped working or experienced an income fall during the crisis

Employment status among those who were in work before the crisis, by ethnicity:
May 2020



NOTES: Categories defined exclusively. Receipt of JRS/SEISS takes priority. Based on separate questions on employment status, earnings, and hours worked in previous week and before the crisis. Sample base size greater than 50 for all ethnicity categories.
SOURCE: ISEI, Understanding Society coronavirus survey.

¹⁵ Reliable data for more specific ethnic groups is not available because of small survey samples.

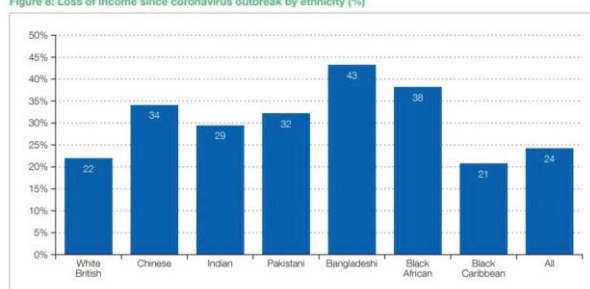
¹⁶ Library analysis of the [Labour Force Survey, 2019 Q4](#), using IFS definition of vulnerable sectors.

¹⁷ Resolution Foundation, [The Living Standards Audit 2020](#), 21 July 2020

A survey by the Runnymede Trust found that only 35% of people from an ethnic minority said they had not been affected financially by the coronavirus pandemic, compared to 54% of people from a White ethnic group.

They find that 43% of people from a Bangladeshi ethnic group and 38% of a Black African group the loss of some income, as shown in the chart below.¹⁸

Figure 8: Loss of income since coronavirus outbreak by ethnicity (%)



A BMG poll for the Independent estimates that on 7-9 April approximately 46% of people from a BAME ethnic group reported their household income had reduced as a result of coronavirus, compared to around 28% of people from a White British Ethnic group. Around 15% of respondents from a BAME ethnic group reported losing their jobs, compared to an estimated 8% of people from a White British ethnic group.¹⁹

3.2 Women

57% of shut down sectors are women, compared to a workforce average of 48%.²⁰

Women were about one third more likely to work in a sector that is now shut down than men: one in six (17%) female employees were in such sectors, compared to one in seven (13%) male employees.²¹

According to the IFS, mothers are 1.5 times more likely than fathers to have lost their job or quit since the start of the lockdown and are also more likely to have been furloughed. Mothers who were in paid work in February are 9 percentage points less likely to be currently working for pay than fathers.²²

The Women's Budget group found that women are more likely to be in the categories above – women make up 69% of low earners, 54% of temporary employees, 54% of workers on zero-hours contracts, and 59% of part-time self-employment.²³

¹⁸ Runnymede Trust, *Over-Exposed and Under-Protected: The Devastating Impact of COVID-19 on Black and Minority Ethnic Communities in Great Britain*, August 2020

¹⁹ Independent, *Coronavirus economic effects hitting ethnic minorities and young people hardest*, 14 April 2020.

²⁰ Library analysis of the *Labour Force Survey, 2019 Q4*, using IFS definition of vulnerable sectors.

²¹ Institute for Fiscal Studies, *Sector shutdowns during the coronavirus crisis: which workers are most exposed?*, 6 April 2020.

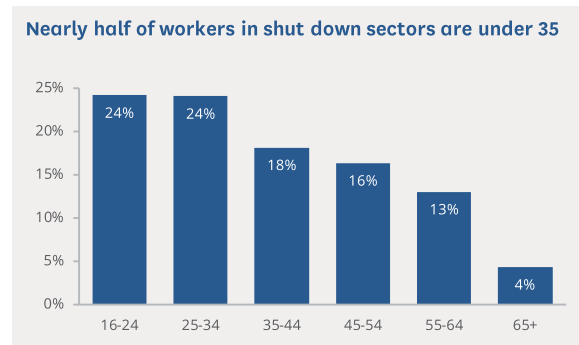
²² Institute for Fiscal Studies, *How are mothers and fathers balancing work and family under lockdown?*, 27 May 2020.

²³ Women's Budget Group, *Crises Collide: Women and Covid-*, 9 April 2020.

16 Coronavirus: Impact on the labour market

3.3 Young workers

Library analysis of the Labour Force Survey shows that of the workers in the shut-down sectors outlined by the IFS, nearly half are under 35.



Source: [Labour Force Survey](#), Q1 2020

According to the IFS, employees aged under 25 were about two and a half times as likely to work in a sector that is now shut down as other employees.²⁴

A report from the Resolution Foundation finds that a fifth of all employees on the JRS are under the age of 25, but under 25 year olds received an average of less than £1,00 per month, compared to a £1,400 average. This is because young workers were disproportionately likely to be working in low paid jobs in shut-down sectors pre-Covid.²⁵

According to another report by the Resolution Foundation, one-third of 18-24-year-old employees (excluding students) have lost jobs or been furloughed, compared to one-in-six prime-age adults. 35% of non-full-time student 18-24-year-old employees are earning less than they did prior to the outbreak, compared to 23% of 25-49-year-olds.²⁶

The IFS find that those under 25 are more exposed to jobs that cannot be worked from home, these difference across age groups are larger for those with GCSE qualifications or less.²⁷

The IFS find that coronavirus is also likely to disrupt career progression for those early in their career. Early career wage growth is driven by workers moving into higher-paying occupations and because of reductions in vacancy postings and increases in layoffs, this has become much more difficult.²⁸

²⁴ Institute for Fiscal Studies, [Sector shutdowns during the coronavirus crisis: which workers are most exposed?](#), 6 April 2020.

²⁵ Resolution Foundation, [All together now? The impacts of the Government's coronavirus income support schemes across the age distribution](#), 9 September 2020.

²⁶ Resolution Foundation, [Young workers in the coronavirus crisis](#), 18 May 2020.

²⁷ Institute for Fiscal Studies, [Covid-19: the impacts of the pandemic on inequality](#), 11 June 2020.

²⁸ Institute for Fiscal Studies, [COVID-19 and the career prospects of young people](#), 03 July 2020.

3.4 Low paid workers

Median weekly wages in the most vulnerable sectors are among the lowest in the economy.²⁹ The Resolution Foundation estimates that the median weekly pay for a worker in a shut-down sector is £348, compared to £707 a week for workers they calculate can work from home.³⁰ The IFS found that one third of employees in the bottom 10% of earners work in shut down sectors, compared to 5% in the top 10%.³¹

The IFS estimate that excluding key workers, 80% of people in the bottom tenth of the earnings distribution are within a shut-down sector or are unlikely to be able to do their job from home, compared to 25% of the highest earning tenth.³²

A PwC Research survey on 16-19 April found that 70% of those earning more than £50,000 a year continued to work their usual hours, compared to 40% of those earning less than £20,000.³³

ONS figures show that less than 10% of the bottom half of earners say they can work from home.³⁴

3.5 Disabled workers

Before the coronavirus outbreak, disabled people had an employment rate 28.6 percentage points lower than that of people without disabilities. This difference is often referred to as the disability employment gap.³⁵

15% of workers in shut down sectors are disabled (as defined by the Equality Act 2010), about the same as the total workforce average of 14%. Disabled workers make up 17% of vulnerable jobs in the retail sector.³⁶

Disability groups have raised concerns about the impact the outbreak will have on disabled people in work. In a submission to the Work and Pensions Committee for the [DWP's response to the coronavirus outbreak inquiry](#), Disabled People Against Cuts noted that disabled workers have reported difficulties getting access to workplace adjustments and equipment to enable them to work from home. This places disabled workers at a considerable disadvantage.³⁷

²⁹ ONS, [Annual Survey of Hours and Earnings](#), 2019.

³⁰ Resolution Foundation, [Risky business. Economic impacts of the coronavirus crisis on different groups of workers](#), 28 April 2020.

³¹ Institute for Fiscal Studies, [Sector shutdowns during the coronavirus crisis: which workers are most exposed?](#), 6 April 2020.

³² Institute for Fiscal Studies, [Covid-19: the impacts of the pandemic on inequality](#), 11 Jun 2020.

³³ PwC, [Covid-19, UK Economic Update](#), 20 May 2020.

³⁴ Resolution Foundation, [The economic effects of coronavirus in the UK](#), 10 April 2020.

³⁵ ONS, Labour market bulletin, July-September 2019. See also Library paper [People with disabilities in employment](#), January 2020.

³⁶ Library analysis of the [Labour Force Survey, 2019 Q4](#), using IFS definition of vulnerable sectors.

³⁷ [Disabled people Against Cuts' \(DPAG\) submission](#) to Work and Pensions Committee inquiry into the DWP's response to the coronavirus outbreak, 23 April 2020.

4. Further Reading

4.1 House of Commons Library

Coronavirus

This page provides links to reports from the Commons Library, the Parliamentary Office of Science and Technology (POST) and the Lords Library.

People claiming unemployment benefits by constituency

Which ethnic groups are most affected by income inequality?

Coronavirus: Employment Support

Youth unemployment statistics

Coronavirus: Which workers are economically impacted?

FAQs: Coronavirus Job Retention Scheme.

Coronavirus: Support for businesses

Coronavirus: Employment rights and sick pay (update)

Coronavirus: Support for household finances

Coronavirus: Latest economic data

Coronavirus: Effect on the economy and public finances

The UK economy: a dashboard

Coronavirus: The importance of different sectors to the economy

4.2 Other sources

Coronavirus (COVID-19) roundup

This page is a summary of insights from the most recent ONS analysis and will be updated as new publications are released | ONS

Coronavirus and the social impacts on Great Britain

17 July 2020 | ONS

Coronavirus and the latest indicators for the UK economy and society

16 July 2020 | ONS

The truth will out: Understanding labour market statistics during the coronavirus crisis

16 July 2020 | *Resolution Foundation*

The Full Monty: Facing up to the challenge of the coronavirus labour market crisis

29 June 2020 | Nye Cominetti, Laura Gardiner, Hannah Slaughter, *Resolution Foundation*

Over-Exposed and Under-Protected, The Devastating Impact of COVID-19 on Black and Minority Ethnic Communities in Great Britain,

August 2020 | Zubaida Haque et al. *Runnymede Trust*

COVID-19 and the career prospects of young people

3 July 2020 | Monica Costa Dias et al. *Institute for Fiscal Studies*

Dataset: Business Impact of COVID-19 Survey (BICS)

15 July 2020 | ONS

19 Commons Library Briefing, 16 September 2020

[How are mothers and fathers balancing work and family under lockdown?](#)
27 May 2020 | Alison Andrew et al, *Institute for Fiscal Studies*

[Extending the Coronavirus Job Retention Scheme to short-time workers](#)
26 May 2020 | Stuart Adam, *Institute for Fiscal Studies*

[Coronavirus Business Impact Tracker](#)
20 May 2020 | British Chamber of Commerce

[Young workers in the coronavirus crisis](#)
18 May 2020 | Maja Gustafsson, *Resolution Foundation*

[The economic effects of coronavirus in the UK](#)
14 May 2020 | Jack Leslie and Charlie McCurdy, *Resolution Foundation*

[Understanding the impact of coronavirus on the workforce](#)
11 May 2020 | ONS

[Risky business, Economic impacts of the coronavirus crisis on different groups of workers](#)
28 April 2020 | Maja Gustafsson and Charlie McCurdy, *Resolution Foundation*

[Measuring the labour market during Coronavirus](#)
20 April 2020 | ONS

[Launching an economic lifeboat](#)
20 April 2020 | Daniel Tomlinson, *Resolution Foundation*

[Coronavirus and self-employment in the UK](#)
17 April 2020 | ONS

[Inequality in the Impact of the Coronavirus Shock: Evidence from Real Time Surveys](#)
17 April | A. Adams-Prassl, T. Boneva, M. Golin and C. Rauh

[Crises Collide, Women and Covid-19,](#)
9 April 2020 | Women's Budget Group

[Sector shutdowns during the coronavirus crisis: which workers are most exposed?](#)
6 April 2020 | Institute for Fiscal Studies

[Inequality in the impact of the coronavirus shock: New survey evidence for the UK](#)
1 April 2020 | A. Adams-Prassl, T. Boneva, M. Golin and C. Rauh

[Ensuring the best possible information during COVID-19 through safe data collection](#)
27 March 2020 | ONS

BRIEFING PAPER

Number 8898
16 September 2020

About the Library

The House of Commons Library research service provides MPs and their staff with the impartial briefing and evidence base they need to do their work in scrutinising Government, proposing legislation, and supporting constituents.

As well as providing MPs with a confidential service we publish open briefing papers, which are available on the Parliament website.

Every effort is made to ensure that the information contained in these publicly available research briefings is correct at the time of publication. Readers should be aware however that briefings are not necessarily updated or otherwise amended to reflect subsequent changes.

If you have any comments on our briefings please email papers@parliament.uk. Authors are available to discuss the content of this briefing only with Members and their staff.

If you have any general questions about the work of the House of Commons you can email enquiries@parliament.uk.

Disclaimer

This information is provided to Members of Parliament in support of their parliamentary duties. It is a general briefing only and should not be relied on as a substitute for specific advice. The House of Commons or the author(s) shall not be liable for any errors or omissions, or for any loss or damage of any kind arising from its use, and may remove, vary or amend any information at any time without prior notice.

The House of Commons accepts no responsibility for any references or links to, or the content of, information maintained by third parties. This information is provided subject to the [conditions of the Open Parliament Licence](#).

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. Traian 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.

INFORMATION PACK

Muhammad Faisal Israr
Vice President
Saudi Pak Bank

Economic Indicators
An Introduction with Facts and Figures of Pakistan

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. $\text{real GDP} = \text{nominal GDP} \div \text{GDP deflator}$.

Billion Rs.

Year	2009-10	2010-11	2011-12	2012-13	2013-14	31-03-2015
GDP at Current Factor	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. $\text{real GNP} = \text{nominal GNP} \div \text{GNP deflator}$

Billion Rs.

Year	2009-10	2010-11	2011-12	2012-13	2013-14
GNI at Current Factor	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
Inflation (%)	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 (Base 2007-08=100)	Jun 11	Jun 12	Jun 13	Jun 14	May 15
Consumer Price Index	152.78	169.99	179.94	194.74	199.66
Wholesale Price Index	177.98	189.37	199.21	214.60	207.92
Sensitive Price Index	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
Labour Force	53.22	55.91	56.92	57.84	59.33	60.34	60.09
Employed	50.45	52.86	53.76	54.40	55.80	56.58	56.52
Unemployed	2.77	3.05	3.16	3.44	3.53	3.76	3.58
Unemployment Rate (%)	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
Poverty Line (Rs.)	723.40	878.64	944.47	1,141.53	1,745.00

Overall	34.4	23.9	22.3	17.2*	12.4*
Urban	22.6	14.9	13.1	10.0	7.1
Rural	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.

SOURCES OF DATA

Asian Development Bank. *Country Briefing Paper on Women in Pakistan*. Pakistan: July, 2000.

Cuninghame, Keith. *Guidelines for legislative libraries*. The Hague: IFLA, 2009.

EasyBib. "How to Cite a Book in Chicago/Turabian". Easy Bib Chicago.

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.

Herman, L. "Tips for writing policy papers." *S. Stanford Law School (Ed.)* (2013): 1-10.

House of Commons, UK. *Parliamentary Research Handbook*. UK Parliament: 2017.

House of Lords. *Annual Report and Resource Accounts 2019-20*. House of Lords, 2020.

House of Lords. *Library Recruitment Information*. House of Lords Library.

Inter Parliamentary Union. *Guidelines for Parliamentary Research Services*. Inter parliamentary Union and International Federation of Library Associations and Institutions 2015.

Inter-Parliamentary Union and International Federation of Library Associations and Institutions. *Guidelines for parliamentary research services*, Geneva: IPU and IFLA, 2015.

Nath, Chandrika. "How do I brief policy makers on science related issues," Sci Dev Net. Februarys 07, 2008.

O Neil, Patrick, Karl Fields and Don Share. eds. *Cases in Comparative Politics*. 4th edition. New York: WW.Norton and Company, 2013.

Pakistan Institute for Parliamentary Services. *Advanced Legislative Research*:

Module 2. Islamabad: Pakistan Institute for Parliamentary Services, 2012.

Parliament of India. "Official website of the Parliamentary Library of India." (Accessed on October 9, 2017).

Parliament of the Republic of South Africa. "Official Website of the Parliamentary Library of South Africa." (Accessed on October 9, 2017).

Parliament of the Republic of South Africa. "Parliamentary Library". Official Website of the Parliamentary Library of South Africa.

Parliamentary Centre and Enlightened Myanmar Research Foundation. *Parliamentary Research Training Manual*. Ottawa: Parliamentary Centre and Enlightened Myanmar Research Foundation 2018.

Pelizzo, Riccardo, Rick Stapenhurst, and Robert Miller. "Parliamentary Libraries, Institutes and Offices: Sources of Parliamentary Information." *Institutes and Offices: Sources of Parliamentary Information* (2004).

Purvis, Matthew and Brown, Thomas. "Parliamentary Research Practice – International Case Study House of Lords Library Research Service."

Sofia International Model United Nations. "Sample Position Paper. Sofia: Bulgaria." 2009. (Accessed on October 9, 2017). <http://www.sofimun.org/SOFIMUN2009-CM-EXPP.pdf>.

The Chicago Manual of Style Online, "Chicago-Style Citation Quick Guide." chicagomanualofstyle.org. 2017.

The Grand National Assembly of Turkey. "Organizational Structure". The Grand National Assembly of Turkey.

The House of Commons. "The House of Commons Library". *Fact sheet G18 General Series*. September, 2010.

The Parliamentary Centre and the World Bank Institute. "Professional Development for Parliamentarians and Staff: Parliamentary Committees." (Accessed on October 9, 2017). <http://siteresources.worldbank.org/PSGLP/Resources/commonwealthal>

l.pdf

United Nations Association of the United States of America, “Position Papers: Model UN Preparation.” (Accessed on October 5, 2017). <http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/position-papers>

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.

West Virginia University. “Chicago Citation Style Guide: Citing legal and government materials in Chicago style”. West Virginia University 2010. Available at: <http://libguides.wvu.edu/c.php?g=418946&p=2855160>.

World Bank Institute. “Research Services for Parliamentary Committees.” (Accessed on October 9, 2017). <http://siteresources.worldbank.org/PSGLP/Resources/CommitteesUnit4.pdf>

World Bank Institute. *Professional Development for Parliamentarians and Staff: Parliamentary Committees*. Washington: World Bank Institute. 2007.

AUTHORS AND EDITORS PROFILE

Mr. Muhammad Rashid Mafzool Zaka
Senior Director General (Research & Legislation)

Mr. Muhammad Rashid Mafzool Zaka, pioneering team member that established the Pakistan Institute for Parliamentary Services (PIPS) in 2008-09, is presently Senior Director General (Research and Legislation). In 2009, he commenced PIPS Research on demand services while in 2010-11 the PIPS Training services. He brings with him two decades experience in academia/research and over a decade of parliamentary services. Mr Zaka has authored ten books on various aspects of Parliamentary Business. He holds an M. Phil. degree in International Relations (1997-98) and M.Sc in Strategic Studies with distinction (1993-94) from the top ranking Quaid e Azam University, Islamabad.

Mr Zaka was awarded Professional Legislative Fellowship by US State Department (Oct-Nov., 2015) for Washington. He has also attended an International Course on Legislative Research by US Congressional Research Service (2008) and an International Fellowship on Human Rights and Budget Analysis (April 18-29, 2008) held by US Budget Group and Asian Institute of Human Rights, Thailand. Since 2008-09, Mr Zaka was instrumental in developing the Institute's long standing relationships with international partners such as UNDP, USAID, Konrad Adenauer Stiftung, European Union and Westminster Foundation for Democracy. He led PIPS to be recognized as centre of parliamentary excellence in Jordan in March, 2016. He steers PIPS team that commenced Parliamentary Studies as a discipline in universities and runs outreach programme since 2012 that has oriented more than 10,000 youth on Constitution, Parliament and State Building from all over Pakistan. He is also Editor of PIPS Parliamentary Research Digest, most widely read monthly parliamentary publication.

Mr Zaka has supervised eleven MS dissertations in the fields of development studies, international relations, sociology, diplomatic and strategic studies, at reputable Pakistani universities. He has been Member, Board of Studies at the Department of Defence and Diplomatic Studies, Fatimah Jinnah Women University, FJWU. Mr Zaka is a certified international trainer in parliamentary research, assessing laws, peace and human rights and parliamentary business. He is an eloquent speaker on ideology of Pakistan, Parliament and Constitution,

leadership, role of youth, peace, tolerance and state building well as security issues not only by academia but civil society and parliamentary institutions. He has been member of founding team member of the Foundation University, Islamabad.

He started his full-time career as Lecturer, political science at FFCB (1996-2000) and Faculty at FFIMCS (2000-2003). Mr Zaka has also served on leading portfolios including Head, Deptt. of Social Sciences and Development Studies, Iqra University (2003-2006); Director, Centre for Peace and Development Initiatives (CPDI) (2006-2007) and Legislative Capacity Advisor, Pakistan Legislative Strengthening Project, (PLSP) (2007-2010). He was promoted as Senior Director General Research and Legislation in 2019.

Mr Zaka has also served as the Executive Director of the Institute from 1st July to 30th September, 2014; from 3rd September, 2015 to 19th May, 2016 and from 01st June, 2019 to 31st December 2019.

Ms. Tehseen Khalid **Director (Research)**

Ms. Tehseen Khalid is presently working as Director Research at Pakistan Institute for Parliamentary Services. Previously she has worked as Deputy Director (Research) in the Institute for a period of seven years since April 2012. She is a highly motivated professional with over 14 years' experience in academia, Parliamentary Research, Techniques of Parliamentary Research and parliamentary services.

Ms. Tehseen was awarded Professional Legislative Fellowship by US State Department in October-November, 2016. She has received around 15 national and international trainings such as International Best Practices of Parliamentary Research by Mr. Rob Clement, Director Research, UK House of Commons; Leadership course on John C. Maxwell 15 Invaluable Laws of Growth; Legislative Drafting and Parliamentary Research; National Parliamentary Development Course; Data and analytics; effectiveness of Parliamentary committees; Parliamentary researchers development course etc.

She is part of PIPS team, which regularly steers Parliamentary Studies program in 22 leading universities of the country. She has steered team of young researchers working on Project Parliament@70. The team has published two

historic readers on Speeches of Members of Parliament (1947-1958) Volume 1 and milestones of National Assembly of Pakistan (1947-2018). She handles PIPS Research on Demand Service, PIPS Technical Assistance to Committees Service and PIPS outreach Parliamentary Education Program in addition to organizing roundtables for Honorable Parliamentarians under the supervision of Senior Director General (Research & Legislation). She has conducted various researches during her professional career for MPs and standing Committees. She is a certified trainer from Carnelian and has conducted more than 40 sessions as trainer in various workshops and training courses.

She has to her credit various publications on Sustainable Development Goals, Parliamentary Research: Theory and practices, Parliamentary Research-Participant's Handbook, New Members Handbook for Parliamentarians, Parliamentary Values and best practices. She is sub-editor of PIPS monthly Parliamentary Research Digest since January 2014. This parliamentary digest is circulated to over 2000 readers including Parliamentarians from Senate, National Assembly and all provincial assemblies, embassies, civil society and academia. She regularly writes articles on Sustainable Development Goals, Education and Health.

She is leading member of PIPS Sustainable Development Goals Desk (SDGs), which provides technical assistance to MPs in shape of analytical parliamentary briefs, technical papers and organizing roundtables/ seminars/conferences to monitor the progress of country towards achieving SDGs. She has served as a faculty member in Punjab Group of Colleges. She holds a degree of M.Phil. in Biological Sciences from Quaid-e-Azam University Islamabad in addition to a degree in Education. She also holds a degree in Political Science from University of Sargodha, Pakistan.

PIPS Publications

1.	Youth Guide	2010
2.	Drafting and Assessing Legislation	2012
3.	Advanced Legislative Research	2013
4.	Parliamentary Research	2013
5.	Parliamentarian's Handbook (1st Edition)	2013
6.	Parliamentary Values and Best Practices	2013
7.	Functions and Effectiveness of Parliamentary Committees	2013
8.	Parliamentary Oversight Questions	2013
9.	Guide to Understanding the Budget of Pakistan	2013
10.	Young Parliamentary Associates Manual	2013
11.	Compendium on Rules of Procedures – 1st Edition	2013
12.	Discover the Parliament of Pakistan – 2nd Edition	2014
13.	National MDGs Conference Handbook	2014
14.	Understanding Parliamentary Media Relations and Legislation	2014
15.	Human Rights Framework in Pakistan	2014
16.	Constitution 18th Amendment Act 2010 and Devolution	2015
17.	Assessing Legislation	2015
18.	Introduction to Parliamentary Committees and Budget Process	2015
19.	Parliamentarians' Handbook (2nd Edition)	2015
20.	Handbook for Parliamentary Librarians on ILS KOHA	2015
21.	Compendium of Rules of Procedure (2nd Edition)	2016
22.	Discover the Parliament of Pakistan: Youth Guide- 3rd Edition	2016
23.	Conflict Resolution and Negotiation Skills	2016
24.	Public Hearings and Parliamentary Committees	2016
25.	SAARC Young Parliamentarians Conference Handbook	2016
26.	Report on Constitutional Forums for resolving Federal Provincial Issues	2016
27.	International Parliamentary Seminar on Kashmir, Handbook	2017
28.	Workbook on Harmonization of Rules of Procedures	2017
29.	Report on Parliamentary Studies Program Training of Trainers	2017
30.	Data book on Sustainable Development Goals	2017
31.	Parliamentary Research: Theory and Practice	2017
32.	Implementation of the 18th Constitutional Amendment	2017
33.	Selected Speeches of Members of Parliament (1947-1958)	2017
34.	Consultative Report on National Action Plan, Business and Human Rights	2017
35.	UN Guiding Principles on Business and Human Rights Urdu Version	2018
36.	Joint Consultative Report, National Action Plan on Business and Human Rights	2018

37.	Handbook for Members of Provincial Assembly of Balochistan	2018
38.	Handbook for Members of Provincial Assembly of Khyber Pakhtunkhwa	2018
39.	Handbook for Members of Provincial Assembly of Punjab	2018
40.	Handbook for Members of Provincial Assembly of Sindh	2018
41.	Handbook on Parliamentary Values and Best Practices for Members of the Parliament	2018
42.	Discussion Paper – Post 18 th Amendment case study of Devolution of Tourism	2018
43.	Bilingual Briefing Paper – Devolution of Tourism – Challenges and Way Forward	2018
44.	Legislative Drafters Manual	2018
45.	Discussion Paper – Case study of Senate mediation between Federal and Khyber Pakhtunkhwa Government	2018
46.	Glimpses from Parliamentary History of National Assembly of Pakistan 1947-2018	2018
47.	Legislative Drafting Manual 2 nd Edition	2019
48.	Youth Guide-4 th Edition	2019
49.	Public Accounts Committee Processes and Practices	2019
50.	A Handbook on Budget Making Process in Pakistan	2019
51.	Youth Guide-5 th Edition	2019
52.	Participant's Handbook for National Parliamentarians conference on Kashmir 18 Sep, 2019	2019
53.	Youth Roundtable: Making democracy relevant, recognizing the significance of youth voices, 5 th CPA Asia regional conference	2019
54.	Report of the National Parliamentarians conference on Kashmir	2019
55.	Consultative Paper on MPs Roundtable on Civic Education Commission Act 2018	2019
56.	Handbook Training Module on Article 25 A: Right to Education	2019
57.	Briefing Paper on Implementation of the National Civic Education Commission Act 2018	2019
58.	Report of UK Parliamentary General Elections 2019	2019
59.	Report on Coronavirus Pandemic: COVID-19 (in print)	2020
60.	International Workshop on Parliamentary Processes and Constituency Relations, Islamabad February 27-28, 2020	2020

OUR PUBLICATIONS FOR NEWLY ELECTED MEMBERS OF PARLIAMENT



Parliamentary Research- A Practical Guide (2nd Edition) 2020.

All rights reserved

ISBN 978-969-7685-32-5



Campus:

Attaturk Avenue (Service Road),
F-5/2, Islamabad
Islamic Republic of Pakistan
www.pip.gov.pk

You can contact us at:
Email: research@pips.gov.pk
Contact No: 051-9091000