



PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES
Dedicated to Parliamentary Excellence

Annual Report 2016-17

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List of Acronyms

BOG:	Board of Governors
CIA:	Chief Internal Auditor
CPEC:	China Pakistan Economic Corridor
CSOs:	Civil Society Organizations
FATA:	Federally Administered Tribal Areas
FY:	Financial Year (<i>July 1 to June 30</i>)
GSP:	Generalized System of Preferences
HEC:	Higher Education Commission
HRM:	Human Resource Management
IDPs:	Internally displaced persons/peoples
ILS:	Integrated Library System
IP3:	Improving Parliamentary Performance in Pakistan
KPI:	Key Performance Indicators
MOU:	Memorandum of Understanding
MNA:	Member National Assembly
MLAs:	Member Legislative Assemblies
MPA:	Member Provincial Assembly
MPs:	Members of Parliament
NEPRA:	National Electric Power Regulatory Authority
PIPS:	Pakistan Institute for Parliamentary Services
PPRA:	Public Procurement Regulatory Authority
PRC:	Parliamentarian Resource Centre
PSDP:	Public Sector Development Program
RoP:	Rules of Procedure

SAARC: South Asian Association for Regional Cooperation

SDGs: Sustainable Development Goals

STI: Secretariat Training Institute

ToT: Training of Trainer

YPSE: Young Parliamentary Subject Expert

Preface

This Annual Report covering the period July 1, 2016-June 30, 2017 has been prepared to fulfill the statutory obligation under the Pakistan Institute for Parliamentary Services Act, 2008. The section 17 of the Act asks the Board of Governors (BOG) to submit to the Parliament an annual report containing the activities of the Institute during a year. The report shall also highlight the objects of the Act achieved by the Institute and shall also give a picture of the finances and future plans of the Institute. The section 11 (e) of the Act assigns the function of preparing the report and its submission to the Board of Governors to the Executive Director. The Section 7 (k) empowers the Board to approve and submit annual report of the Institute to the Parliament.

The report briefly illustrates the activities and accomplishments of the Institute during the year 2016-17. During the year in focus the Institute achieved its various objectives under the guidance of the BOG.

Pakistan Institute for Parliamentary Services (PIPS) is one of the first buildings in the federal capital-Islamabad that generates its own solar energy since May 2012, however it was the vision of the President BOG, Sardar Ayaz Sadiq, Speaker National Assembly of Pakistan that the Institute got generation license (Net-Metering) for 62.40 KW photo voltaic solar based generation facility on April 4, 2017 for three years from the National Electric Power Regulatory Authority (NEPRA). It was a landmark moment in the life of the Institute.

Another landmark in the life of the Institute was the assignment of conducting and assessing mandatory promotion courses for the officials of the National Assembly of Pakistan at the Institute. This trust has resulted in the creation of specialized Parliamentary Testing Service of the Institute. Besides the regular officers' trainings the Institute facilitated series of trainings for hundreds of parliamentary interns including the Clerks of the Senate and young interns for individual MPs under the Prime Minister National Interns Program.

During the year 2016-17 the BOG held three meetings to provide leadership, direction and guidance to the Institute to achieve its mandate effectively. On December 16, 2016 the Institute welcomed five new members of the BOG from the National Assembly of Pakistan.

In terms of activities the Institute translated the Annual Business Plan of 2016-17 in to verifiable actions and activities. It is a matter of satisfaction that the Institute successfully accomplished the assigned tasks. Various sections of this report provide an over view of the activities and services delivered by the Institute during the year. During the year every effort had been made to align the PIPS work with the Strategic Plan of the Senate and the National Assembly of Pakistan.

To realize the Institute's mandate the Senate (1/3) and the National Assembly (2/3) provided generous financial resources in the light of the PIPS Act, 2008. Equally important were the financial contributions made by the provincial assemblies of Punjab, Sindh, Khyber

Pakhtunkhwa and Balochistan to expand the Institute's activities for the provinces. Resultantly the Institute has well-functioning satellite offices in Lahore, Peshawar and Quetta.

Executive Summary

Pakistan Institute for Parliamentary Services (PIPS) established through an Act of the Parliament in 2008 to promote research, provide training and to provide facility of information to the Parliamentarians in performance of their duties had an eventful year at the national and provincial level. The PIPS offered a wide range of dedicated services and arranged series of specialized workshops, seminars and outreach activities.

2. During the year 2016-17 the PIPS Board of Governors (BOG) held three meetings and took important decisions including; approval of PIPS Work Plan 2016-17, review of on-going Human Resource reforms, follow-up on progress to amend the PIPS Act, 2008 for inclusion of the Speakers of Azad Jammu and Kashmir and Gilgit Baltistan Legislative Assemblies in PIPS Board of Governors, approval of the Budget estimates for the Financial Year (FY) 2017-18 and Revised estimates for FY 2016-17 amounting to Rs. 232,198,227/- and Rs. 210,960,926/- respectively. The BOG also assigned the Institute to collect all primary laws at the federal level.

3. In 2016-17 the Institute produced more than 172 research and briefing papers for members of Majlis-e-Shoora (Parliament) and Standing/Special/Select Committees thereof including 17 budget briefs and 45 papers as part of PIPS Technical Assistance to the Committees and parliamentary forums like; Young Parliamentarians Forum and Women Parliamentary Caucus. About 57 percent of the total 172 papers were prepared for women MPs and 47 percent for their male counterparts. Likewise, out of total 39 papers were prepared for the MNAs, 35 percent for the Senators, and 22 percent for members of the Provincial Assemblies.

4. During the year the Institute organized several seminars and conferences engaging more than 1000 parliamentarians, youth, women and members of CSOs including the followings; round table on Pakistani constitutionalism and human rights for MPs and parliamentary researchers, seminar and documentary on plight of women in Indian Held Kashmir, roundtable on Consolidation of Democracy, Foreign Policy and International Relations of Pakistan with members of the House of Commons, United Kingdom and a session on Trump administration: Myths and Realities.

5. The Institute provided secretarial support and research services to facilitate arrangements for the 1st SAARC Young Parliamentarians Conference convened by Honourable Speaker National Assembly, Sardar Ayaz Sadiq, International Parliamentary Seminar on Kashmir arranged by Young Parliamentarians Forum and International Conference on the Role of Women Parliamentarians in strengthening Democracy and Social Justice arranged by Women's Parliamentary Caucus.

6. During the year the Institute took the program of 'Parliamentary Studies' to next level of operationalization by arranging 3-day Training of Trainers (ToT) for 34 faculty members from participating universities.

7. In 2016-17 the Institute organized various capacity building events for members of the Parliament, provincial assemblies and parliamentary staff that included workshops, seminars and conferences. These events were arranged on the 'need based' such as; workshop on Office Management for Officers of the Provincial Assembly of Balochistan, workshop on "Leadership Excellence and Strategic Challenges" for Honourable Members Provincial Assembly of Khyber Pakhtunkhwa, workshop on "Communicating for Leadership" for Honourable Members of the National Assembly of Pakistan, capacity building of the staff of the Public Accounts Committee of the National Assembly of Pakistan in collaboration with IP3, National Workshop for Honourable Committee Chairpersons on " Functions and Effectiveness of Parliamentary Committees", Federalism and Leadership in Digital World for Honourable Members provincial Assembly of the Punjab, Federalism and Devolution of Power after the 18th Constitutional Amendment, 3rd National Management Development Course, National Workshop on Managing Public Finance, Learning event for members of Gilgit Baltistan Legislative Assembly, National Workshop on Leadership Excellence in Parliamentary Committees for Chairpersons, Training of Public Accounts Committee (PAC) Staff Provincial Assembly of Khyber Pakhtunkhwa, and Orientation Session on the Rules of Procedure in the National Assembly of Pakistan for the Officers of Security and Exchange Commission of Pakistan etc.

8. The Institute arranged Inter Provincial Exchange Visits to the national Parliament and the provincial assemblies of Sindh, Punjab and Balochistan. The Institute in collaboration with the Parliamentary Reporters Association arranged national round table on Parliament-the Right Way to Rights for Parliamentary Reporters and workshop on Budget Making Process for Parliamentary Reporters.

9. In addition, PIPS facilitated Committee Wings of Senate of Pakistan and the National Assembly to conduct meetings of their Standing Committees (SCs) at the Institute. During the year 96 meetings of different committees, 5 meetings of Senate Forum for Policy Research, 12 meetings of Parliamentary Friendship Groups, 7 events of Young Parliamentarians Forum, and one event of Women's Parliamentary Caucus were arranged at the PIPS. The Institute provided the space and other facilities for the meetings along with logistic and IT facility including audio recording of the meetings.

10. During the year the Institute inked eight Memorandums of Understandings (MOUs) with various institutions including; Institute of Business Administration, Karachi, Golden Ring Economic Forum, Konrad Adenauer Stiftung, Westminster Foundation for Democracy (WFD), Friedrich Ebert Stiftung, Democracy Reporting International, Oxfam and UNAIDS to work together on topics of mutual interest.

11. According to the section 12(a) and 12(b) of the PIPS Act, 2008, Institute's annual expenses are shared by the Senate and the National Assembly in the ratio of 1/3rd and 2/3rd respectively. During fiscal year 2016-17 over-all receipts of the Institute stood at Rs.198.07 million. The total disbursement for FY 2016-17 remained at Rs.178.38 million whereas overall expenditure during FY 2015-16 was Rs.141.77 million. The increase in expenditure was due to substantial increase in the quantum of activities undertaken by the Institute.

PIPS Vision and Mission

The PIPS foresees establishing an appropriate forum to equip legislators with front-line policies and tools to perform their representative, legislative and oversight functions effectively and resourcefully. The Institute endeavors to provide high-quality, accurate and result-oriented services to elected members and staff of the legislative institutions in Pakistan to promote parliamentary excellence.

PIPS Values

PIPS team endeavors to work in unison for its sacred mission by following their cherished core values, which were drawn inclusively by all officers of the Institute in guidance of committee of Board of Governors during preparation of PIPS work plan 2014-15:

- a. **Integrity:** PIPS faculty and staff are inspired by honesty and truthfulness as personified by the Sunnah of Prophet Muhammad (SAW) and emphasized in numerous speeches by the founder of nation Quaid-e- Azam Muhammad Ali Jinnah. The team considers integrity as their primary value so as to create synergy towards their common mutually set goals.
- b. **Non-partisanship:** Institute’s professional faculty is committed to provide non-partisan analysis to assist MPs in making informed decisions to secure the national interest as aspired by the people of Pakistan.
- c. **Professionalism:** PIPS team values its humility to perpetually seek learning new concepts and ideas for keeping themselves abreast with essential skills-set that make them effective, efficient and knowledgeable professionals.
- d. **Accessibility:** The faculty of institute remains readily approachable to MPs for provision of timely services at their doorstep.
- e. **Anticipation:** Institute’s team continues a vigilant appraisal of national and international developments to accordingly assist MPs through essential technical support in anticipation to challenges and new realities concerning the country.

PIPS Functions

PIPS is committed to serve all national and provincial legislatures in their efforts to perform their tedious tasks of law making, executive oversight, and representation according to the aspirations and will of the people of Pakistan and to strengthen the tradition of a democratic order in the country. *According to the mandate of the Institute as mentioned in the PIPS Act 2008 Section 4 (a to m), the functions of the institute are as follows:*

- a. To maintain national, provincial and international data, information and statistics to make available to the parliamentarians for efficient performance of their duties;
- b. Undertaking research in respect of the federal and provincial laws and also to conduct study of international laws to support the parliamentarians in the law making process;

- c. To provide technical assistance to parliamentarians in performance of their duties;
- d. To provide training to the parliamentarians and parliamentary functionaries for performance of their duties;
- e. Arranging seminars, workshops or conferences;
- f. To take measures for the development of law making;
- g. Maintaining a record of all the existing ordinances and other enactments in force in Pakistan and in each province;
- h. To assist parliamentarians and legislative bodies in their efforts to ensure the public's understanding of working of parliament;
- i. To arrange courses on drafting legislations with special emphasis on parliamentary practices;
- j. To manage the internship programs for the parliament and provincial assemblies;
- k. To establish and maintain resource centers for the parliamentarians;
- l. Supporting the parliamentary committees in routine of their duties;
- m. any other function as may be assigned to it by the parliament or the board

Functions and Powers of the Board

In particular and without prejudice to the generality of the powers conferred by section 5 the Board shall: -

- a. Exercise a general control over the institutional affairs;
- b. Approve overall plans, policies and programs of the institute;
- c. Approve annual and long-term business plans of the institute;
- d. Review and approve training and research projects proposed by the Executive Director;
- e. Approve the annual development and non-development budget of the institute;
- f. Approve the organizational structure of the institute and lay down the terms and conditions of service of its employees;
- g. Engage consultants or experts as may be considered necessary for the efficient functional performance of the institute, on such terms & conditions as it deems fit;
- h. Appoint the Executive Director and other officers of the institute and approve their terms & conditions of services;
- i. Constitute sub-committees or advisory committees for the efficient discharge of the functions of the institute;
- j. Ensure the finances for the institute and exercise oversight thereof;
- k. Approve and submit annual report of the institute; and
- l. Make rules to carry out the purposes of this Act

Chapter: 1

Board of Governors

The Section 5 of the Pakistan Institute for Parliamentary Services (PIPS) Act, 2008 vests the overall control, direction and the superintendence of the affairs of the Institute in the Board of Governors (BOG).

The composition of the 22-member BOG of the Institute represents the entire spectrum of parliamentary institutions in Pakistan. Honourable Chairman of the Senate or the Honourable Speaker of the National Assembly by rotation for three years serves as the President of the BOG. Deputy Chairman of the Senate or the Deputy Speaker of the National Assembly by rotation for a period of three years serves as the Vice-President of the BOG. Other members of the BOG includes; Minister for Parliamentary Affairs, the Speakers of four provincial assemblies, four members of the Senate (nominated by the Chairman of the Senate on the basis of party representation in consultation with the parliamentary party leaders) and eight members of the National Assembly (nominated by the Speaker on the basis of party representation in consultation with the parliamentary party leaders). Secretary Senate of Pakistan, Secretary National Assembly of Pakistan and Executive Director of the Institute serve as ex-officio members. The Executive Director of the Institute also acts as Secretary of the BOG.

During July 1, 2016 till June 30, 2017 the Board of Governors (BOG) of the Institute held three meetings and provided leadership, direction and guidance to the Institute to achieve its mandate effectively.

Board of Governors, Pakistan Institute for Parliamentary Services (2016-17)

Sardar Ayaz Sadiq Speaker, National Assembly of Pakistan	President
Molana Abdul Ghafoor Haideri Deputy Chairman, Senate of Pakistan	Vice President
Rana Muhammad Iqbal Khan Speaker, Provincial Assembly of Punjab	Member
Agha Siraj Khan Durani Speaker, Provincial Assembly of Sindh	Member
Mr. Asad Qaisar Speaker, Provincial Assembly of Khyber Pakhtunkhwa	Member
Ms. Rahila Hameed Khan Durrani Speaker, Provincial Assembly of Balochistan	Member
Sheikh Aftab Ahmed Minister for Parliamentary Affairs	Member
Senator Mir Hasil Khan Bizenjo Federal Minister for Ports and Shipping	Member

Ms. Marriyum Aurangzeb Minister of State for Information, Broadcasting and National Heritage	Member
Senator Farhatullah Babar	Member
Senator Rubina Khalid	Member
Senator Nuzhat Sadiq	Member
Syed Naveed Qamar Member National Assembly	Member
Malik Muhammad Uzair Khan Member National Assembly	Member
Sardar Awais Ahmed Khan Leghari Member National Assembly (<i>Replaced Mr. Zahid Hamid on Dec. 16, 2016</i>)	Member
Dr. Muhammad Afzal Khan Dhandla Member National Assembly (<i>Replaced Mr. Danyal Aziz on Dec. 16, 2016</i>)	Member
Sheikh Salahuddin Member National Assembly (<i>Replaced Mr. S. A. Iqbal Qadri on Dec. 16, 2016</i>)	Member
Ms. Nafeesa Inayatullah Khan Khattak Member National Assembly (<i>Replaced Mr. Shafqat Mehmood on Dec. 16, 2016</i>)	Member
Ms. Shahida Akhtar Ali Member National Assembly (<i>Replaced Ch. Muhammad Shahbaz Babar on Dec. 16, 2016</i>)	Member
Mr. Amjed Pervez Malik Secretary, Senate of Pakistan	Ex-officio Member
Mr. Jawad Rafique Malik Secretary, National Assembly of Pakistan	Ex-officio Member
Mr. Zafarullah Khan Executive Director	Ex-officio Member/Secretary

Meeting of the BOG (July1, 2016 to June 30, 2017)

S. No	Meeting Date	Attendance
1	October 4, 2016	14
2	February 8, 2017	13
3	April 18, 2017	12

Major Decisions:

- i. The PIPS Work Plan 2016-17 was laid and approved by the Board of Governors. The Board appreciated the Sub Committee comprising Ms. Marriyum Aurangzeb, State Minister for Information, Broadcasting and National Heritage, Senator Rubina Khalid Senator Farhatullah Babar and Malik Muhammad Uzair Khan, MNA, who had worked for four months to finalize KPI based Work Plan of Activities.
- ii. The Board of Governors was pleased to approve the Budget Estimates (B.E) for the Financial Year (F.Y) 2017-18 and Revised Estimates (R.E) for FY 2016-17 amounting to Rs. 232,198,227/- and Rs. 210,960,926/- respectively.
- iii. The Board of Governors approved the amendment in PIPS Act, 2008 regarding inclusion of the Speakers of Azad Jammu and Kashmir and Gilgit Baltistan Legislative Assemblies as members of PIPS BOG in the light of the opinion from the Ministry of Law and Justice.
- iv. The BOG directed the Executive Director to prepare draft report of HR Review including new organogram, job descriptions and terms of references for PIPS employees as per recommendations by the Sub Committee for Human Recourse Review. Malik Muhammad Uzair Khan, MNA was also included in the HR Review Committee.

The Institute is organized in various wings including; the Research and Information Technology, the Training and Legislation and the Human Resource and Finance for its effective day to day functioning. With specific and specialized services, these wings collectively constitute the vibrant PIPS team to complement the work of honourable legislators.

The Research, Training and Legislation wings provide specialized services to the entire parliamentarian population and parliamentary officials in the country. The Human Resource and Finance wing provides support services to effectively and efficiently undertake the mandate of the Institute in the light of vision and guidance provided by the Board of Governors (BOG).

Chapter: 2

Research and Information Technology Services

a. PIPS Research on Demand Service:

As per guidance and vision of Board of Governors the Institutes Research Wing prepared 172 research papers as part of PIPS Research on Demand Services in 2016-17. This comprises 110 exclusive researches conducted for individual Members of Parliament through PIPS Research on Demand Service against the set target of 60 papers per annum.

As per international practice at similar parliamentary institutions such as the Congressional Research Services, PIPS Research on Demand Service prepares analytical and informational papers for MPs within stipulated deadline and in confidentiality to assist them make informed debate and decisions in performance of their day to day parliamentary functions. In addition, 17 budget briefs and 45 papers were conducted as part of PIPS Technical Assistance to Committees Service. 57 percent of the total 172 papers were conducted for women MPs and 47 percent for their men counterparts; similarly, out of total 39 percent papers were done for MNAs, 35 percent for Senators, 22 percent for Members of Provincial Assemblies and 4 percent for others. Since inception, the Institute has produced 506 papers for Honorable MPs.

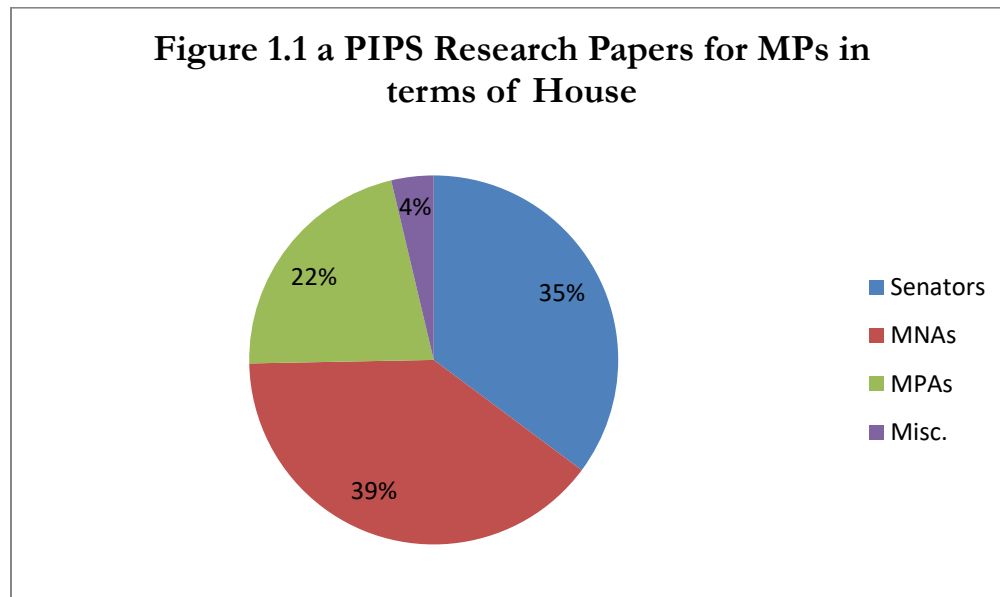
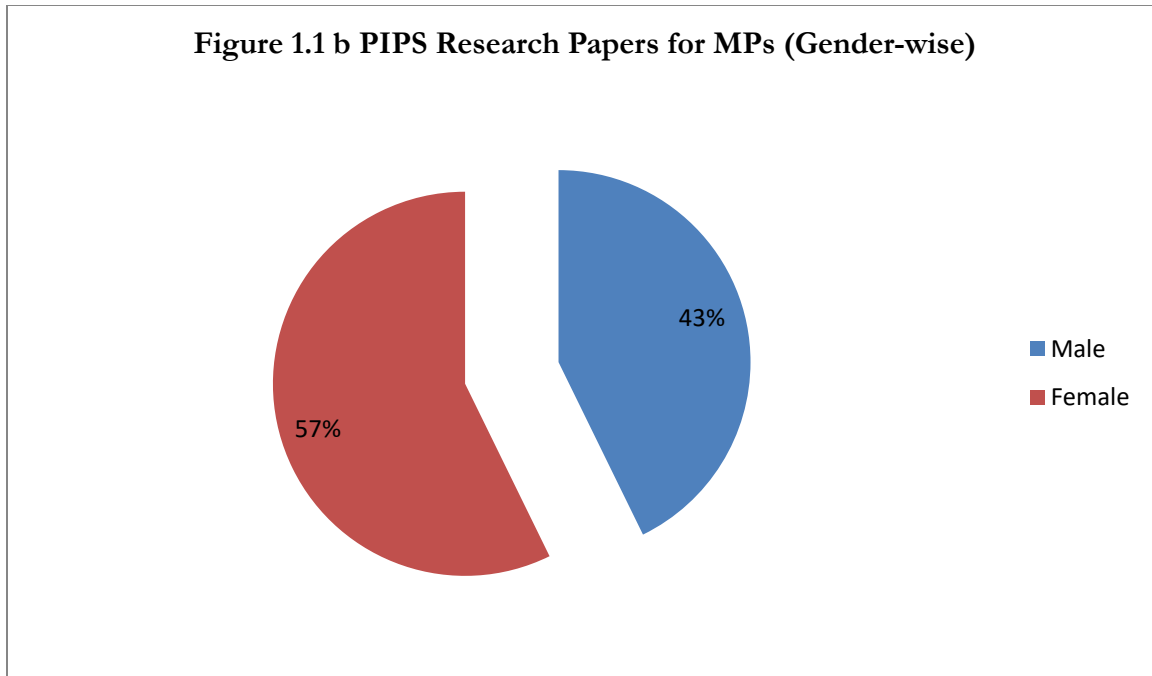


Figure 1.1 b PIPS Research Papers for MPs (Gender-wise)



b. Technical Assistance to Standing Committees:

The Institute commenced its “Technical Assistance Service” in 2015 for providing detailed reports on specific subjects/themes to Standing Committees and Parliamentary bodies. During FY 2016-17, the Institute prepared 45 technical papers for various standing committees and parliamentary forums like Young Parliamentarians Forum and Women’s Parliamentary Caucus. The Institute worked with the Senate Secretariat to prepare a comprehensive study on ‘Documentation of Parliamentary Papers: Committee Reports.’

c. PIPS Anticipated Research Service (Monthly Parliamentary Research Digest):

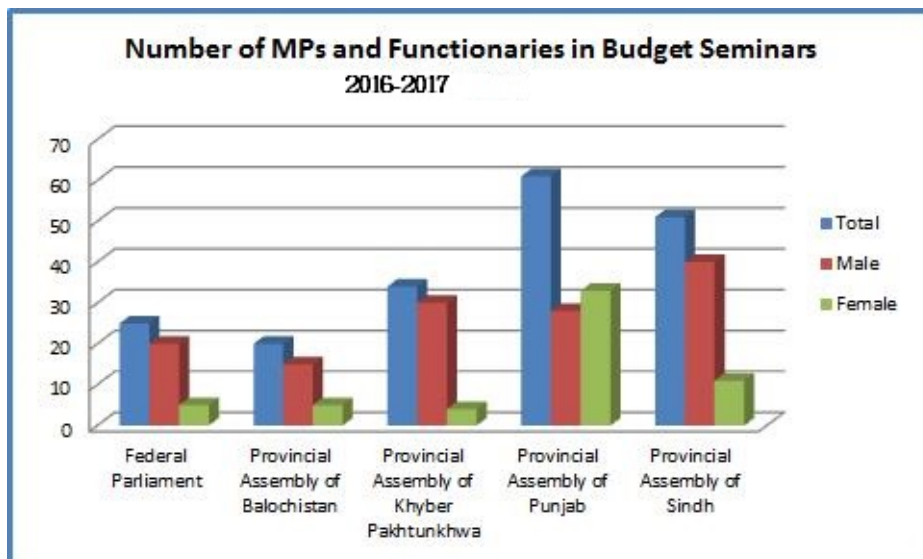
The widely circulated PIPS Parliamentary Research Digest has successfully completed its three and half years of publication with 42 editions and 145 articles on key topics of parliamentary interest. This enables PIPS to undertake research on anticipated topics that are either being discussed or needs attention of the legislatures. During FY 2016-17, 46 articles have been published as per set target in business plan. The readers include 1254 parliamentarians and members of provincial and legislative assemblies across the country, as well as parliamentary functionaries, civil society, universities and interested public. The circulation of the digest was increased to 1700 during this financial year and by the grace of Almighty Lord, PIPS Parliamentary Research Digest has received great appreciation from the parliamentarians, academia and civil society.

d. PIPS Budget Desk:

PIPS establishes budget desk annually with the aim to provide technical assistance to MPs in understanding and deciphering the budget document. Since 2010, PIPS budget desk has prepared 65 budget papers for the members of the Parliament.

The desk has prepared 17 budget briefs as per demand for honorable MPs during FY 2016-17. In continuation of its tradition of conducting pre and post budget seminars, PIPS Research wing organized following 05 seminars for the MPs. around 173 Members of Parliament and their functionaries from National Parliament and four provincial assemblies took part in absorbing sessions held in Islamabad and four provincial capitals. The Institute engaged leading economists, representatives of provincial revenue authorities, Ministry of Finance and budget experts to conduct the interactive session for the MPs. The five seminars held are enlisted below:

- Pre-Budget Seminar for Members of Provincial Assembly of Balochistan, May 15, 2017
- Pre-Budget Seminar for Members of Provincial Assembly of Khyber Pakhtunkhwa, May 15, 2017
- Pre-Budget Seminar for Members of Provincial Assembly of Punjab, May 23, 2017
- Pre-Budget Seminar for Members of Provincial Assembly of Sindh, May 18, 2017
- Post-Budget Seminar for Members of Senate and National Assembly, Friday, June 02, 2017



These events were supported by European Union's Subai project and were attended by Hon. Ministers and Members of Provincial Assemblies of Balochistan, Khyber Pakhtunkhwa, Punjab and Sindh as well as their committee staff. The events were presided by Hon. former Chief Minister Balochistan, Dr. Abdul Malik, and Members of PIPS Board of Governors, Hon Speaker, Provincial Assembly of Khyber Pakhtunkhwa, Asad Qaiser, Hon Speaker, Provincial Assembly of Punjab Rana Muhammad Iqbal Khan and Minister for Sindh Government.

1.2 PIPS Core Curriculum Publications: The Institute has always recognized the importance of developing updated publications on key and emerging topics of parliamentary significance for the entire parliamentary fraternity including the Members of Parliament. In this context, the significant publications published during FY 2016-17 are as under:

i. Book on Public Hearings and Parliamentary Committees:

Public Hearing by parliamentary committees is an enhancing trend in our legislatures, which provide MPs to ponder various legislative issues with experts of the field. PIPS developed a book which was circulated to Chairpersons of all Standing Committees of Senate and National Assembly in addition to being utilized in workshops conducted on the theme at PIPS.

ii. SAARC Young Parliamentarians Conference Information Pack:

PIPS Research Wing developed information pack containing research based articles for SAARC 1st ever Young Parliamentarian's conference held in PIPS in August 2016. The publication was distributed among 300 delegates and participants from SAARC countries.

iii. Constitutional Forums for Resolving Federal-Provincial Issues in Pakistan:

The 16 pages report is a brief survey of mechanisms for conflict mediation and resolution between the federal and provincial tiers of government within the constitution of Pakistan. The publication developed by the worthy Executive Director has also been circulated to around 200 MPs and functionaries.

v. Reader / Information Pack for International Parliamentary Seminar on Kashmir:

PIPS developed a comprehensive Reader of the Two Days International Parliamentary Conference on Kashmir, January 05-06, 2017. It comprised of articles on themes discussed during plenary sessions: Kashmir- a humanitarian crisis, UN resolutions on Kashmir, intellectuals and international civil society's reaction to Indian oppression in the occupied Kashmir. No less than 500 copies of said publication were distributed to every participant and delegate of the international conference.

vi. Rules of Procedures Work Book:

A work book on Rules Harmonization focused on comparison of all Assemblies viz a viz committees reports and resolutions was published. It was utilized by participants from among all

houses of Parliament during National Workshop on Harmonization of Rules of Procedures held in March, 2017 at PIPS.

vii. **Discover the Parliament of Pakistan-Youth Guide, April 2017:**

This is one of the most popular books for youth about the Parliament, its structure and working as it focuses on values of democracy and orients youth about Constitution's parliamentary nature. PIPS outreach desk has engaged around 1243 students throughout FY 2016-17, which brings the total to around 6,000 students from schools, colleges and universities from all federating units since 2012, among whom the book was disseminated as part of Institute's regular sessions at universities and/or for academic institutions' delegations arriving at PIPS.

viii. **Report on PIPS National Training of Trainers Workshop on Parliamentary Studies, April, 2017:**

The Institute printed 200 copies of the said publication. It covered proceedings of three days National Training of Trainers Workshop on Parliamentary Studies for participants of 25 leading universities of Pakistan. A copy of report has been shared with each participant, Vice Chancellors of the respective universities as well as Members of the Parliament – the Senate and the National Assembly.

ix. **Preparation of Daily Bulletin of International Parliamentary Women Conference March 13-15, 2017:**

PIPS also assisted in preparation of Daily Bulletin of International Parliamentary Women Conference in close cooperation with National Assembly Research Wing and Women's Parliamentary Caucus.

1.3 **PIPS Data Portal:** The Institute has developed in-house data portal in its library, which has about 6125 articles, reports and statistical data from national and international sources on education, health and economy including Public Sector Development Programs (PSDP), trade, commerce, defense, security and Regulatory Authorities for parliamentarians and parliamentary functionaries. The repository also contains 8890 articles from various newspapers in the form of newspaper Index on Defense and Security, Education, Environment and Health. The Institute updates this database on regular basis. During 2016-17, PIPS and National Assembly also deliberated on a proposal of an easily retrievable and user friendly database, which may be made available on tablets to be installed in the House at each Member's Desk.

1.4 **PIPS Daily News Brief:** A regular feature of Institute is its "Daily News Brief Service" which keeps its subscribers updated to parliamentary, national and international news. PIPS Research Wing e-mails Daily News Brief to 250 parliamentarians and parliamentary functionaries on daily basis.

2.1 **Seminar and conferences**

In the light of the work plan approved by PIPS Board of Governors, the Institute contributes by holding national as well as international seminars and conferences on topics of parliamentary and national significance. The FY 2016-17, has been a watershed as the PIPS team provided secretarial and research services to organize events of urgent and imperative nature as well as collaborated with the National Parliament in comprehensive international parliamentary conferences. The details have been provided as under:

i. 1st SAARC Young Parliamentarians' Conference: As envisioned by the Honorable Speaker National Assembly/ President PIPS BoG, Sardar Ayaz Sadiq, the 1st SAARC Young Parliamentarians' Conference (SYPC) was organized jointly by the National Assembly of Pakistan and the Pakistan Institute for Parliamentary Services with the support of IP3 project of the European Union on August 16-17, 2016. No less than 150 participants, including 60 Young Members of Parliaments and delegates from Afghanistan, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka; Members of Parliaments from both the national as well as provincial legislatures including Hon. Speaker of Sindh Assembly, Agha Siraj Khan Durrani, and Hon. Speaker of the Provincial Assembly of Balochistan, Ms. Rahila Hameed Khan Durrani, members from civil society and media attended the Conference.

ii. Seminar and Documentary on Plight of Women in Indian Held Kashmir: PIPS organized one day seminar on Plight of Women in Indian Held Kashmir in collaboration with Women's Parliamentary Caucus. The event was attended by 15 MNAs, 17 Diplomats, members of civil society and university students from Quaid e Azam University, Iqra University, Bahria University, Riphah University and ICAS School Islamabad.

iii. National Round Table on Parliament- The Right Way to Rights for Parliamentary Reporters: PIPS organized two-Days National Roundtable on Sustainable Development Goals, titled "National Roundtable on Parliament – the right way to rights" for parliamentary reporters and journalists on December 01-02, 2016. It was first of its kind workshop for parliamentary reporters, in which in addition to representatives from Parliamentary Reporters Association (PRAs) more than 50 reporters from all the provinces were invited to participate in order to enhance their skills for reporting relating to the Parliament of Pakistan.

iv. Round Table on Pakistani Constitutionalism and Human Rights for MPs and Parliamentary Researchers with Dr. Paula Newberg, Thursday, December 08, 2016: An interactive session was held at the Pakistan Institute for Parliamentary Services on constitutionalism and human rights for select group of MPs and parliamentary researchers working for individual MPs and parliamentary committees. Dr. Paula Newberg, an international expert on human rights and democracy, was the guest speaker. Senator Rubina Khalid and Ms. Aasiya Nasir, MNA, Mahendra Lawoti Professor at Western Michigan University, 05 researchers from the National Assembly of Pakistan, and 10 officers and YPSEs from research and legislation wings of PIPS attended the session. It was held under the auspices of Committee

Technical Support Programme of the PIPS in collaboration with American Institute of Pakistan Studies, Islamabad.

v. **International Parliamentary Seminar on Kashmir, January 05-06, 2017:** As envisioned by the Honourable Speaker National Assembly of Pakistan/ President PIPS BOG Sardar Ayaz Sadiq, an unprecedented *International Parliamentary Seminar on Kashmir* was organized at PIPS where dignitaries comprising 20 International members of parliaments and experts from European Parliament, United Kingdom, Canada and North America, in addition to 500 national delegates comprising over 50 members Parliament of Pakistan across all political parties, academia, social scientists, think tanks, international reporters and students were present. The Honourable Speaker Sardar Ayaz Sadiq appreciated the untiring efforts of PIPS team to contribute in organizing the seminar.

vi. **International Conference on the role of Women Parliamentarians in Strengthening Democracy and Social Justice:** Pakistan Institute for Parliamentary Services assisted the Women's Parliamentary Caucus of the National Parliament for organizing the international conference on the role of women parliamentarians in strengthening democracy and social justice on March 13-15, 2017. The parliamentary delegates from 13 countries from Asia, Africa, Europe and the Australian continents and around 700 participants including Members of Parliament, civil society, NGOs and public at large gathered in Islamabad to share views and exchange best practices in the critical realm of women's meaningful political, economic, social and cultural empowerment.

vii. **National Training of Trainers (ToT) on Parliamentary Studies Program, March 20-22:** A three day National Training of Trainers on *PARLIAMENTARY STUDIES* was organized at PIPS in the backdrop of declaration signed on February 9, 2015 by Vice Chancellors of 25 universities in the guidance of Honourable Speaker National Assembly of Islamic Republic of Pakistan/ President PIPS Board, Sardar Ayaz Sadiq to introduce parliamentary studies as a new discipline in universities. The national ToT was attended by 36 faculty members and academics from 22 reputed institutions from all over Pakistan, who are either working on the program or planning to introduce the parliamentary studies program in their respective institutions. The workshop saw a unique precedent as the Honourable Speaker, National Assembly, Sardar Ayaz Sadiq and the Honourable Chairman Senate, Senator Mian Raza Rabbani interacted with university professors in over one hour each class room settings. Both the visionary leaders held candid and interactive sessions with the learned political scientists and faculty members teaching courses of parliamentary studies in respective universities, to discuss in detail not only the discipline of parliamentary studies but more importantly challenges to democratic order in the country as well as new initiatives taken by the National Parliament.

viii. **Round Table on Consolidation of Democracy, Foreign Policy and International Relations of Pakistan, April 05, 2017:** The Institute conducted a Round Table on Consolidation of Democracy, Foreign Policy and International Relations of Pakistan between a seven member

delegation of United Kingdom's House of Commons and MPs from Parliament of Pakistan to deliberate on the mutual issues of foreign policy and democracy.

ix. **Round Table briefing on Trump Administration:** The Pakistan Institute for Parliamentary Services organized Round Table on "Trump Administration: Myths and realities" with Dr. Miriam Golden on June 20, 2017. Professor Dr. Miriam Golden, University of California deliberated on the general misconceptions vs. ground realities related to Trump Administration. Issues discussed were Russian intervention in United States (US) politics, US withdrawal from Paris Agreement, increased number of US troops in Afghanistan, general public perception and possibility of impeachment of Trump, recent Gulf crisis, Trump's executive order on immigration and his personal business interests. Around 25 parliamentary researchers from Senate, National Assembly of Pakistan and PIPS faculty members participated in absorbing session breaking the myths that Trump is a majority President.

2.2 PIPS Outreach Parliamentary Education Program

The Institute as per tradition organized 09 events engaging over 766 participants including Hon. Members of Parliament, college and university youth, civil society, parliamentary reporters, representatives of media as well as academia. The detail of events is provided as under:

National Youth day Conference on Democracy, Peace and Entrepreneurship: PIPS celebrated International youth day on August 12, 2016 for the third consecutive year with the guidance and collaboration of Young Parliamentarians Forum (YPF). MNA Romina Khurshid, former MNA Yasmeen Rehman, Senator Ayesha Raza Farooq, MNA, Ms Laila Khan, Mr Zafarullah Khan, Executive Director PIPS as well as 15 MNAs from various parliamentary parties took part in parallel breakout sessions on Youth Entrepreneurship and Youth as agents of tolerance and peace. The participants deliberated on Youth Dialogue and Insights on Constitutionalism, Parliament and State-Building towards indigenous narrative for democracy, Participation of Youth in initiatives of peace and harmony, Education for promotion of Entrepreneurship and Employment opportunities by and among Youth during breakout sessions.

UN General Assembly Simulation Session on Kashmir Issue-The Way Forward: PIPS as per its work plan engages parliamentarians and functionaries with youth and civil society. The Research and IT Wing of Institute and Iqra University, Islamabad Campus held a model United Nations General Assembly Session participated by around 200 students from 40 educational institutions across Pakistan on October 21, 2016. Students from Iqra University, Quaid e Azam University, Islamabad, International Islamic University, Air University, Islamia College University Peshawer, Fatima Jinnah Women University, Bahria University, University of Agriculture Faisalabad, National University of Modern Languages and COMSATS (Peshawer), Swat University, Karachi University, FC College Lahore, Beacon House School System, Roots School, City School, NDU, NUST, COMSATS (Abbottabad Campus), Headstart School

Islamabad and University of Balochistan, Quetta attended the event. The three hours session was presided by Honorable Senator Farhatullah Babar.

Seminar on “Quaid-e-Azam Muhammad Ali Jinnah as a Parliamentarian”: To mark the celebration of the beloved Founding Father’s 140th birth anniversary, the Pakistan Institute for Parliamentary Services held a seminar on “*Quaid-e-Azam Muhammad Ali Jinnah as a Parliamentarian*” on Thursday, 22nd December 2016. Around 125 participants from amongst academia, media and parliamentary leadership attended the day. Key note speakers included, Ms. Aasiya Nasir, MNA, Mr. Shehryar Afridi, MNA and Ms. Marriyum Aurangzeb, Minister of State for Information Broadcasting and National Heritage. Participants included around 92 students and faculty members from seven universities including National Defense University, Bahria University, Capital University of Science and Technology, Riphah International University, Iqra University, Pakistan Institute of Development Economics and Quaid-e-Azam University. The event was covered and reported by 15 news channels including PTV News, Geo News, Samaa News and Dawn News.

Seminar on Constitution Day, April 10, 2017 (126 students): The fourth Annual Constitution day was celebrated in PIPS premises in order to instill the significance of the Constitution of Islamic Republic of Pakistan 1973 among citizens, particularly the youth. Hon. Senator Farhatullah Babar was the chief guest of the occasion which was attended by 126 participants majority of them including students from ten universities i.e. PIDE, COMSATS Institute of Information Technology, CUST, Air University, Abdul Wali Khan University, International Islamic University, Riphah Institute of Public Policy, Bahria University, Fatima Jinnah Women University, and University of Swabi. Ms. Nafeesa Khattak, MNA, talked on “Parliament: a source of tolerance in the society.” She highlighted that unrest culminates in the society when fundamental rights are guaranteed in letter and spirit. She emphasized the role of parliamentarians as leaders for ensuring peace harmony and tolerance in the society. Ms. Naeema Kishwer, MNA, spoke on “Youth in Parliament and Democracy.” She underscored the significance of the local government in upholding the democratic tradition in the country and highlighted the opportunity it offers to youth, as the institution is getting strengthened and opening new avenues for learning in the upcoming decades.

The other activities included a seminar on Parliament, Constitution and State building for Students of UET, Lahore on November 23, 2016, seminar on Parliament, Constitution and State building with students of Air University on December 14, 2016, seminar on Role of Pakistan Institute for Parliamentary Services with students of Sindh Madrassatul Islam University, January 11, 2017, seminar on Constitution, Parliament and State Building with students of The University of Punjab, Lahore on February 28, 2017 and an interactive session with Young Women Leaders of Pakistan, on April 06, 2017.

3. **Parliamentarians Resource Centres:**

Since 2010, PIPS-PRC is operating in Parliament Lodges at the doorstep of MPs in order to facilitate them with different facilities including Internet, Photo coping, fax, printing, newspapers and Conference Room. The PIPS has also set up three PRCs in Provincial Assemblies of Balochistan, Khyber Pakhtunkhwa and Punjab with similar facilities. Since 2016 legislative and research services have also been extended to the MPAs of respective assemblies. The PIPS is set to open its Parliamentary Resource Centres in the Provincial Assembly of Sindh next year. The performance of these functional branches of PIPS-PRCs is given below:

i. PIPS-PRC Parliament Lodges, Islamabad: MPs visited the PRC more frequently (1196 visits; Senators 526, MNAs 670) in FY 2016-17 as compared to last year (860 visits) for various services offered including printing, fax, scanning of documents, informational researches and reading newspapers and parliamentary material. The PRC hall was utilized for holding more than 90 Standing Committee meetings. The above mentioned data shows that utilization of PIPS-PRC enhanced markedly during 2016-17 for availing various services and facilities.

ii. PIPS-PRC Provincial Assembly of Balochistan: The Institute had extended its research services to all provincial assemblies in December, 2016. Therefore, Members of Provincial Assembly of Balochistan have started to utilize PIPS research and legislative services through its PRC. The Institute prepared 12 research papers and drafted 07 bills on demand of MPAs through its PRC in Quetta.

iii. PIPS-PRC Provincial Assembly of Khyber Pakhtunkhwa: PIPS received three requests for drafting of bills. The office is also assisting secretariat for performance of various tasks.

iv. PIPS-PRC Provincial Assembly of Punjab: This office was actively utilized by Members of Provincial Assembly of Punjab as well as Assembly Secretariat. PIPS-PRC received 45 research requests from MPs out of which 09 related to budget. Legislative and non -legislative business included drafting 09 bills, 14 amendments, 04 questions, 10 adjournment motions, 07 calling attention notices and 24 resolutions. The office is also assisting assembly secretariat for preparation of publications and standing committees for providing research support.

4. **New Initiatives**

i. Joint Forum of Parliamentary Researchers: This forum was established in October 2016. PIPS hosted two meetings of focal persons of Research Wings of Senate, National Assembly and PIPS during 2016-17. The Forum meets on quarterly basis to share products and services as well as to explore avenues for partnerships for the future. PIPS intends to hold a national conference of parliamentary researchers and librarians in 2017-18 to further streamline the tradition of objective non-partisan parliamentary research in all legislatures of the country at national and provincial level. PIPS also engaged parliamentary researchers in two round tables.

ii. Parliament@70 Project:

As the Parliament's centre of excellence offering research, legislative, outreach and training support to members of Parliament, committees as well as parliamentary functionaries, the Pakistan Institute for Parliamentary Services envisaged to gather, document and present the whole parliamentary proceedings to public in user-friendly easy access by commencing its Parliament@70 Research Initiative. The project endeavors to document parliamentary proceedings in the shape of issue-oriented Index of both Senate and the National Assembly of Pakistan. PIPS will develop during 2016-17, key books/publications to mark the historic events of our parliamentary history. Six short term Interns are hired to record all significant happenings in said proceedings of every session of the Parliament through support by UKAID project that culminated in March 2017. The project involves a gigantic effort in browsing through every single page of written/recorded proceedings of every day on which the Parliament has had its sitting since the first session of the Constituent Assembly of Pakistan on 10th August, 1947. Thus, the project Parliament@70 involves reading hundreds of pages that needs continues work for another six months to complete the task. The task once completed, will provide much needed gateway to social scientists, lawyers community researchers, journalists and civil society as well as public at large to see for themselves Parliament's contribution and role in day to day development and well-being of the nation. During the FY 2016-17, proceedings of the National Assembly from 1947 to 1977 have been completed and project is expected to be completed in 2017-18.

iii. Coordination and Editing of Research Papers Punjab Assembly: PIPS Research Wing coordinated and mentored interns placed at Provincial Assemblies by Democracy Reporting International during 2016-17 through the PIPS-PRC. Papers for MPs prepared by Interns were edited before sending to MPAs.

iv. Memorandum of Understanding (MoU): PIPS signed MoUs with partners including Westminster Foundation of Democracy, UKAID, UNAIDs, OXFAM, GREF and Democracy Reporting International to collaborate in various capacity building activities for members of Parliament and their functionaries.

v. Servers Virtualization: The Institute maintains its updated IT system. It recently shifted its main servers infrastructure from four physical isolated hardware based environment to virtualized environment through Huawei Fusion computer software and data SAN. The current virtualized environment can cater not only for more than 50 virtual machines (servers) due to its scalability nature that will now fulfill to the need of more servers requirement for ERP, Koha, Squid Caching, WSUS and KAV etc., but it has cut the cost of having more servers for the management of cooling, power, security and centralized management.

5. Guest Speaker Sessions as PIPS Faculty:

PIPS research faculty Mr. Muhammad Rashid Mafzool Zaka, Ms. Tehseen Khalid, Mr. Muhammad Rizwan Manzoor and Ms. Fakiha Mehmood trained youth on Principles of Parliamentary Research, Report Writing and Abstract writing; Referencing Skills; Preparing Briefs and Talking Points; Constitution, Parliamentary Committees and Public Hearings, Concept of Parliamentary Exchanges as well as Malnutrition and SDGs. The Research wing also mentored research projects of participants of National development Management Course in addition to conducting their defense and evaluation.

These sessions include: Orientation Session of PIPS Young Parliamentary Subject Experts on Constitution, Functions of Parliament and Parliamentary Research, 4-11 Nov, 2017 (20 YPSEs), Session on Constitution, Parliament and State Building and Parliamentary Research for Prime Ministers Youth Training Scheme, Orientation Batch 1-3, January- February, 2017 (342 Interns), Orientation Session of National Internship Program Interns on “Constitution, Parliament and State Building and How to write a Parliamentary brief” 04-05 July, 2017 (75 Interns), Subai Young Parliamentary Associates Orientation Programs- Sessions on Constitution, Functions of Parliament, Parliamentary Research, Parliamentary Research Products July 05-06, 2017 (30 YPAs), and Subai Young Parliamentary Associates Orientation Programs- Sessions on Parliamentary Research, Parliamentary Research Products and Budget Making August 09, 2017 (10 YPAs).

6. PIPS Interactive website (www.pips.gov.pk)

In 2016, PIPS developed a new interactive user friendly website www.pips.gov.pk with many new features incorporated such as Log In for individuals MPs, E-Learning System, Research and Legislation requisition Services and social networking. It also contains PIPS’s Publications, PIPS Parliamentary Research Digest, Library Services, JSTOR subscription for its users. The current website is dynamic, database driven scalable, Search optimized content enabled, having Parliamentarians/members driven content submission and retrieval system. It is Content Management System (CMS) based with Library Integration that covers international website development standards (W3C standards). It is secure and risk free and visually attractive in line with Pakistan parliamentary tradition. PIPS is actively used by visitors from within country as well as US, UK, France, Finland, China, Germany, Canada, India and numerous other countries.

The table given below illustrates the website usage during FY 2016-17.

PIPS Web Portal Usage and Visits (July 2016 - June 2017)					
Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
July 2016- June 2017	39,208	54,584	353,996	2,890,432	264.25 GB

7. PIPS Library

The Institute has developed a library for honorable parliamentarians and parliamentary researchers for ready reference. It is an excellent facility where journals, books and reports of parliamentary importance are available for readers. Its comprises of special set of collection on government, politics, international relations, research methods, training, economics, business, law and history. It has also subscribed HEC Digital Library and Pakistan Law Site. The library has added a collection of 462 new titles/books during FY 2016-17. PIPS has renewed subscription of 09 periodicals including Pakistan Law Journal (PLJ), Pakistan Legal Decisions (PLD), Supreme Court Monthly Review (SCMR), All India Reporter (AIR), Harvard Business Review, Readers Digest, Newsweek and Foreign Affairs while 02 new journals namely Journal of Democracy and Parliamentary Affairs have been subscribed. The library has prepared a database of Newspaper Articles and indexing is done on daily basis. During FY 2016-17, a total of 4287 newspaper articles have been indexed. PIPS library has established liaison with various Universities/ research based organization and is exchanging publications on regular basis. In addition to the above mentioned tasks the library staff also assist researchers and provide specialized and priority services for legislators and their staff.

Chapter: 3

Training and Legislation Services

The Legislation Wing of PIPS completed a variety of tasks during the year 2016-2017. The assignments included providing assistance to the honourable Parliamentarians in Legislative Drafting; Assessment of Laws; conducting Non-legislative Business (i.e., preparation of Resolutions, Motions, Questions and Calling Attention Notices); Research Briefs on legal status of an issue; conducting Public Hearings and Outreach Programs; Publications.

During the year 2016-2017, five (5) proposals to amend the Constitution were drafted which were:

i. Constitution (Amendment) Bill, 2016

A proposal to amend Article 251 of the Constitution was drafted on 22nd November 2016, on request of Senator Karim Ahmed Khawaja. It was proposed that Article 251 be amended to include 'Punjabi, Sindhi, Pashto and Balochi' along with Urdu, for making the Government ensures promotion of regional languages.

ii. Constitution (Amendment) Bill, 2016

A proposal to amend Fourth Schedule of the Constitution was drafted on 2nd December 2016 for Mr. Muhammad Muzammil Qureshi, MNA. It was proposed that Federal Legislative List in Fourth Schedule of the Constitution be amended to empower the Federal Legislature to frame laws on agricultural income to remove discrimination between different segments of taxpayers.

iii. Constitution (Amendment) Bill, 2017

A proposal to amend Article 228 of the Constitution was drafted on 3rd February 2017, on demand of Senator Sehar Kamran. It proposed to amend clause (d) of Article 228 of the Constitution to increase minimum number of woman member of Council of Islamic Ideology from 'one' to a minimum of 'two' for ensure adequate representation of women in Council of Islamic Ideology.

iv. Constitution (Amendment) Bill, 2017

A proposal to amend Article 27 of the Constitution was drafted on 6th February 2017, for Senator Chaudhary Tanvir Khan. It proposed to extend the quota system of provinces in the Federal Government for further 20 years.

v. Constitution (Amendment) Bill, 2017

A proposal to insert a new Article 25A in the Constitution was drafted on 11th May 2017, on request of Senator Karim Ahmed Khawaja. It proposed to insert a new Article and to make it

responsibility of state to provide adequate food, clean water, suitable shelter and health care to citizens of Pakistan as their fundamental right.

A total sixty six (66) Private Member Bills were drafted. Out of which thirty one (31) were new bills on different issues of national importance, thirty two (32) were amendment bills and three (3) were amendments in the rules of procedures. Twenty three (23) requisitions originated from the Senate of Pakistan, seventeen (17) from the National Assembly of Pakistan, twenty one (21) from the Provincial Assembly of Punjab, one (1) from the Provincial Assembly of Khyber Pakhtunkhwa, seven (7) from the Provincial Assembly of Balochistan and one (1) from the Legislative Assembly of Gilgit-Baltistan. Out of sixty six (66) bills, twenty six (25) were for women parliamentarians.

Complete assessment of the Journalists Welfare and Protection Bill, 2017 and the Election Laws (Amendment) Bill, 2014 was carried out, keeping in view the political, social, cultural and economic aspects in order to improve the efficiency of existing legislation.

In the area of legislative research, thirty (30) research, briefing papers and reports on different issues were provided to the Honorable Parliamentarians on human trafficking, child rights, human rights, electoral laws, international law, and fundamental rights etc.

Non-Legislative services provided to the Honourable Parliamentarians included thirty one (31) Resolutions, five (5) Calling Attention Notices, four (4) Questions and three (3) Adjournment Motions.

To encourage participation of relevant stakeholders in the process of legislation, four (4) events were organized, which included:

i. A Public Hearing on newly introduced bill “The Prevention of Malpractices in Academia Act, 2016” was organized on 23rd November 2016. The Committee Chairpersons, Members of concerned Parliamentary Committees, concerned Government officials and the Academia participated in the event and gave recommendations for improvement of the bill.

ii. A Public Hearing on a newly introduced bill “The National Commission for International Law and Commitments Bill, 2016” was organized on 21st December 2016. The Committee Chairpersons and Members of concerned Parliamentary Committees participated in the deliberations and provided valuable input to improve effectiveness of the bill.

iii. An event of Parliamentary Outreach was organized for Faculty and Students of Shariah and Law of the International Islamic University, Islamabad on 15 December 2016. The participants were briefed about importance of Parliament in the nation building, its functions and legislative procedure.

iv. An Expert Hearing on Draft Elections Bill, 2017 was held on January 11, 2017. The event was organized by Pakistan Institute for Pakistan Services in collaboration with Democracy

Reporting International (DRI). The participants of the Hearing included Honorable Parliamentarians from the Senate and National Assembly of Pakistan, civil society, journalists and technical experts. The participants of the Hearing analyzed the Draft Election Bill in detail and proposed recommendations to improve the quality of proposed legislation to ensure free and fair elections in the country.

Four (4) research papers were prepared on national issues, which included:

- Integrated /Hybrid Model of Legislative Drafting: Impact of Policy Research on Legislative Drafting;
- The United Nations Convention on the Rights of the Child: A Critique;
- Anti-Terrorism Act 1997: In the Light of Provisions of the Constitution of Pakistan 1973; and
- Emergence of Judicialization of Politics in Pakistan.

The Training Wing:

Over the years the PIPS has developed different training modules to cater the training and capacity building needs of the members of the Parliament, Provincial Assemblies, Legislative assemblies and their functionaries. These courses are intended primarily for MPs and parliamentary staff.

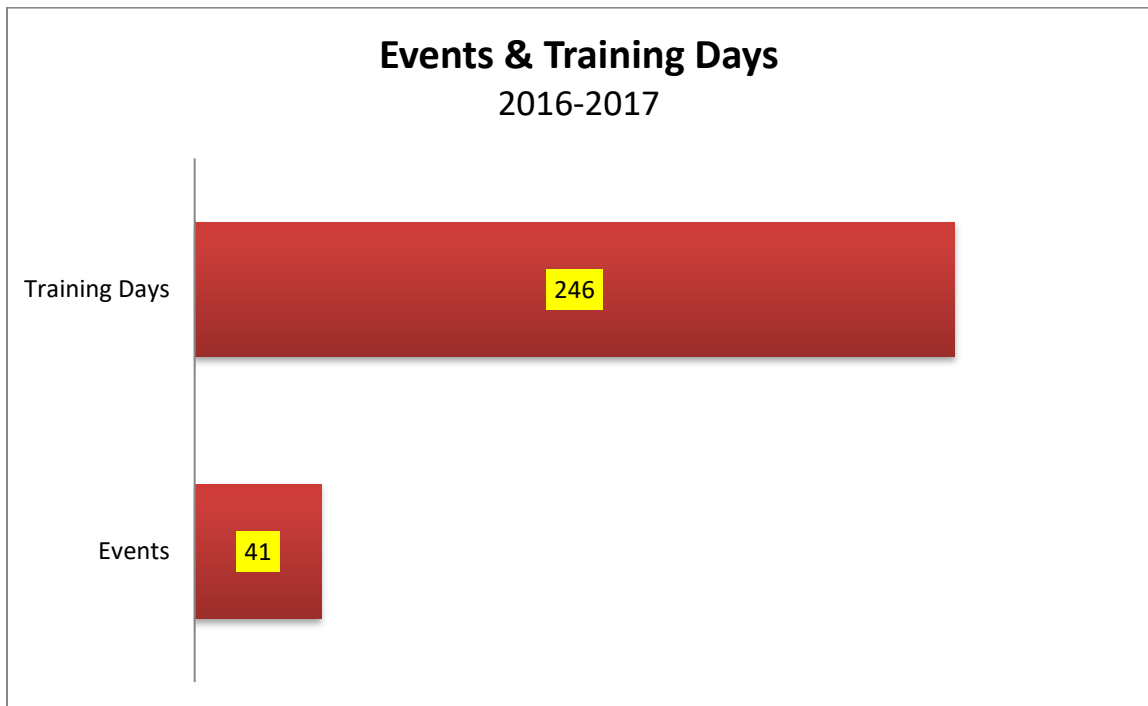
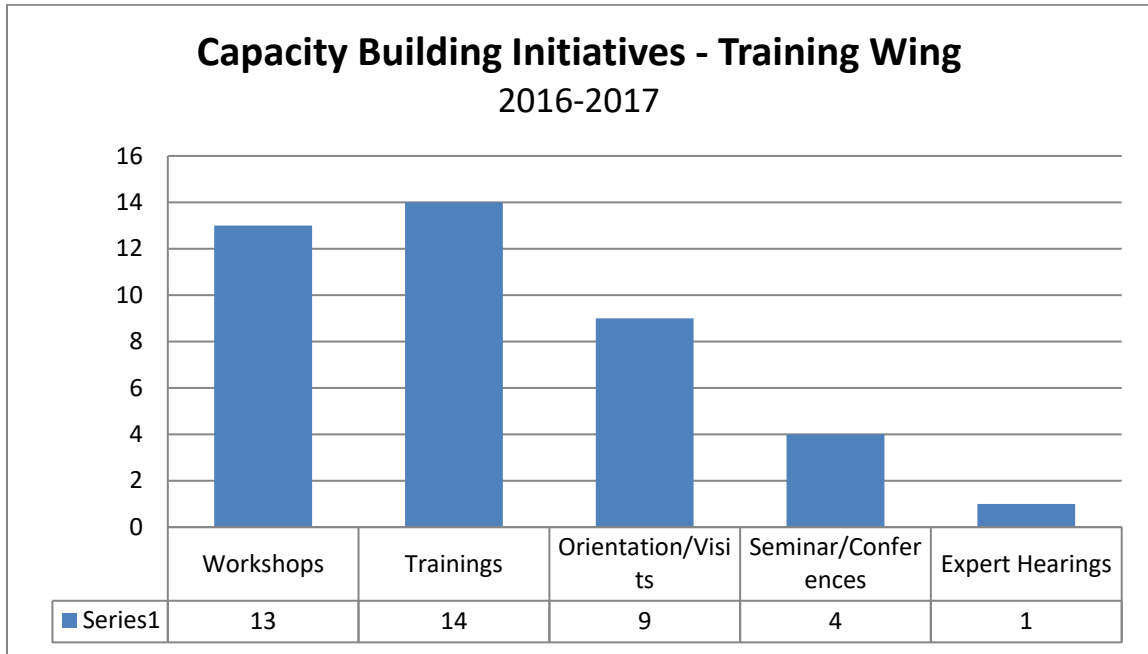
The main objectives of training modules are to introduce Members of Parliament and parliamentary staff to perform their work successfully by knowing functions, powers and procedures, needs and related issues that govern the effectiveness of parliamentary institutions. PIPS's training courses increased the understanding of participants on the parliamentary work. As specified in the PIPS' Act, the training wing also arranges seminars, workshops and conferences both at the provincial and national levels. These events were arranged throughout the year for each financial year.

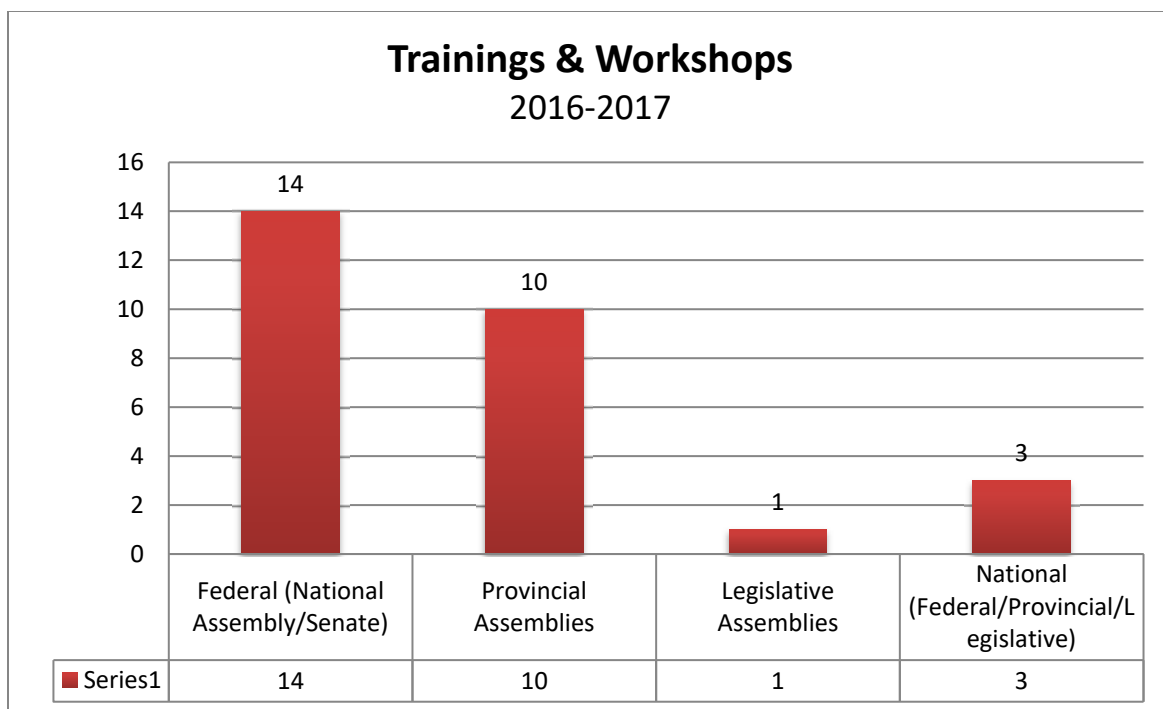
In financial year 2016-2017, the Training Wing of PIPS arranged 218 capacity building events for National Parliament and Provincial Legislatures including courses, workshops, thematic seminars and conferences. These events included anticipatory as well as the ' requirement based' tailor made events.

The Training Wing has developed an impressive pool of resource persons including the serving and retired legislators, parliamentary officials, domain experts and professional trainers to deliver diverse trainings and capacity building events. The Training Wing also utilizes the intellectual resources available at the Institute in its activities.

Year 2016-17 was historic for the Training Wing as the Honourable Speaker National Assembly/President PIPS BOG, Sardar Ayaz Sadiq tasked the Institute to conduct and assess mandatory promotional courses for the officials of the National Assembly. Picking up the vision

of the parliamentary leadership, the Institute also made participation of the PIPS employees compulsory in various courses that are relevant to their tasks and duties.





Further, the Wing arranged workshops on the working and strengthening of Standing Committees. In the said year about 3000 parliamentarians, parliamentary officials, councilors and civil society representatives participated. Some of the prominent events in that period included:

i. Workshop on Office Management for Officers of the Senate of Pakistan

A three day (July 13-15, 2016) workshop was conducted at PIPS Campus Islamabad for officers of the Senate of Pakistan to make them more familiar with the task of office management thereby improve their performance.

ii. Workshop on Office Management for Officers of the Provincial Assembly of Balochistan

The Training Wing organized a workshop from 18th July to 20th, 2016 on Office Management for officers of Provincial Assembly of Balochistan at PIPS Campus Islamabad. The objective of the workshop was to enable assembly staff understand the preparation of office file work and get advanced knowledge on official noting and drafting. PIPS also organized workshops for the newly recruited employees of Provincial Assembly of Balochistan, in three batches. Workshop for the first batch of 30 officials was held from August 08-12, 2016 in Provincial Assembly of Balochistan in Quetta. In this workshop, Secretariat Instructions were covered along with Noting, Drafting and preparation of Office files, unofficial Letter, Demi-official Letter, and office Memorandum. All the sessions were followed by practicum.

iii. Workshop on “Leadership Excellence and Strategic Challenges” for Honourable Members Provincial Assembly of Khyber Pakhtunkhwa

A three day workshop on ‘Leadership Excellence and Strategic Challenges’ was conducted for the honorable members of Provincial Assembly Khyber Pakhtunkhwa in PIPS Campus Islamabad from July 20-22, 2016. Executive Director PIPS, Mr. Zafarullah Khan welcomed all the honorable participants in his inaugural address. Various high profile guest speakers gave talk on contemporary leadership and strategic challenges faced by leaders particularly in the Pakistani context. The training was designed in such a way that it covered aspects of challenges faced in political leadership, economy and media. Techniques of conflict resolution were discussed interactively to help them solve conflicts in their respective leadership positions.

iv. Workshop on “Communicating for Leadership” for Honourable Members of the National Assembly of Pakistan

On the desire of the honourable Members of the National Assembly of Pakistan, Pakistan PIPS planned a five-day workshop on “Communicating for Leadership” at the Parliamentarian Resource Centre (PRC), Islamabad, from July 18-22, 2016. The objective was to familiarize the Hon. Members with the expression of greetings, invitation, formal and the presentation at talk shows in the English language. The workshop was focused on speaking and listening skills.

v. Workshop for Micro Interns the Senate of Pakistan

PIPS conducted a three day long orientation workshop for 8 interns of the Senate of Pakistan from August 10-12, 2016. The three days orientation covered the basics of the parliamentary research, legislative process in the parliament, function of committees and some soft skills such as presentation skills, leadership and management and competence and competency.

vi. Orientation Program for Short Term Interns of Batch II/III of the Senate of Pakistan

The Senate of Pakistan engages 46 short term interns in two batches for six month each year. PIPS organized the workshop for the interns of Batch II from August 18-26, 2016 and of Batch III from March 16-28, 2017. Topics such as the parliamentary history of Pakistan, functions of the Senate of Pakistan, Role of Committees, Legislative and Non legislative business, General Organizing Skills, Planning and Scheduling, Time Management, Team work and management, report writing, Minutes taking, Constitution of Pakistan, Rules of Procedure (National Assembly of Pakistan), Comprehensive Examination Evaluation/Assessments/Tests and some soft skill including presentation skill and inter personal skill were discussed.

vii. Capacity Building of the Staff of the Public Accounts Committee of the National Assembly of Pakistan in Collaboration with IP3

Public Accounts Committee (PAC) is one of the most important standing committees of the Parliament of Pakistan with its purpose being to hold the government to account with regard to

its use of public funds and resources. Given the importance of the committee and its role it is important that the committee may be supported by well-trained staff, keeping that in perspective PIPS planned the capacity building of the PAC staff in collaboration with IP3. This nine day program covered the basic topics concerning PAC such as Mandate of PAC, Process Mapping, Agenda and Minutes Writing, Assessment of Audit Paras, Strengthening PAC and AGP cooperation, and PAC Follow up and monitoring. The program was attended by officers of the PAC staff in the National Assembly.

viii. National Workshop for Honourable Committee Chairpersons on “Functions and Effectiveness of Parliamentary Committee”

A national workshop on “Functions and Effectiveness of Parliamentary Committees” was organized by PIPS for the honourable members of National Parliament and four provincial Assemblies from September 28-30 in the PIPS Campus Islamabad. The objective of this workshop was to enable the participants to have a better understanding of the Parliamentary Committees and also learn better ways of understanding the Business of the House especially focusing on best practices in Committee System. In the three days sessions of the workshop the functions of standing committees regarding assessment of bills and oversight of government was discussed. In addition, best practices of conducting committee meetings and overseeing the government was interactively discussed. Hon. Farhatullah Babar, Senator, discussed the role of committees as an oversight watchdog over the government. Former speaker National assembly, Syed Fakhar Imam shared his experiences regarding building consensus in committee meetings.

ix. Training Course for Clerks of Parliament Senate of Pakistan

The senate of Pakistan with calibration of PIPS organized a training program for the Clerks of Parliament. The program module was constructed by the Institute of Business Administration (IBA) Karachi and was held at Pakistan Institute for Parliamentary Services (PIPS). It was a five weeks long training program for 23 Clerks of Parliament and it was held from Oct 03, 2016 till November 16, 2016. The purpose of this course was to further develop the learning of the participants in academia and soft skills in order to perform their duties efficiently as Clerks of the Senate.

x. Federalism and Leadership in Digital World for Honourable Members provincial Assembly of the Punjab

Pakistan Institute for Parliamentary Services held a conference on “Federalism and Leadership in Digital World” for Honourable Members of Provincial Assembly of the Punjab October 25-27, 2016. It focused on Inter-Government Relations, an overview of Federalism in the Context of 18th Amendment, and introduction to Information Technology, Social Media and Microsoft Office.

xi. Mandatory Training Course and Promotion Tests -I, for National Assembly Secretariat Officers

Mandatory training courses and promotion tests are required to be held for the participants and the employees of the National Assembly Secretariat. Part I of the training was completed in the first week of December 2016. PIPS organized the remaining course contents pertaining to Parliamentary Studies Certificate Courses and Parliamentary Studies Basic Course in the month of March 2017. The main objectives of the training course were to conduct efficient, transparent and international standards tests in order to assess the competency of candidates for recruitment purposes and to build capacities of the professional individuals and institutions by professional certification through testing and assessment.

xii. Federalism and Devolution of Power after 18th Amendment

The institute organized a conference on Federalism and Devolution of Power after the 18th amendment that focused on the challenges and way forward after the said amendment. The topics that were addressed were Fiscal Dimension of Federalism, Role of Functional Committee on Devolution, Achieving SDGs in a Devolved Polity, Federal Institutional Design of Pakistan and Federation and Provinces: Role of CCI. The conference was facilitated by Ms. Marriyum Aurangzeb, MNA and Senator Taj Haider.

xiii. Orientation Program for Newly Recruited Junior Research Officers National assembly Secretariat

An orientation program was held in the institute to acquaint the newly recruited Junior Research Officers of National Assembly Secretariat with the working of Parliament of Pakistan. The program included vital components like Analysis of Government Documents, Preparation of Talking Points, and Introduction to fundamentals of Constitution and Parliament and Preparing Working Papers.

xiv. 6 Day Orientation for PIPS Interns

Pakistan Institute for Parliamentary Services employed 20 interns and trained from November 4th-11th, 2016 under the program Young Parliamentary Subject Expert. The training envisaged to equip these young interns for a year full of diverse parliamentary work in research, training, legislation, and administration. The training lasted for a week and covered areas like Constitution, Research Methodologies and Law making. The facilitators were from Pakistan Institute for Parliamentary Service.

xv. 3rd National Management Development Course

The Institute initiated a seven weeks program for the training and polishing of the skills of parliamentary functionaries. This course was first held in 2014. The nominations for this course are taken from National Assembly, Senate, Punjab Assembly, Sindh Assembly, Khyber

Paktunkhwa Assembly and Legislative Assemblies of Gilgit-Baltistan and Azad Jammu Kashmir. It started from November 07, 2016 and ended on December 22, 2016. Twenty two participants attended the course.

xvi. National Workshop on Managing Public Finance

A workshop on public finance was held for parliamentary functionaries at the Institute from November 29-30, 2016. The purpose of the workshop was to create a better understanding of Public Finance and how the government manages its purse vis a vis its expenses. The workshop focused on the importance of understanding various aspects of Public Finance in order for the functionaries to not only improve their skill sets but also to perform an oversight function.

xvii. Workshop for Honourable Members of Gilgit Baltistan Legislative Assembly

A workshop was held for the honourable parliamentarians of Gilgit Baltistan Legislative Assembly from January 23rd to 27th January 2017 at Pakistan Institute for Parliamentary Services. The objective of the workshop was to equip the Honourable Members of the Gilgit Baltistan Legislative Assembly with the functioning of the Assembly regarding its Legislative and Non Legislative Business, and Functioning of Standing Committees.

xviii. Prime Minister's Youth Training Scheme Interns' Orientation

The Training Programme conducted by PIPS aimed at training the educated youth of Pakistan that had been selected for an internship with the honourable parliamentarians. The internees were trained in areas of Parliamentary etiquette, Parliamentary briefs, Information Technology, and the Constitution. The training was carried out in 3 batches.

xix. Training of Senate Secretariat Officers on Writing Effective ACRs/PERs

In January, 2017 training was arranged at Pakistan Institute for Parliamentary Services for the Senate Secretariat Officers that focused on writing effective Annual Confidential Reports. The trainer highlighted the tools and procedure that may be used for writing effective ACRs.

xx. National Workshop on Leadership Excellence in Parliamentary Committees for Hon. Chairpersons

PIPS organized a workshop for the Honourable Committee Chairpersons on leadership excellence in parliamentary committees on February 02-03, 2017. The objective of this workshop was to enable the participants to have a better understanding of the Parliamentary Committees and learn better ways of understanding the business of the House especially focusing on best practices in committee system. There were overall 18 participants from the Provincial Assemblies and Senate of Pakistan. The two-day workshop was facilitated by Senator Mr. Farhat Ullah Baber, Executive Director PIPS Mr. Zafar Ullah Khan, Director Research and Information Technology PIPS Mr. Rashid Mafzool Zaka, Director Training PIPS

Ms. Samer Awais and Ms. Rabea Anwar Joint Secretary Senate of Pakistan. The participants were satisfied and appreciated the efforts made by PIPS in their respective assemblies in bringing harmony and cooperation among provinces and for providing them the opportunity to enlighten them with more knowledge.

xxi. Two Days National Conference for Harmonization of Rules of Procedure of Parliament and Provincial Legislatures

The Institute arranged a Two Days National Conference for Harmonization of Rules of Procedure of National Parliament and Provincial Legislatures on March 03 – 04, 2017, in Collaboration with Konrad-Adenauer-Stiftung. The participants of this conference were Members of standing committee on Rules of Procedure in the Secretaries of National Assembly, Senate of Pakistan and all Provincial Assemblies. The objective of the event was to enable participants to review the existing Rules of Procedure and suggest amendments.

xxii. Training of Public Accounts Committee (PAC) Staff Provincial Assembly of Khyber Pakhtunkhwa

Pakistan Institute for Parliamentary Services arranged three days Training of Public Accounts Committee (PAC) Staff Provincial Assembly of Khyber Pakhtunkhwa. In this training the participants were briefed about the Role of Public Accounts Committee, Process Mapping, National Assembly Best Practices Regarding PAC, Annual Financial Statement, and Presenting PAC to Media, Construction of PAC Minutes/Reports, Media Briefs and Understanding of Performance Audit.

xxiii. Inter Provincial Exchange Trip to Parliament

PIPS organized an interprovincial exchange trip to the Parliament of Pakistan for 12 members from the four provincial assemblies of the Punjab, Khyber Pakhtunkhwa, Balochistan and Sindh. The trip was spread over two days i.e. 16th – 17th March 2017. The purpose of this trip was to make the members familiar with the parliament functioning, giving them a first-hand experience of the place. The Institute also facilitated similar exchange visits to the Provincial Assembly of Sindh on November 24-26, 2016 and to the Provincial Assembly of the Punjab on January 30-31, 2017.

xxiv. Training of Section Officers of National Assembly of Pakistan

Pakistan Institute for Parliamentary Services held the Module II of the first Promotion Related Training for thirteen section officers from the National Assembly from 13th to 27th March 2017. The training encompassed a versatile set of courses for the officers including Governance and Public Policy, Planning and Coordination, Presentation Skills, Managing Teams, Report Writing, Minutes Taking, Constitution of Pakistan and Rules of Procedure for National Assembly of Pakistan. The participants were assessed and evaluated at the end by both a written test and

presentations. The training was successfully concluded on the 27th of March, with a certificate distribution ceremony for the participants

xxv. Parliamentary Studies Basic Certificate Course

A three-week mandatory training course and promotion test was held at Pakistan Institute for Parliamentary Services on May 02-19, 2017. The course module included Basic English Grammar and Composition, Team Building, Essential Supervisory Skills, Minutes and Letter Writing Skills, Presentation Skills, Reading and Comprehension, Time and Task management and their respective practicums.

xxvi. The Role of Public Accounts Committees (PAC) in Effective Oversight

Pakistan Institute for Parliamentary Services organized a three-day training course from May 10-12, 2017 on the role of PAC Members. The course included Significance, Evolution, Best Practices in the House of Commons, Process Mapping, and PAC-AGP Relationship. It also covered Scrutinizing Audit Paras and panel discussion on Presentation PAC in Media.

xxvii. Workshop on Budget Making Process for Parliamentary Reporters

A workshop was initiated by Pakistan Institute for Parliamentary Services on May 18-19, 2017 for the Parliamentary Reporters on “Budget Making Process” which included Overview of Political Economy of Budget- Health and Challenges, Rules of Procedures, Overview on NFC and NEC’s Performance and Understanding Budget Documents.

xxviii. Orientation Session on the Rules of Procedure in the National Assembly of Pakistan for the Officers of Security and Exchange Commission of Pakistan

An orientation session was held for twenty officers of the security and Exchange Commission of Pakistan at the PIPS Campus on May 23rd, 2017 in Islamabad. This one-day orientation was held to familiarize the participants with the basics of the working of the National Assembly in the light of Rules of Procedure in the National Assembly of Pakistan and the Constitution of Pakistan.

Chapter: 4

Human Resource Management (HRM)

Pakistan Institute for Parliamentary Services (PIPS) is a specialized institution dedicated for parliamentary excellence. Since 2008 the Institute is working to cobble-up a smart cohesive team to realize its objectives. Every institute is made of people; Human Resource Management (HRM) is all about acquiring quality services of people, developing their skills, motivating them to the leading and making sure that they continue to maintain their commitment towards the organization. In fact, HRM is concerned with the management of employees from recruitment to retirement.

Presently there are forty three sanctioned posts in officers' grade at the Institute and in 2016-17 out of these only 25 (58 percent) were filled and one officer was on deputation with the National Assembly of Pakistan. Similarly there are 69 sanctioned posts in lower grades and 91 percent are filled. During the year the Institute appointed three consultants to undertake specialized tasks.

During the year 2016-17 a six-member PIPS Human Resource Review Committee appointed by the President BOG/Speaker National Assembly of Pakistan, Sardar Ayaz Sadiq continued its work to review PIPS Employees (Recruitment and Conditions of Service) Rules, 2010 including job descriptions and organogram. The Committee is headed by Ms. Marriyum Aurangzeb and its members include; Senator Farhatullah Babar, Senator Mir Hasil Khan Bizenjo, Senator Rubina Khalid, Mr. Shafqat Mehmood, MNA, Mr. S. A. Iqbal Qadri MNA and Malik Uzair Khan, MNA. The Committee held two meetings during the year and has finalized its work that will be presented in the next meeting of the Board of Governors.

On September 9, 2016 the Institute constituted a three member committee headed by Ms. Samar Awais in pursuance of section 3 of 'Protection Against Harassment of Women at the Workplace Act, 2010.'

During 2016-17 the Institute started including its officers in its in-house trainings and capacity building events. The Institute also encouraged PIPS employees to participate in national and international events and trainings. During 2016-17 the following officers participated in the international events;

1. Mr. Zafarullah Khan, Executive Director participated in Study Visit to House of Commons and house of the Lords, United Kingdom (July 10-17, 2016), Study Visit Bureau of Parliamentary Studies and Training, Lok Sabha, India (August 21-26, 2016) and shared his views at Warsaw Dialogue on Democracy, Poland (December 14-17, 2016)
2. Mr. Kashif Mahmood, Deputy Director (Legislation), did internship with Parliamentary Council and Law Commission for England (September 18-October 16, 2016)

3. Ms. Tehseen Khalid, Senior Research Officer, Legislative Fellowship Program, United States of America (October-November, 2016)

List of national training workshops attended by PIPS employees (FY 2016-2017)

Sr. No.	Name of Employee	Designation	Training Name	Training Dates	Training Department
01	Mr. Naem Shaukat	Stenographer	Training Course and Practical Session on Public Procurement Rules and PPRA Regulations	19 th November, 2016	ICMA Pakistan
02	Mr. Habib Khan	Liaison Officer	Training Course and Practical Session on Public Procurement Rules and PPRA Regulations	19 th November, 2016	ICMA Pakistan
03	Mr. Waqas Ahmed Qureshi	Senior Program Coordination Officer	Problem Solving and Decision Making	25-29 July, 2016 & 1-5 August, 2016	STI
04	Mr. Kashif Mahmood	Deputy Director (L)	Problem Solving and Decision Making	25-29 July, 2016 & 1-5 August, 2016	STI
05	Ms. Tehseen Khalid	Senior Research Officer	Disaster Management	25-29 July, 2016 & 1-5 August, 2016	STI
06	Mr. Abdul Nabi Solangi	Legislative Officer	Disaster Management	25-29 July, 2016 & 1-5 August, 2016	STI
07	Mr. Taj Muhammad	Program coordination Officer	Disaster Management	25-29 July, 2016 & 1-5 August, 2016	STI
08	Mr. Fayyaz Gul	Assistant Librarian	Workshop on Information Handling Using Open Source Library Technologies	2-5 August, 2016	Peshawar University
09	Ms. Shumaila Abbasi	P.S to Executive Director	Office Procedures	06-17 February, 2017	STI
10	Mr. Noor Hussain	Office Assistant	Office Procedures	06-17 February, 2017	STI
11	Mr. Niaz Muhammad	Deputy Director (HR)	Disciplinary Procedure in Government Officers	15-19 May, 2017	STI
12	Mr. Ali Aziz	Deputy Director (B&A)	National Budget Conference 2017-18	6 June, 2017	ICMA Pakistan
13	Mr. Muhammad Rizwan Manzoor	Research Officer	National Budget Conference 2017-18	6 June, 2017	ICMA Pakistan

Green Campus!

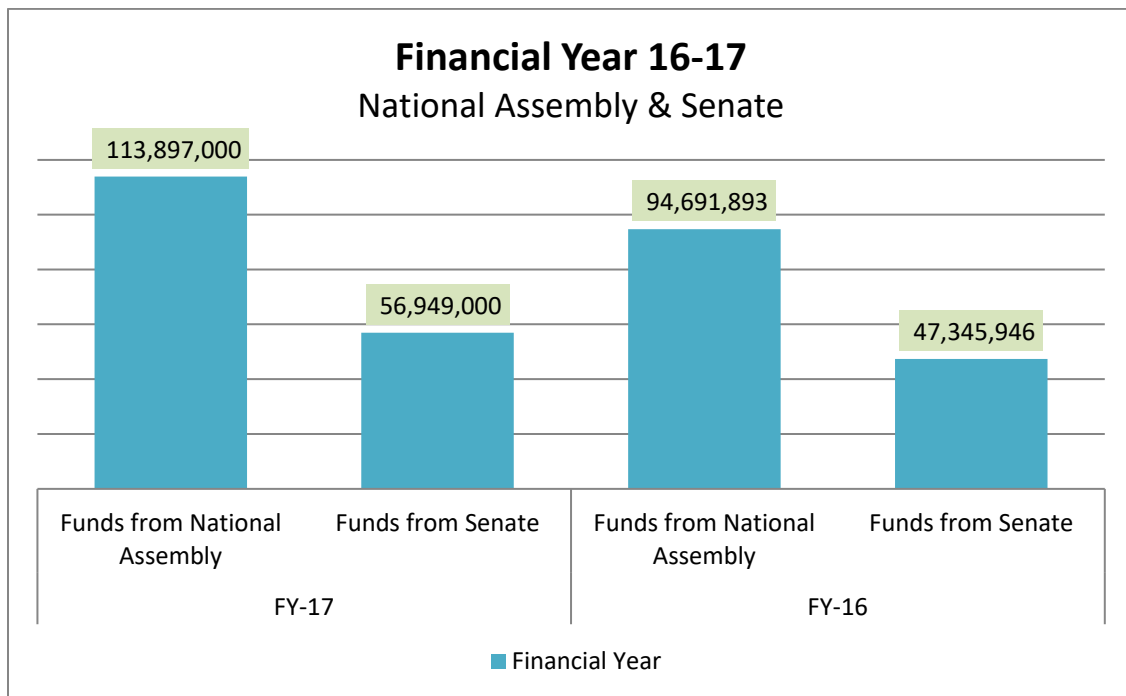
The Parliament of Pakistan has been the first one to 'go Green'. It is worth mentioning that Pakistan's Parliament is the first in the country to have been issued a 'Net-Metering' license by National Electric Power Regulatory Authority (NEPRA) is issued under National Electric Power Regulations Authority (Alternative and Renewable Energy) Distributed Generation and Net Metering Regulations, 2015. 'Net-Metering' mechanism helps in adding and selling the surplus production of energy to the National Grid.

Pakistan Institute for Parliamentary Services (PIPS) is one of the first buildings in the federal capital-Islamabad that generates its own solar energy since May 2012, however it was the vision of the President BOG, Sardar Ayaz Sadiq, Speaker National Assembly of Pakistan that the Institute got generation license (Net-Metering) for 62.40 KW photo voltaic solar based generation facility on April 4, 2017 for three years from the National Electric Power Regulatory Authority (NEPRA). It was a landmark environment-friendly moment in the life of the Institute.

Chapter: 5

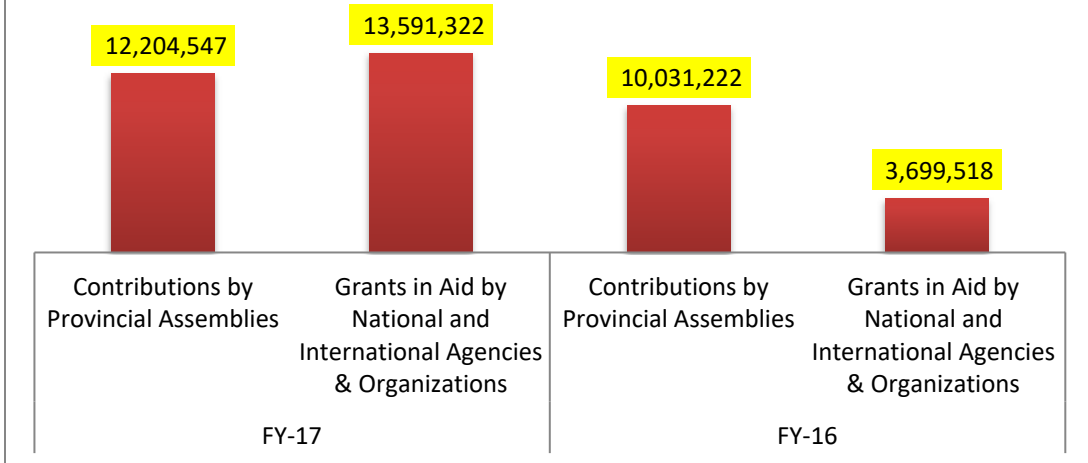
Budgetary and Financial Management:

The Financial Management System of PIPS is based on delegation of financial powers, segregation of functions, principles of authorization and values of financial propriety as detailed in the PIPS Financial Management Manual / Accounting Procedures (FMM/AP), 2010. All the financial transactions are carried out in accordance with defined parameters concerning disbursement, recoveries, receipts, payroll, acquisition of fixed assets and advances. A stringent budgetary control system is in place and no approval for incurrence of expenditure is granted until the budgetary provision is available. PIPS financial system is so designed that the resources are optimally utilized and ensured that the value for money is achieved. All payments are made subject to pre-audit and fulfillment of codal formalities.

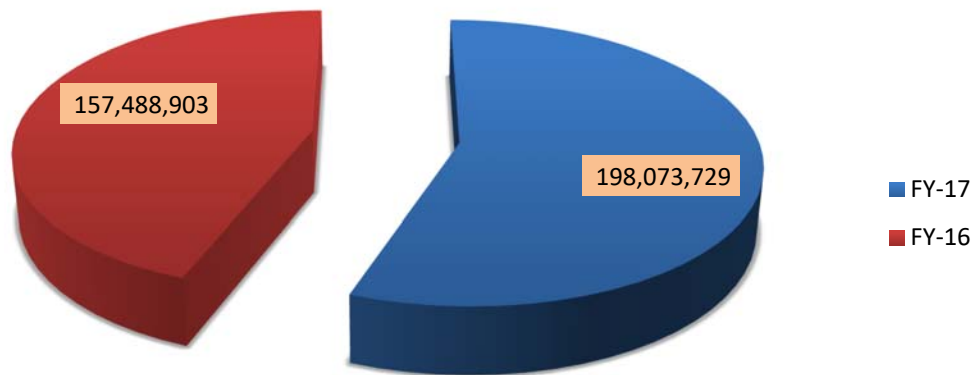


Contributions by Provincial Assemblies & NGOs/INGOs

■ Contributions by Provincial Assemblies & NGOs/INGOs



Total Funds and Grants (NA, Senate, Provincial Assemblies, NGOs/INGOs, Others) Financial Year 16-17



As per Section 12(a) and 12(b) of the PIPS Act, 2008, total annual expenses of the Institute are shared by the Senate and the National Assembly in the ratio of 1/3rd and 2/3rd respectively. The funds released by the Senate and the National Assembly are kept in lapsable assignment accounts, which are operated under the Revised Procedures of Assignment Accounts issued by the Controller General Accounts (CGA). The contributions made by the Provincial Assemblies and partnering donors are kept in and disbursement from non-lapsable bank account maintained with National Bank of Pakistan.

Total receipts stood at Rs.198.07 million during the Financial Year (FY) 2016-17 whereas total receipts during FY 2015-16 were Rs.157.49 million. The breakup is given in the Statement of Cash Receipts and Payments. The overall expenditure for FY 2016-17 remained at Rs.178.38 million whereas overall expenditure during FY 2015-16 was Rs.141.77 million. The increase of expenditure is due to increase in quantum of activities of PIPS and raise in Pay & Allowances of employees.

Financial Management and System of Internal Controls:

Financial transactions at PIPS are strictly regulated through an elaborated financial management and internal control system. Basic objectives of the system are to achieve maximum value for money spent and adherence to the regulatory framework in practice from time to time. The regulatory frame work mainly consists of the PIPS Financial Management Manual/ Accounting Procedures, 2010, the Financial Regulations of Federal Government and the Financial Rules of the Senate and National Assembly of Pakistan to the extent not covered in PIPS Rules & Procedures. The overall financial management of PIPS is based on the principals of transparency, maintenance of record in a judicious manner, disclosure and segregation of duties for effective implementation of internal controls.

The institute does have a strong transaction approving mechanism when it comes to Administrative and Financial Approvals of various transactions. The approvals of the competent authority are secured by using the delegation of powers as enunciated at *Section 3.2 of PIPS Financial Management Manual/ Accounting Procedures, 2010 read with Ministry of Finance O.M. No. F.3 (2) Exp.III/2006 dated September 13, 2006*. The Executive Director being the Chief Executive of the Institute acts as the Principal Accounting Officer (PAO) and all the powers of PAO circulated through above referred O.M. are exercised by him while adhering to relevant rules and procedures. All the approvals beyond the powers of the Executive Director are sent to President PIPS Board of Governors in the light of *Section 3.3 of PIPS Financial Management Manual/ Accounting Procedures, 2010*.

While complying with the General Financial Rules and Principals, the Institute, over the years, has developed various Standard Operating Procedures (SOPs) for distinct activities. Such customized SOPs keeping in view the unique requirements of the Institute, are developed by following the standard rules, procedures and practices being in vogue in various secretariats and

public organizations. The SOPs have not only proved effective in streamlining the day to day activities but also proved useful in achieving value for money.

The following SOPs are developed for smooth functioning of the system:

- Standard Operating Procedure for PIPS Stores
- Standard Operating Procedure for PIPS Employees Medical Treatment & Attendance
- Standard Operating Procedure for Seminars, Workshops and Symposia
- Standard Operating Procedure for PIPS Non-Lapsable Account and Provincial Grants

In addition to above, there are elaborated internal controls enunciated in PIPS Financial Management Manual/ Accounting Procedures, 2010 for specific transactions e.g. cash handling, petty cash transactions, banking operations, disbursement & recoveries, procurement processes, payroll and fixed assets management.

The internal audit function of the Institute has been in place for the last three years and has proved as effective for assessment of internal controls and compliance with the rules/ regulations. A report for each financial year is presented to the competent authority for necessary action and follow up procedures. The external audit of the Institute is conducted by the Auditor General of Pakistan through its field audit office of Director General Commercial Audit. The external audit is conducted by the staff of D.G. Commercial Audit till FY 2014-15 and not a single substantial para is outstanding against the Institute's accounts for any Financial Year. This clearly reflects the soundness of internal controls of the Institute and points to the fact that the same remained effective throughout the period. This also shows that the physical and financial resources of the Institute were used with prudence and up to complete satisfaction of the audit authorities.

Development partners:

The PIPS is adequately funded by the Parliament and the provincial assemblies, it also closely works with development partners in the field of parliamentary strengthening and democracy development. During 2016-17 the PIPS collaborated with European Union funded project IP3 and Subai, Konrad Adenauer Stiftung, Westminster Foundation for Democracy (WFD), Oxfam, Democracy Reporting International and UKAID for various activities.