



ANNUAL
REPORT

Pakistan Institute for
Parliamentary Services (PIPS)

2017 – 18

TABLE OF CONTENTS

ACRONYMS	2
PREFACE	4
ACHIEVEMENTS FOR THE YEAR 2017 – 18.....	5
MAJOR DECISIONS BY THE BORD OF GOVERNOR’S.....	6
VISION, MISSION AND OBJECTIVES.....	7
Vision and Mission	7
Objectives.....	7
CORE VALUES	8
PIPS FUNCTIONS	9
BOARD OF GOVERNORS FOR THE YEAR 2017 – 18.....	10
Board Meeting held on 13th Feb 2018:	12
Board Meeting held on 10th May, 2018:.....	12
RESEARCH AND LEGISLATION	13
PARLIAMENTARY DEVELOPMENT PROGRAMS (PDP) & INFORMATION TECHNOLOGY (IT).....	29
1. Functions and Working of Parliamentary Committees for Parliamentarians and Officers	29
2. Media Workshops for the Honourable Members.....	30
3. Need Based Capacity Building Events	30
4. Long Courses	30
5. Exchange Programs.....	31
6. Orientation Seminars and Courses	32
7. Orientation Programs for Interns	32
8. Outreach Programs	32
9. Federal or Provincial Workshops	33
10. Inter-Provincial Youth Retreat	33
11. Legal Socialization Seminars on Elections Act 2017.....	33
12. Pre Promotion Test	34
13. Legislative Drafting and Assessment Course for Honourable Members and Officers.....	34
WORKING WITH PARTNER ORGANIZATIONS.....	35

HUMAN RESOURCE MANAGEMENT (HRM)..... 37
BUDGETARY AND FINANCIAL MANAGEMENT 39
ANNEX A: ORGANOGRAM..... 41

ACRONYMS

AKRSP	Aga Khan Rural Support Program
AIR	All India Reporter
BOG's	Board of Governors
BUIITEMS	Balochistan University of Information Technology, Engineering, and Management Sciences
BZU	Bahauddin Zakariya University
CIA	Chief Internal Auditor
CCI	Council of Common Interest
CDIP	Consolidating Democracy in Pakistan
CSOs	Civil society organizations
CERP	Center for Economic Research Pakistan
CPA	Commonwealth Parliamentarians Association
COMSATS	Commission on Science and Technology for Sustainable Development in the South
ECP	Election Commission of Pakistan
FY	Financial Year
GBLA	Gilgit-Baltistan Legislative Assembly
HEC	Higher Education Commission
HR	Human Rights
ILS	Integrated Library System
IBA	Institute of Business Administration
IT	Information Technology
KAS	Konrad-Adenauer-Stiftung
MoU	Memorandum of Understanding
MNA	Member National Assembly
MPA	Member Provincial Assembly
MP's	Member Parliament
NEPRA	National Electric Power Regulatory Authority

NISTE	National Institute of Science and Technical Education
NED	National Endowment for Democracy
NUML	National University of Modern Languages
NDU	National Defence University, Pakistan
NUST	National University of Sciences and Technology
PIPS	Pakistan Institute for Parliamentary Services
PRC	Parliamentarians Resource Centre
PLJ	Pakistan Law Journal
PAC	Public Accounts Committees
PLD	Pakistan Legal Decisions
RoP	Rules of Procedure
SDGs	Sustainable Development Goals
S&GAD	Services and General Administration Department
SCMR	Supreme Court Monthly Review
SMIU	Sindh Madressatul Islam University
SBBU	Shaheed Benazir Bhutto University
SBKWU	Sardar Bahadur Khan Women's University
USAID	United States Agency for International Development
USA	United States of America
WPC	Women Parliamentary Caucus

PREFACE

This Annual Report covering the period **July 1, 2017 - June 30, 2018** has been prepared to fulfil the statutory obligation under the Pakistan Institute for Parliamentary Services Act, 2008. The Section 17 of the Act asks the Board of Governors (BOG's) 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 of the Institute. Section 11 (e) of the Act assigns the function of preparing the report and its submission to the Board of Governors (BOG's) to the Executive Director. The Section 7 (k) empowers the Board to approve and submit Annual Report of the Institute to the Parliament.

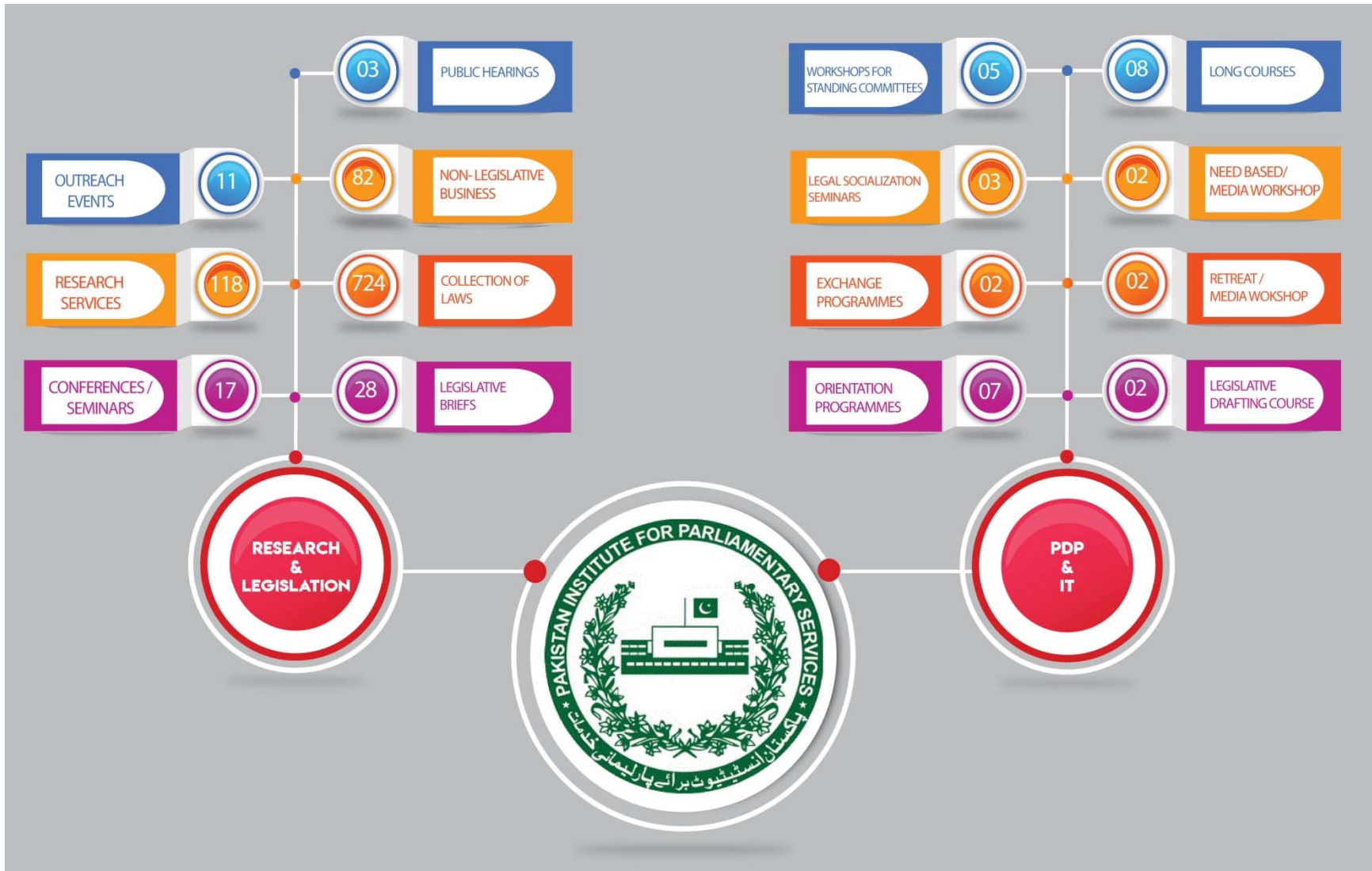
The Report briefly illustrates the activities and accomplishments of the Institute during the year 2017-18. During the year in focus the Institute achieved its various objectives under the guidance of the BOG's.

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's, 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.

During the year 2017-18 the BOG's held two meetings to provide leadership, direction and guidance to the Institute to achieve its mandate effectively. 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.

ACHIEVEMENTS FOR THE YEAR 2017 – 18



MAJOR DECISIONS BY THE BORD OF GOVERNOR'S



VISION, MISSION AND OBJECTIVES

The Pakistan Institute for Parliamentary Services (PIPS) was formally established as an exclusive and independent, first of its kind research and capacity building facility for the Parliamentarians, through an Act of Parliament on December 2008. No matter it had started functioning in an interim facility since April 2006.

PIPS is committed to serve all national and provincial legislatures in their efforts to perform their onerous tasks of law making, executive oversight, policy making 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. The Institute is a landmark as it aims to setup an institutionalized system of technical support to legislators that include legislative, research, capacity building and outreach services. PIPS hold elaborated Orientation Programs for the Parliamentarians as well as Skill Development Programs for Parliamentary functionaries.

Vision and Mission

The Pakistan Institute for Parliamentary Services envisions establishing an appropriate forum to equip Parliamentarians with cutting-edge strategies and tools to perform their representative, legislative and oversight functions effectively and efficiently. PIPS endeavors to provide high-quality, accurate and result-oriented services to elected Members and staff of the Legislatures in Pakistan to promote Parliamentary excellence.

Objectives

PIPS was instituted under an Act of the Parliament in December 2008. Its predominant objectives are to:

- Assist Parliamentarians in making informed policies by conducting or commissioning independent research on topical issues;
- Conduct professional development and orientation programs for elected Parliamentarians and staff of the national Parliament and provincial assemblies;
- Gather and organize data as well as provide complete, accurate, timely and relevant information to facilitate Parliamentarians in their work; and
- To maintain transparency and accountability in all its functions;
- Provide technical support and various intellectual and knowledge resources to Parliamentarians.

CORE VALUES

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.

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.

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.

Accessibility

The faculty of the institute remains readily approachable to MPs for provision of timely services at their doorstep.

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

According to the mandate the functions of the institute are as follows:

- Maintain national, provincial and international data, information and statistics to make available to the Parliamentarians for efficient performance of their duties;
- Undertake 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;
- Technical assistance to Parliamentarians in performance of their duties;
- Provide training to the Parliamentarians and Parliamentary functionaries for performance of their duties;
- Arrange seminars, workshops or conferences;
- Take measures for the development of law making;
- Maintain record of all the existing ordinances and other enactments in force in Pakistan and in each province;
- Assist Parliamentarians and legislative bodies in their efforts to ensure the public's understanding of working of Parliament;
- Arrange courses on drafting legislations with special emphasis on Parliamentary practices; manage the internship programs for the Parliament and provincial assemblies; Establish and maintain resource centers for the Parliamentarians; Support the Parliamentary committees in routine of their duties;

BOARD OF GOVERNORS FOR THE YEAR 2017 – 18

Sardar Ayaz Sadiq Honourable Speaker, National Assembly of Pakistan	President
Senator Saleem Mandviwalla Deputy Chairman, Senate of Pakistan	Vice President
Senator Molana Abdul Ghafoor Haideri Deputy Chairman, Senate of Pakistan	Vice President
Rana Muhammad Iqbal Khan Speaker, Provincial Assembly of Punjab	Member
Agha Siraj Durrani Speaker, Provincial Assembly of Sindh	Member
Asad Qaiser Speaker, Provincial Assembly of Khyber Pakhtunkhwa	Member
Ms. Raheela Hameed Khan Durrani Speaker, Provincial Assembly of Balochistan	Member
Sheikh Aftab Ahmed Minister Parliamentary Affairs	Member
Senator Rubina Khalid	Member
Senator Mir Hasil Khan Bizenjo	Member
Senator Nuzhat Sadiq	Member
Senator Farhatullah Babear	Member
Ms. Maryam Aurangzaib	Member
Syed Naveed Qamar	Member
Sardar Awais Ahmed Khan Leghari	Member
Dr. Muhammad Afzal Khan Dhandla	Member

Sheikh Salahuddin	Member
Ms. Nafeesa Inayatullah Khan Khattak	Member
Ms. Shahida Akhtar Ali	Member
Malik Muhammad Uzair Khan	Member
Amjed Pervez, Secretary Senate of Pakistan	Ex officio Member
Tahir Hussain, Secretary National Assembly of Pakistan	Ex officio Member
Zafarullah Khan, Executive Director PIPS	Ex officio Member

Board Meeting held on 13th Feb 2018:

- i.** The Board of Governors was pleased to approve the new organogram, nomenclature and job specifications along with new job descriptions. Accordingly, the Schedule I and II of the PIPS Employees (Recruitment and Condition of Service), Rules 2010 stands amended with immediate effect. The Research & Legislation wing will be placed under a single Director General with an option to separate the two after reviewing the work of the respective wings after six months.
- ii.** The Board also allowed advertisement for recruitment of 4 staff Members each for all provincial PRCs and around 20 Young Parliamentary Officers (YPOs) to assist the program wings of the Institute in performing their work.
- iii.** The Proposed new logo of PIPS was adopted by the Board of Governors with amendments.
- iv.** The Board of Governors was pleased to approve the budget estimates for the FY 2018-19 and revised estimates for FY 2017-18 amounting to Rs. 246,081,000/- and Rs. 224,211,583/- respectively.
- v.** The Board authorized PIPS to enroll in future bids for Parliamentary development projects.
- vi.** The Board unanimously approved continuation of Mr. Zafarullah Khan as the Executive Director, PIPS, for another term of two years with effect from 20th May, 2018, in pursuance of Section 10 of the PIPS Act, 2008, on the same terms and conditions.

Board Meeting held on 10th May, 2018:

- i.** The Board of Governors was pleased to approve the PIPS policy for the use of its facilities by Donors/ Partners and private think tanks of the legislators for holding such events as are directly related with the PIPS mandate.
- ii.** The Board of Governors proposed that the promotion committee envisaged in rule 2 (m) read with rule 18 of PIPS Employees (Recruitment and Conditions of Service) Rules, 2010 may be constituted.
- iii.** The Board of Governors was pleased to approve Promotion Policy of the Pakistan Institute for Parliamentary Services with immediate effect.
- iv.** The Board also approved the proposed amendments in the PIPS Employees (Recruitment and Conditions of Service) Rules, 2010.

RESEARCH AND LEGISLATION

Research services are essential to ensure an informed Parliament capable of producing effective legislation, exercising oversight of executive and representing the interests of constituents.

The Institute commenced its Research on Demand Programme in May, 2009 as an exclusive facility to conduct Research Papers and Analysis for individual Parliamentarians as well as Standing Committees as part of PIPS Technical support to the legislators.

PIPS Research and Legislative Services provide the Honourable Parliamentarians with non-partisan expert assistance on a wide range of public policy and legislative issues to assist legislators in making informed policy decisions on issues of national importance. Leading scholars and researchers based in reputable universities, think tanks and civil society organizations (CSOs) across the country are the Members of a 50 member network of specialists to provide informed policy inputs such as in-depth background notes, assessing bills, research papers, briefs, legislative summaries, consultations and other services on the request of Parliamentary Committees as well as Parliamentarians.

Accomplishments

Research Service

Research on Request for MPs

- 70 Informational/research papers (includes 53 researches conducted for individual members of Parliament & 13 papers) prepared as Technical assistance to Committees Services.

Technical Reports for Committees

- 13 detailed reports prepared for Senate and NA Standing Committees

Monthly Research Digest

- Circulated to 2000 readers including 1174 members of National Parliament, Provincial Assemblies and secretariat officials, academia and CSOs.

Publications

Parliamentary Research: Theory & Practice

- The booklet defines the rationale and role of Parliamentary research services and is aimed to equip researchers of the National Parliament and the Provincial Assemblies about concepts and principles of parliamentary research .

Selected Speeches of Members of Constituent/NA Volume I (1947-58)

- First publication of Project Parliament @ 70 (includes 46 historic speeches of Members of Parliament).

Implementation of the 18th Constitutional Amendment, Briefing Paper on Regulatory Authorities

- A customized research paper on imperative topic aimed at enhancing the readers understanding viz a viz the post 18th amendment role and supervision of the regulatory authorities.

<p>Consultative Report of National Action Plan, Business and Human Rights (December 2017)</p>	<p>UN guiding Principles on Business and Human Rights Urdu Version (March 2018)</p>	<p>Report of International Conference in the Role of Women Parliamentarians in Strengthening Democracy and Social Justice (March 2018)</p> <ul style="list-style-type: none"> • Research Wing prepared a detailed report (65 pages) of each session.
<p>Youth Guide (05th Edition) (April 2018)</p>	<p>Joint Consultative Report, National Action Plan on Business and Human Rights (May 2018)</p>	<p>SDGs Workshop Report for Members of GBLA, (May 2018)</p>
<p><u>Seminars & Workshops</u></p>	<p><u>Parliamentary Studies Programme in 17 universities</u></p>	<p><u>Outreach Parliamentary Education Programme</u></p>
<ul style="list-style-type: none"> • Research wing organized twelve (12) Round Tables and Seminars for Honourable MPs on matters of Parliamentary Significance. The events were attended by 987 Parliamentarians and Parliamentary functionaries as well as CSOs. 	<ul style="list-style-type: none"> • As per vision of the Honourable Speaker Sardar Ayaz Sadiq. PIPS faculty in an in-depth interview provided detailed overview of working of the Parliament to four graduates from Department of Political Science, Kinnaird College Lahore who are conducting thesis/ dissertations in Parliamentary Studies. 	<ul style="list-style-type: none"> • Research wing held 11 outreach events attended by 607 students, women and members of CSOs to highlight various themes such as Constitution, Peace building through Parliament, Youth Policies, etc.
<p><u>Database</u></p>	<p><u>Parliament at 70</u></p>	<p><u>MoUs</u></p>
<p>Collection of 6125 articles, Newspaper articles index during July – June are 2975.</p>	<p>Research Wing manages Project Parliament at 70. First publication of the project has been published.</p>	<ul style="list-style-type: none"> • PIPS signed MoU with Tabeer Consolidating Democracy in Pakistan. • PIPS signed MoU with King Prajadhipok’s Institute (KPI) of Thailand. • PIPS recognized as Center of Excellence for MPs in a study conducted by KPI Thailand.

PIPS - PRC'S

PRC Parliament Lodges

- PRC was visited 987 times by MPs out of which 301 visits were by males and 134 by females.
- PRC conference hall was utilized to convene 93 Standing Committee meetings, 6 party meetings and 1 book Launch.

PRC Provincial Assembly of Balochistan

- The office received requests from Honourable MPAs for preparation of 06 research papers and 03 bills.
- The office was also used to convene 18 meetings of Standing Committees and Special committees including Health, Agriculture, S&GAD etc.

PRC Provincial Assembly of Khyber Pakhtunkhwa

- The office received nine requests for bill drafting, modification and amendments.

PRC- Provincial Assembly of Punjab

- PIPS-PRC received requests for preparation of 24 resolutions, 04 amendments in existing legislations, one question, one calling attention notice, 08 adjournment motions and 14 research papers.
 - The office assisted Assembly Secretariat for preparing legislative analytical briefs of 46 legislations.
 - Assisting in editing and proofreading of new legislations, Punjab Assembly Official Magazine.
 - Assisting SDGs Secretariat on behalf of PIPS.

Library

- Added 102 new books,
- Subscribed 12 periodicals and 07 newspapers
- Subscribed Pakistan Law Site and HEC digital library

Research Faculty

PIPS Research Wing Officers as faculty in various workshops and seminars.

Legislative and Non Legislative Service

Legislative and Non Legislative Business

- Bills Drafted: 27 Bills drafted for the Members of Federal Parliament as well as Provincial Assemblies.
 - Assessment of Laws: Received request for assessment of 07 laws.
- A total of forty eight (48) items related to non-legislative business were prepared for honorable MPs. These include resolutions, calling attention notices, adjournment motions, questions etc.

Public Hearings

Legislative Briefs

Collection of Laws

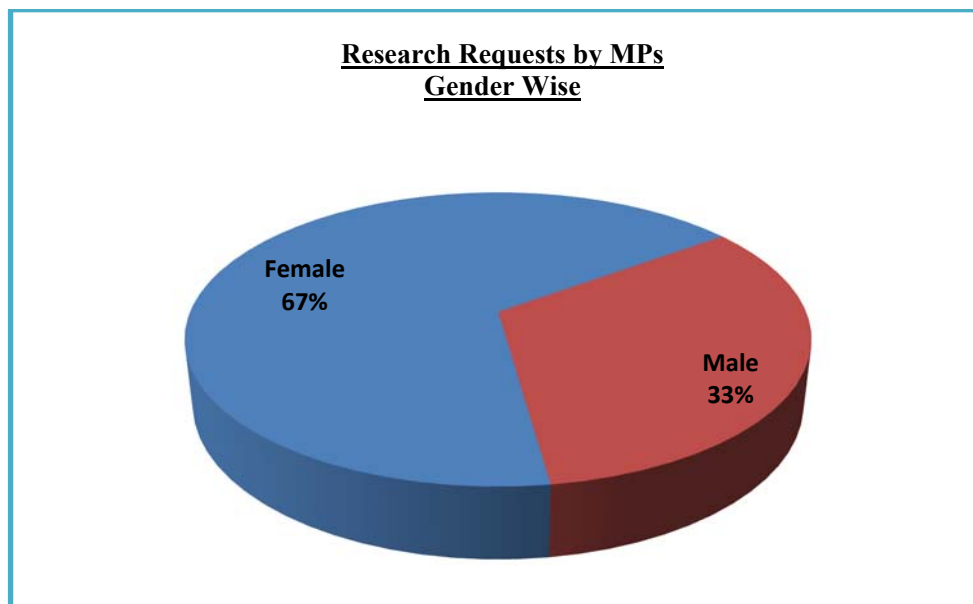
- Organized 03 public hearings for MPs on election act, post legislative scrutiny & delegated legislation.

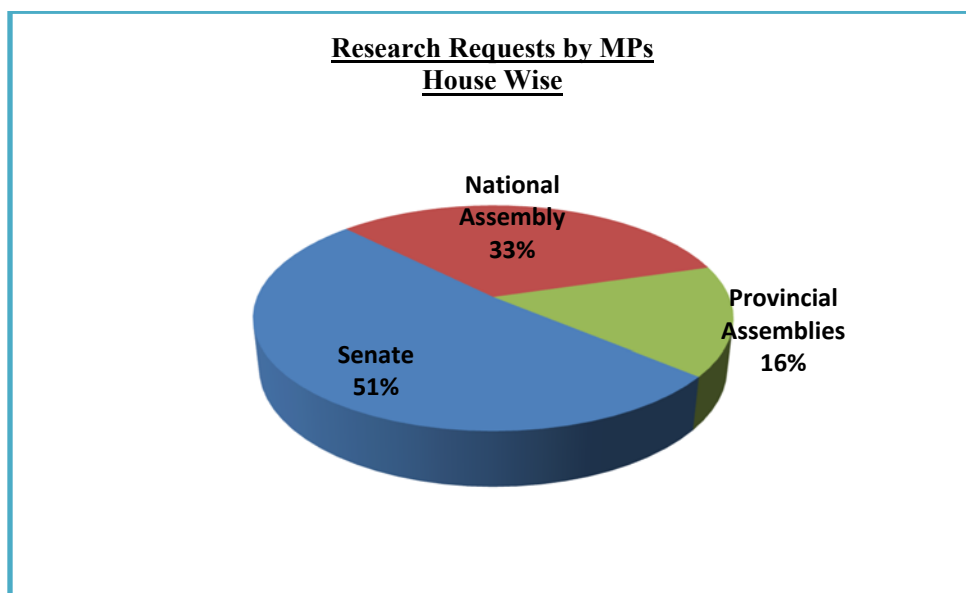
- Prepared a total of 28 legislative briefs for the members.

- PIPS team collected a total of 724 Federal Laws, which includes 203 colonial and 521 post independent laws.

1. Research Service

1.1 PIPS Research on Demand Service: As per approved work plan 2017-18, PIPS Research Wing conducted 70 researches for Honourable MP's as a part of PIPS exclusive service of Research on Demand. This includes 53 exclusive researches conducted for individual Members of Parliament through PIPS Research on Demand Service. In addition, 13 papers were prepared as a part of PIPS Technical Assistance to Committees Service. It also includes two technical papers for International 1st Speakers Conference - The challenges of terrorism and inter-regional Connectivity.





1.2 Technical Assistance to Standing Committees: During July-June 2017-18, the Institute has prepared 13 technical papers for various Standing Committees and Parliamentary bodies such as SDGs Secretariat, National Assembly and Standing Committee on Climate Change National Assembly. It includes a brief on Interconnectivity for Regional Development for International 1st Speakers Conference on the Challenges of Terrorism and Inter-Regional Connectivity prepared on the direction of Honourable Sardar Ayaz Sadiq Speaker National Assembly of Pakistan and detailed paper on Child Abuse for National Assembly Special Committee on Child Abuse. PIPS is also assisting in preparation of Preliminary Assessment Report – Members Capacity Building Program, Provincial Assembly of Khyber Pakhtunkhwa.

1.3 PIPS Anticipated Research Service (Monthly Parliamentary Research Digest): Country's first of its kind Parliamentary Research Digest has successfully completed its four and half years of publication 54 editions and 189 articles on topics of Parliamentary interest. During July-June 2017-18, a total of forty four (44) articles have been published. Starting from 300 in 2014, the publication has a circulation of 2000 reader at the moment. The readers include 1254 Parliamentarians and Members of Provincial and Legislative Assemblies across the country, as well as Parliamentary Functionaries, Civil Society, Universities and Embassies.

1.4 PIPS Budget Desk: PIPS establishes budget desk annually with the aim to provide technical assistance to MP's in understanding and utilizing the budget document. Since 2010, PIPS budget desk has prepared 80 budget papers for Members of Parliament.

- **Budget Briefs:** PIPS often receives demand for preparing budget brief from Honourable MP's during January to June 2017. PIPS prepared 14 papers for MP's during 2017 – 18.
- **Budget Seminars:** In continuation to its tradition of conducting pre and post budget seminars, PIPS Research wing organizes around six pre-and post-budget roundtables/workshops. PIPS Budget Desk organized two day national knowledge sharing roundtable on

budget and economy with Honourable Members of Federal Parliament, Provincial Assemblies and Legislative Assemblies. Around 30 Honourable Members participated in the events. The subject experts covered all the aspects of budget making on key issues with reference to Provincial as well as Federal budget. The delegates also visited Senate Finance Committee at Parliament House where Honourable Chairman of Senate Standing Committee of Finance briefed the participants about working and performance of the Committee.

2. Publications

During FY 2017-18, the Institute has prepared following readers for Honourable Parliamentarians and Research fraternity on key topic of Parliamentary importance.

2.1 Parliamentary Research: Theory and Practice: The participants' booklet is designed to equip researchers of the National Parliament and the Provincial Assemblies about basic concepts and Principles of Parliament.

2.2 Parliamentary research: The toolkit is based on experiential learning methodology and endeavors that Parliamentary researchers and librarians understand and develop skills to practice various activities they are expected to do while conducting research for preparation of informational packs for individual legislators or Parliamentary Committees.

2.3 Selected Speeches of Members of Constituent/ National Assembly Volume 1 (1947-1958): In January 2017, the Institute commenced its Parliament @ 70 research project to commemorate the year as the 70th anniversary of the creation of Islamic Republic of Pakistan on 14th August, 1947. It is a historic and gigantic task that involves data collection of every day of each session the Parliament of Pakistan since its inauguration on 10th August, 1947. First publication on the project namely *SELECTED SPEECHES OF THE CONSTITUENT/NATIONAL ASSEMBLY, Volume 1 (1947-1958)* has been prepared which will be shared with Members of National Assembly.

2.4 Implementation of the 18th Constitutional Amendment, Briefing Paper on Regulatory Authorities (December 2017): A customized research paper on imperative topic aimed at enhancing the readers 'understanding viz a viz the post 18th Amendment role and supervision of the regulatory authorities.

**2.5 Consultative Report on National Action Plan, Business and Human Rights -
(December 2017)**

2.6 UN Guiding Principles on Business and Human Rights Urdu Version (March 2018) -
The UN Guiding Principles on Business and Human rights were translated in Urdu and printed by the Institute.

2.7 Report of International Conference in The Role of Women Parliamentarians in Strengthening Democracy and Social Justice, March 2018: PIPS Research Wing provided technical assistance in preparation of text of report of the said event. The report was later on published by WPC.

2.8 Youth Guide (05th Edition) (April 2018) - It is updated edition of Youth Guide often used in PIPS Outreach events for Youth.

2.9 Joint Consultative Report, National Action Plan on Business and Human Rights (2018)

2.10SDGs Workshop Report for Members of GBLA, (May 2018) - A fifty pages report on workshop organized for Members of Gilgit Baltistan legislative Assembly on the imperative need for achieving Sustainable Development Goals and the way forward.

2.11PIPS 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 list of 250 Parliamentarians and Parliamentary functionaries on daily basis.

3. PIPS Data Portal

The Institute has developed an in-house data portal for Members of Parliament and Secretariat Officials. PIPS research wing update the database on biannual basis. This repository has now a collection of **6125 articles**. The data portal also includes newspaper article index of key themes i.e. Health, Education, Economy, Environment and Defense and Security. The repository also contains 10666 articles. During July-June 2017-18 a total of **2975 articles** have been collected. Members can access data portal through PIPS official website.

4. Seminars and Conferences

The Institute regularly organizes seminars and conferences on matters of Parliamentary importance. The period of July to June, 2017-18 remained critical during which PIPS held seminars and workshop for Honourable Parliamentarians and functionaries for supporting them in performing their duties in an efficient and effective manner. The details of the events are given below.

4.1 Interactive Session on "Data and Analytics for Policy Success," Wednesday, July 12, 2017 : The session was attended by twenty researchers from both National Assembly and the Senate, along with Joint Secretaries, debate editors as well as several Members of the PIPS team.

4.2 70 Years of Parliament Celebrations Reiterate Commitment to Constitution and Welfare of Citizens, August 10-11, 2017: A two day Conference to commemorate the celebrations of 70 years of the Parliament, was held at the Pakistan Institute for Parliamentary Services (PIPS). Honourable Speaker of the National Assembly of Pakistan Sardar Ayaz Sadiq

inaugurated the Conference and Former Speakers Syed Fakhar Imam and Gohar Ayub spoke as the Guests of Honor. Around 120 Parliamentary experts from National Assembly, Senate and Members of civil society and students participated in the event. The two day Dialogue on Parliament@70 concluded in the afternoon with a lecture by Honourable Senator Mian Raza Rabbani, Chairman Senate on “Challenges of protecting the will of the people.” The Honourable Chairman Senate reiterated the need for institutional dialogue among State institutions – Legislature, Executive including civil military bureaucracy and judiciary for reforms to consolidate the tradition of Parliamentary democracy and rule of law in the country.

4.3 Round Table Consultation on ‘Role of Parliament in Meeting the Clean Air Challenge,’

September, 18, 2017: National Assembly of Pakistan and PIPS along with Air Quality Asia arranged a Round Table consultation on “The Role of Parliament” in Meeting for Honourable Members of six Standing Committees at the National Parliament. The consultation was attended by more than 45 Honourable Members of the Parliament from Standing Committees of climate change, health and education. Around 35 experts and researchers from US and Pakistan also participated in the event.

4.4 Knowledge Sharing National Parliamentary Researchers Workshop, October 12-13,

2017: A two-day national workshop was organized in collaboration with Konrad Adenauer Stiftung for the Parliamentary Functionaries, research officers and librarians of the National Assembly of Pakistan, Senate of Pakistan, four Provincial Assemblies of Punjab, Khyber Pakhtunkhwa, Sindh and Baluchistan as well as Legislative Assembly of Gilgit Baltistan. The workshop aimed at understanding the basics of Parliamentary research and increasing collaboration among provinces in unifying the Parliamentary research practices across all provinces. This knowledge sharing workshop played an instrumental role in generating ideas towards better research techniques and increased collaboration among researchers from all over Pakistan.

4.5 Knowledge Sharing National Parliamentary Roundtable on Sustainable Development

Goals, November 02-03, 2017: PIPS and National Assembly SDG’s Secretariat organized a knowledge sharing Round Table consultation on Sustainable Development Goals held at PIPS and National Assembly SDGs Secretariat. It was attended by more than 50 participants including 25 Honourable Members of the Parliamentary SDG’s Taskforce, Members from provincial and legislative assemblies, and 30 dignitaries from the fields of human rights, economics, health, education and population. The panelists highlighted various challenges and policy options regarding the progress and implementation of Sustainable Development Goals in all parts of the country.

4.6 National Voters Day Seminar, December 07, 2017:

National Voters Day Seminar was by the Institute in collaboration with Tabeer-Consolidating Democracy in Pakistan and Women’s Parliamentary Caucus from the National Assembly of Pakistan. The event was attended by Honourable Members of the Parliament along with representatives from the Election Commission of Pakistan, Tabeer CDIP, Women’s Parliamentary Caucus, Civil Society, faculty Members and students from various Universities of Islamabad. The distinguished panel for the seminar included Honourable Ms. Mariyam Aurangzeb (State Minister for Information and Broadcasting), Honourable Ms.

Shagufta Jumani (Member National Assembly), Mr. Zafar Iqbal Hussain (Additional Secretary-ECP) and Mr. Mukhtar Ahmad Ali (Team Leader, CDIP). The session was chaired by Honourable Ms. Shaista Pervaiz Malik (Member National Assembly). All the panelists emphasized on the importance of democracy and voter registration in the country.

4.7 National Action Plan On Business And Human Rights, December 19-20, 2017: A two-day consultative seminar/roundtable on the National Action Plan on Business and Human Rights was held in collaboration with Oxfam Pakistan. The purpose of consultation was to engage the Legislators, Federal Ministries and Provincial Policy Makers, Commissions, representatives of CSOs and other stakeholders in the domain of Human Rights and to generate the ideas as well as exchange views concerning legal policies in the domain of Business and Human rights. The participants give emphasis to the fact that state duty is to protect human rights and the Guiding Principles which cover various aspects provide adequate groundwork. They highlighted the importance of the Economic Zones which play crucial role in promoting business activities in the country and stressed that state needs to build the capacity of its institutions and inclusive legislation is the need of the hour.

4.8 1st Speakers' Conference- the Challenges of Terrorism and Inter-Regional Connectivity, December 24-25, 2017: The National Assembly of Islamic Republic of Pakistan hosted a Joint Meeting of Speakers from the six countries to address the challenges of Terrorism and Inter-regional Connectivity from December 24th to 25th, 2017 in Islamabad. These countries include Islamic Republic of Afghanistan, Peoples Republic of China, Islamic Republic of Iran, Russian Federation and Republic of Turkey. The joint meeting was planned in the backdrop of 2nd meeting of the Eurasian Parliament's Speakers held in Seoul from June 26-28, 2017. The joint meeting not only explored various functional avenues of regional connectivity but also attempted to deliberate and resolve challenging issue of sovereignty versus connectivity. It also provided the Parliamentary leadership to discuss the detailed contours of regional connectivity. Moreover, the joint meeting deliberated on various hazards and threats of connectivity that can result in an expansion of drug and human trafficking, illegal trade and reaffirming yet again the fear of undermining the territorial sovereignty and integrity of member states. Pakistan Institute for Parliamentary Services prepared two technical Parliamentary briefs titled "Regional Cooperation for Peace and Security" and "Interconnectivity for building a better tomorrow" for the said conference. The Institute also assisted in drafting declaration of first speaker's conference.

4.9 Workshop on SDGs for Members Gilgit Baltistan Legislative Assembly, January 10-12, 2018: The Institute organized three days knowledge sharing Workshop on Sustainable Development Goals with collaboration of Agha Khan Rural Support Program (AKRSP). The workshop was attended by over 30 participants. Learned keynote speakers from relevant area were invited to facilitate the sessions including Minister of State / SDGs National Convener, Ms. Mariyam Aurangzeb who invited the participants for a visit to SDGs Secretariat at National Assembly and also chaired an interactive session there.

4.10 Seminar on Commonwealth Day, March 12, 2018: Commemorating March 12, 2018 as the Commonwealth Day, the National Assembly of Pakistan, CPA-Asia Region Branch and the Pakistan Institute for Parliamentary Services (PIPS) organized a Seminar on the theme "Towards a Common

Future" at PIPS main Campus in Islamabad. Participants included officials from the Senate and the National Assembly of Pakistan, as well as faculty Members and students from various Universities of Islamabad and Rawalpindi; development partners including European Union's project SUBAI Pakistan team and representative from CDIP/British Council Pakistan.

4.11 Seminar on Constitution Day April 10, 2018: The Seminar on Constitution Day held on April 10, 2018 marked the fifth annual event to commemorate the 45th Anniversary of the Constitution of Islamic Republic of Pakistan. The Institute organizes this seminar each year to highlight the significance of the Constitution among citizens particularly the youth. Organized with generous support from KAS, the Seminar brought together Members of Parliament, faculty and students from various higher educational institutions, Members of civil society, and development practitioners. The event was attended by participants and representatives from Iqra University Islamabad Campus, International Islamic University, Arid Agriculture University, Riphah School of Public Policy, and Bahria University. Representatives from National Parliament, and development partners including British Council and Oxfam also attended the Seminar.

4.12 National Action Plan on Business and Human Rights, March 20-21, 2018: Pakistan Institute for Parliamentary Services (PIPS) and Oxfam GB Pakistan jointly organized a consultative seminar/roundtable on National Action Plan at PIPS main campus in Islamabad on March 20-21, 2018. The Consultation came as a sequel to the Seminar/Roundtable on National Action Plan on Business and Human Rights held on December 19-20, 2017. The two days event was attended by around 30 participants including Parliamentarians, policy makers at the Federal and Provincial levels, civil society representatives as well as representatives from business community.

5. PIPS Outreach Parliamentary Education Program

As per previous tradition PIPS organized seven events for youth. The purpose of these outreach events is to inculcate values of Parliamentary democracy in our youth. The detail of events is provided as under:

5.1 Parliamentary Dialogue On "Youth Building Peace" Held On August 8, 2017: A Parliamentary dialogue on "Youth Building peace" was held at PIPS in collaboration with the Young Parliamentarians Forum of the National Parliament on International Youth Day. The event was attended by around 150 participants including Members of the Parliament, academia, and diplomatic community along with a large gathering of students from 25 universities and colleges from all over Pakistan.

5.2 Pips Outreach Seminar on Parliamentary Discourse As "70 Years of Independence" Celebration at Fatima Jinnah Women University, August 08, 2017: PIPS and Fatimah Jinnah Women University organized a seminar on Parliamentary contribution in 70 years of Pakistan and country's indigenous narrative for tolerance, peace and harmony. PIPS presented the Parliamentary narrative before the audience of more than 60 students as well as faculty and staff Members during a seminar titled "70 Years of Independence" held at Fatima Jinnah Women University on August 08, 2017. The seminar was aimed at reviving the spirit of Pakistan movement among the youth of Pakistan.

5.3 Outreach Seminar On "Role Of Parliament And Pips Services To Strengthen Democratic Tradition, With Delegation Of BUITEMS, Quetta: August 23, 2017: The Institute in collaboration with Inter University Consortium for the Promotion of Social Sciences organized a seminar on the role of Parliament and PIPS in strengthening the democratic tradition in the country. Held at the main campus in Islamabad, the seminar was attended by a group of 15 students and faculty Members from the Department of International Relations, Balochistan University of Information Technology, Engineering and Management Sciences.

5.4 Seminar and speech contest on international UN democracy day, September, 15, 2017: A day-long seminar and speech contest was arranged by PIPS in connection with International Democracy Day, 2017 and as a part of celebrations of Pakistan @ 70 years as well as the 20th anniversary commemoration of the United Nations Declaration of Democracy adopted in September, 1997-98. The event was attended by Honourable Members of the Parliament along with over 110 faculty Members and students from seven universities of Islamabad. Honourable Ms. Naeema Kishwar Khan, Member National Assembly of Pakistan talked on the "Role of Youth in a Democracy as agents of tolerance, dialogue and peace." She highlighted the fact democracy is not only a mean to achieve the right of vote but it also gives us financial freedom and freedom to live freely in the society. This was followed by another inspiring address by Honourable Senator, Mr. Taj Haider who spoke on "Democratic traditions in Pakistan: challenges and achievements." He narrated the historical background of the struggle for democracy in Pakistan emphasizing the fact that our founder gave us the vision of welfare state; a nation where democracy shall be practiced, where there will be no discrimination on the lines of faith or creed, a nation where states maximum resources would be spent on reducing poverty and illiteracy.

5.5 Session on Parliament, Constitution and State Building for Students of Bahria University October, 26, 2017: An interactive and absorbing session on Parliament, Constitution and State Building was conducted by Director Research & Legislation for 30 Members' delegation from Bahria University. The students willing to learn about the role of Parliament and Constitution in State Building and fully participated in the discussion.

5.6 Interactive Session on Parliament, Constitution and State Building for Students of GCU Lahore, November 17, 2017: Held at PIPS main campus in Islamabad, the seminar was attended by a group of 27 students and faculty Members from GC University Lahore. The aim of the session was to inculcate values of Parliamentary democracy among youth so that they can play their part as active and useful citizens of the country.

5.7 Young Leaders Workshop on Parliament, Constitution and National Development, December 21, 2017 To January 05, 2018: For the first time in the history, the Institute organized a 15 days' workshop on Parliament, Constitution and National Development for Matric and O-Level Students. A total of 04 students from various schools of Islamabad and Karachi completed the said workshop. The course contents included lectures on Parliament, Working of Parliament, Standing Committees, Democracy and its importance, Process of law making , Development and Sustainable Development Goals and other importance topics. The students also visited National Assembly,

Senate, SDGs Secretariat National Assembly and Women Parliamentary Caucus. This workshop also provided them an opportunity to meet with Parliamentarians to discuss matters of Parliamentary significance in order to gain insights into working of Parliamentary system.

5.8 Seminar on Constitution and Working of the Parliament with Students of Sindh Madressatul Islam University (SMIU), Karachi, and January 19, 2018: The Institute hosted a delegation of 80 students and faculty Members from Sindh Madressatul Islam University (SMIU), Karachi for the Seminar on "Constitution and Working of the Parliament". The delegation was led by Dr. Muhammad Ali Shaikh, Vice Chancellor, and SMIU.

5.9 Seminar on Constitution and Working of Parliament with the Students of University of Gujrat, February 19, 2018: PIPS hosted a delegation of 34 students and faculty Members from the University of Gujrat for the Seminar on "Constitution and the Working of Parliament" on February 19, 2018. The students of MPhil and BS (Hon.) program represented the Department of History and Pakistan Studies, University of Gujrat.

5.10 Orientation Session on Role and Functions of PIPS for Students of Project "Model CCI February 22, 2018 (46 Participants): An Orientation Session on Role and Functions of PIPS was organized for the students of Hanns Seidel Foundation Project "Model CCI: Debating Federalism" on February 22, 2018 at the Institute's main Campus in Islamabad. The all Pakistan delegation of University students and faculty Members included 46 representatives from QAU, NUML, NDU, NUST, COMSATS, BZU Multan, Islamia University Bahawalpur, University of Sargodha, Fatima Jinnah Women University, University of the Punjab, IBA-Sukkur, University of Karachi, SBBU Nawabshah, University of Peshawar, SBBU Sheringal, University of Haripur, University of Turbat, SBKWU, BUITEMS Quetta, and University of Balochistan.

5.11 Seminar With Female Media Trainees On "Parliament Is The Creator, Creation And Custodian Of The Constitution Of Islamic Republic Of Pakistan", March 19, 2018: PIPS organized an interactive seminar with female media trainees on the request of Women Media Centre (WMC) on topic "Parliament is the Creator, Creation and Custodian of the Constitution of Islamic Republic of Pakistan". Around 40 students representing various higher educational institutions including Allama Iqbal Open University, Quaid-i-Azam University, NISTE, University of Gujrat, International Islamic University, Fatima Jinnah Women University, and news reporters from NEO News, and Radio Pakistan visited PIPS as part of the five-day Media Training Course organized by Women Media Center Pakistan in collaboration with National Endowment for Democracy (NED) USA.

6. Guest speaker sessions as PIPS faculty

PIPS research faculty provided training on Principles of Parliamentary Research, Report Writing and Abstract writing; Referencing Skills; Preparing Briefs and Talking Points; Constitution, Parliamentary Committees and Public Hearings, and SDGs. It also provided technical guidance for research projects of participants of 4th National development Management Course in addition to conducting their defense and evaluation.

These sessions include:

- i. Orientation of National Internship Program Interns- Senate of Pakistan, July 04-05, 2017 (75 Interns)
- ii. Subai Young Parliamentary Associates Training, July 03-13, 2017 (50 Interns)
- iii. Parliamentary dialogue on Youth building peace, August 08, 2017
- iv. PIPS National Management Development Course, Oct-Nov, 2017 (19 Parliamentary Official)
- v. Orientation Program for 4th Batch of Short Term Interns, October 2-11, 2017 (45 Participants)
- vi. National Knowledge sharing Parliamentary Researchers Workshop, October 12-13, 2017
- vii. National Action Plan on Business and Human Rights, December, 19-20, 2017
- viii. Young Leaders Workshop on Parliament, Constitution and National Development, December 21, 2017- January 05, 2018
- ix. Interactive Sessions of Parliament, Constitution and State Building in various outreach events.

7. Parliamentarians Resource Centers

Pakistan Institute for Parliamentary Services has set up its satellite offices on the doorstep of Parliamentarians in Parliament Lodges as well as in Provincial Assemblies of Khyber Pakhtunkhwa, Punjab and Sindh. The provincial offices are also working as PIPS satellite offices on Sustainable Development Goals. In addition these offices continue to provide research and legislation services to Members of Parliament through PIPS main office in Islamabad. These offices also provide free of cost printing, photocopying and internet facilities to Honourable Members of Parliament. Performance of all branches of PIPS-PRCs is given below:

7.1 PIPS-PRC Parliament Lodges: From July to June 2017-18, 878 visits were recorded by Honourable MP's out of which 542 were males and 336 were females. Honourable MP's utilized a number of PRC facilities (Internet, Photo coping, fax, printing, newspapers, Conference Room etc.) PRC staff assisted respectable Members in their work actively. PRC received a large number of requests for holding Standing Committee Meetings. During this period, PRC conference hall was utilized to convene 93 Standing Committee meetings, 6 party meetings and 1 book Launch.

7.2 PIPS-PRC Provincial Assembly of Balochistan: Since its inception, PIPS PRC satellite office Quetta has been a great learning platform for honourable Members and secretariat staff of Provincial Assembly of Balochistan. The services of satellite office Quetta are being acknowledged and appreciated by Honourable Members and Secretariat staff on every platform. During July-June, 2017-18, PRC satellite received requests from Honourable Members of Provincial Assembly of Balochistan for preparation of 06 research papers and 03 bills. The office was used for 18 meetings of Standing Committees and Special Committees including Health, Agriculture, S&GAD etc. The office facilitated Head Office for conducting 06 workshops and capacity building training courses for Members and Secretariat officials of Provincial Assembly of Balochistan.

7.3 PIPS-PRC Provincial Assembly of Khyber Pakhtunkhwa: PIPS satellite office in Khyber Pakhtunkhwa has provided a platform for Members of Provincial Assembly of Khyber Pakhtunkhwa where they can connect with the Main office at Islamabad and access legislation and research service.

During the period from July to June Honourable Members of KP Assembly made 09 requests for bill drafting/ modification /amendments.

7.4 PIPS-PRC Provincial Assembly of Punjab: Since its establishment, the office is being actively used by Members of Provincial Assembly of Punjab as well as Assembly Secretariat. During July-June 2017-18, PIPS-PRC received requests for preparation of 24 Resolutions, 04 Amendments in existing legislations, one question, one calling attention notice, 08 adjournment motions and fourteen research papers. In addition, the office assisted Assembly Secretariat for preparing legislative analytical briefs of 46 laws. The office is assisting assembly secretariat for preparation of publications and Standing Committees for providing research support. The Assembly Secretariat is also using services of the officers to carry out following day to day activities.

- Summary of proceeding prepared for every session.
- Proof reading of bills.
- Member Committee Branch for input/research support to Committees.
- Legislative analysis of the laws present on the Assembly website for updating.

In addition to acting as satellite office of PIPS SDGs Secretariat in Provincial Assembly of Punjab, PRC officers are also working as member of the Editorial Board as Associates for the Provincial Assembly of the Punjab official Magazine.

8. New Initiatives

8.1 Study Visit Of King Prajadhipok’s Institute Thailand KPI’s Delegation To Pips (July 27-28, 2017): A three member delegation of the King Prajadhipok’s Institute, Thailand (KPI)’s Research and Development Office arrived at PIPS for a study visit as part of conducting “a comparative study of Thailand’s KPI Parliamentary Research Organizations in Cambodia and the Pakistan Institute for Parliamentary Services (PIPS).” The King Prajadhipok’s Institute, KPI Thailand is one of the models which was studied during the feasibility stage for setting up PIPS. The delegation comprised of

- Mrs. Thawilwadee Bureekul, Director of Research and Development Office,
- Mr. Stithorn Thananitichote, Senior Academic, and
- Ms. Pattama Subkhampang, Senior Academic.

Interactive meetings were held with Members of Parliament utilizing PIPS Services, Research and Legislation Wing, Program Development Program and IT Wing Officers. The delegation also held absorbing and interactive meetings with senior leadership of Senate and National Assembly as well as research secretariats of both Houses. The study visit was productive and ended in hopes of further cooperation and collaboration between the two institutes for enhancing the role of the Parliament in their respective countries.

8.2 Parliament@70 Project: In January 2017, the Institute commenced its Parliament at 70 research project to commemorate the year as the 70th anniversary of the creation of Islamic Republic of

Pakistan on 14th August, 1947. It is a historic and gigantic task that involves data collection of every day of each session the Parliament of Pakistan has sat since its inauguration on 10th August, 1947. PIPS devised a questionnaire/template to record proceedings of each day the Houses have been in session. Six interns were hired for recording the data which is available in Library of Senate and National Assembly of Pakistan official Website. The Pakistan Institute for Parliamentary Services, PIPS, intends to develop various products and research outputs as an acknowledgement of the commendable accomplishments of the Parliament of Pakistan to commemorate the 70th year of our independence. First publication on the project namely *SELECTED SPEECHES OF THE CONSTITUENT/NATIONAL ASSEMBLY, Volume 1 (1947-1958)* has been prepared which will be shared with Members of Senate and National Assembly. The data gathered will enable PIPS in developing issue-oriented index such as best speeches by Members of Parliament, speeches of dignitaries and distinguished delegates who visited Parliament of Pakistan, Milestones, Questions, and Legislations etc. This data would be helpful for PIPS to gather, document and present the whole Parliamentary proceedings to public in user-friendly easy access by conducting the Parliament@70 Research Initiative. Moreover, this work of recording the entire Parliamentary history of Pakistan is an exploratory research project first of its kind since 1947 and it requires very careful editing.

8.3 Parliamentary Studies Program: PIPS Research Wing is in continuous liaison in coordination with around 40 universities for introduction of Parliamentary studies as a new discipline in the curriculum. 17 universities have commenced elective courses in Parliamentary studies.

9. PIPS Library

The Institute has developed a library for honourable 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 BOG's Digital Library and Pakistan Law Site. The library has added a collection of 98 new titles/books during July-June 2017-18. PIPS has 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, Foreign Affairs, Journal of Democracy and Parliamentary Affairs. 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.

10. Legislative and Non Legislative Services

A variety of services were provided during the year 2017-2018 by the Legislation Team, which included technical assistance to the Honourable Parliamentarians in Legislative Drafting and Assessment of Laws as well as Non-legislative Business (i.e., preparation of Resolutions, Motions, Questions and Calling Attention Notices). PIPS also prepared Reports/Research Briefs on legal status of an issue; in addition to

conducting Public Hearings and Outreach Programs. Following is an overview of the Legislative Services during the said year 2017-18:

10.1 27 Bills Drafted: PIPS provided support in total twenty seven (27) Bills drafted for MP's. Out of which six (6) were new bills on different issues of national importance and twenty one (21) were amendment bills. Twelve (12) requisitions originated from the Senate of Pakistan, five (5) from the National Assembly of Pakistan, three (3) from the Provincial Assembly of Punjab and seven (7) from the Provincial Assembly of Khyber Pakhtunkhwa.

10.2 7 Draft Bills/Law: Complete assessment of six (6) draft Bills and one (1) Law was carried out, keeping in view the political, social, cultural and economic aspects in order to improve the efficiency of existing legislation/draft.

10.3 29 Research/briefing papers: In the area of legislative research, twenty nine (29) research/briefing papers and reports on different issues were prepared to the Honourable Parliamentarians within prescribed deadlines and in confidence as per tradition of the Research and Legislation team of the Institute. The topics covered in these briefing papers provided a detailed account of existing status of laws in certain areas.

10.4 Non-Legislative services: This service provided to the Honourable Parliamentarians included thirty six (36) Resolutions, four (4) Calling Attention Notices, four (4) Adjournment Motions and four (4) Motions.

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

- Legal Socialization Seminar on Elections Act, 2017
- Knowledge sharing session on Post Legislative Scrutiny and Delegated Legislation
- Round Table Discussion on Resolution No. 371 (Promotion of Religious Tourism)

PARLIAMENTARY DEVELOPMENT PROGRAMS (PDP) & INFORMATION TECHNOLOGY (IT)

Over the years the Parliamentary Development Program team of PIPS has developed different training programs to cater the training and capacity building needs of the Members of the Parliament, Provincial Assemblies, Legislative Assemblies and their functionaries. The main objectives these programs 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.

The Parliamentary Development Program has also 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 role of PIPS is unique in the context that this is the only institute in the country which serves and caters to the specific intellectual challenges faced by Parliamentarians and their respective Secretariats. Hence, the programs comprise of several streams, including long and short courses, workshops, seminars, guest speaker sessions and thematic group discussions. The faculty comprises of veteran politicians, academicians, experts and executives with good understanding of the working of Parliament.

1. Functions and Working of Parliamentary Committees for Parliamentarians and Officers

Parliamentary Standing Committees are the backbone of any democratic system serving as forums for open discussion and debate amongst the Honourable Members on key legislation and also as tools for effective oversight of the Executive. Keeping in view their significance, capacity building events for strengthening Parliamentary committees emerge as a regular feature on the events calendar of PIPS. Modules on the working of Parliamentary Committees included the Rules of Procedure (RoP), functions and role of Committee Chairs and Members, and role of Secretary Committee. Several workshops for the secretariat officers attached with committees have also been conducted, enhancing their skills in managing meetings and providing effective assistance to the committees. A recent addition to the series of this workshop is working of Public Accounts Committees (PAC).

Events comprising of national workshops, provincial workshops, both for the Members as well as Committee staff were organized in FY 2017-2018 which are as follows

- Workshop for Honourable Committee Chairpersons and Members of the Provincial Assembly of Balochistan on Leadership Excellence in Parliamentary Committees , September 25th -26th ,2017
- Workshop for Committee Staff of Khyber Pakhtunkhwa Assembly , February 7th -9th , 2018
- Workshop for Committee Staff of Balochistan Assembly (UNDP) , March 5th – 6th , 2018
- Workshop for the Staff of Public Accounts Committee (PAC) of Provincial Assembly of Balochistan February 20th - February 22nd, 2018.

- Workshop for the Staff of Public Accounts Committee (PAC) of Provincial Assembly of Punjab
February 27th - March 1st 2018

2. Media Workshops for the Honourable Members

To enable the Parliamentarians about the use of right terminologies and messages while interacting with media and public at large, and to effectively engage the media, the Institute organizes media engagement workshops for Honourable Parliamentarians from time to time.

In February 2018, the Institute conducted a two-day media engagement national workshop titled **“Counter Terrorism: Strategic Communication & Media Engagement”** for the Honourable Members of National Parliament and four Provincial Assemblies of Khyber Pakhtunkhwa, Punjab, Balochistan and Sindh. The participants practically engaged with media in real life situation to respond to various real life scenarios.

3. Need Based Capacity Building Events

These are thematic Programs/briefs/seminars, catering to specific needs reflected by the Members or Secretariat leadership. They may include conferences and workshops held on specific themes, requiring knowledge sharing sessions with wider audience or sometimes an intervention at National level. Participants may include Parliamentarians, Members from four Provincial and two Legislative Assemblies, senior Secretariat Officers and/or civil society representatives. The Institute has conducted such national workshops on Committees, Rules of Procedure, Media Relations, Parliamentary Research, Protocol and Social Graces etc.

“Parliamentary Course on Protocol and Social Graces” was conducted for the Officers serving in the Protocol Wing of the National Assembly and Senate. The course for 13 officers of National Assembly spreaded over duration of four weeks was held from November 20th - December 15th, 2017. The course mainly focused on personal grooming as well as daily responsibilities of the officers in protocol section.

4. Long Courses

The long courses that the Institute conducts may vary in duration from one to eight weeks, comprising of multiple modules, delivered by faculty Members from variety of disciplines. There are further sub-streams of long courses as they have been tailored to meet the competence gap in a particular area of the Parliament.

4.1 National Management Development Course: For mid-career officers, the course is held every year comprising of modules on all Parliamentary disciplines. The objective is to develop a deeper understanding of the Parliamentary knowledge, assess suitability of participating officers for future role and nurture a well-rounded personality ready to fill the gaps in mid-level leadership pipeline. Starting in 2014 the Institute has completed four National Management Development Courses till date. The course is held in the months of November-December every year. The 4th NMDC was held from November 1st – December 15th 2017 which had participants from both Houses, all four Provincial and two Legislative Assemblies of Pakistan.

4.2 Mandatory Training Courses for Promotion: Honourable Speaker National Assembly of Pakistan, Sardar Ayaz Sadiq, took a historic initiative by introducing mandatory training course through PIPS for the officers of the National Assembly due for promotion. Parliamentary Studies Certificate Course is mandatory for the officers to be promoted to Grade 18. The Certificate course covers Constitution of Pakistan, Rules of Procedure, Planning and Governance, Presentation Skills and Minutes writing.

The Institute has run two modules of one month each from January 22nd - March 22nd, 2018 for 20 officers. Titled as “**Parliamentary Studies Basic Course Batch II for the assistants/officials of the National Assembly**”, the course is mandatory for the officials to be promoted to Grade 17. The Constitution of Pakistan, Rules of Procedure, Team building, Essential writing & reading skills and Minutes writing make part of this course.

4.3 Professional Long Courses: In addition, Long courses on Information Technology (IT), Library and English language are also organized on the request of concerned section of the Secretariat, primarily to meet the professional challenges. In FY 2017-2018, Four English Language courses of five days each, Orientation courses for the newly inducted officers in the Senate of Pakistan and Research Wing of the National Assembly were held.

- Total Library Solutions (TLS: KOHA and DSpace) for the officers of the National Assembly of Pakistan, February 21st -March 22nd, 2018.
- Workshop on Fundamentals of Effective Communication for Officers of the Provincial Assembly of Balochistan Batch I, 10th -14th July, 2017.
- Workshop on fundamentals of effective communication for the officers and officials of Provincial Assembly of the Punjab, 17th -21st July, 2017.
- Workshop on fundamentals of English writing for officers, provincial assembly of Khyber-Pakhtunkhwa, 24th – 28th July, 2017.
- Workshop on fundamentals of effective communication for officers of the provincial assembly of Balochistan Batch II, 31st July-4th August, 2017.

5. Exchange Programs

Exchange programs for various assemblies for the Honourable Members and senior Secretariat Officers are arranged to discuss views regarding particular issues and general working of their respective Houses. This initiative is taken in collaboration with donor organizations every year including visits to the Provincial Assemblies of Khyber Pakhtunkhwa and the National Parliament. In the visit to the Khyber Pakhtunkhwa Assembly the main focus of the event was the human rights and Parliamentary reforms. The Honourable Members also met the honourable speaker KP Assembly, Mr. Asad Qaiser. The exchange visit of the Honourable Members to the National Parliament was thematic one where Human rights status in Pakistan, Pakistan commitment to the Human rights convention and the strategic challenges faced by Pakistan were the main topics discussed. The Honourable Members also met with the Honourable Speaker National Assembly of Pakistan, Sardar Ayaz Sadiq.

- Reflecting Together Acting Together, Inter-Parliamentary Exchange Trip for Human Rights and Parliamentary Reforms, September 25th -26th, 2017.
- Reflecting Together Acting Together, Inter-Parliamentary Exchange Trip for Human Rights and Parliamentary Reforms (DRI), November 13th -14th, 2017.

6. Orientation Seminars and Courses

These orientations/seminars/courses are focused on key themes of the Constitution of Islamic Republic of Pakistan and working of the Parliament. This may vary in terms of duration between one to eight days. These introductory courses are designed for the newly appointed or promoted officers of the Secretariat, who need to learn about the working of the Parliament as well as to understand their jobs in that particular environment. Such courses have been conducted both for the Senate and the National Assembly officers during FY 2017-2018.

- YPA Orientation and Training (in collaboration with SUBAI, UNDP, PIPS, EU and YPA), 3rd - 13th July, 2017.
- Orientation workshop for Honourable Members of Gilgit Baltistan Legislative Assembly GBLA, 22nd -26th January, 2018.
- Orientation/Training for Newly Appointed Assistants of the Senate of Pakistan, 23rd -27th April, 2018.

7. Orientation Programs for Interns

The Institute organizes and conducts orientation courses for Youth, who work as Interns with the Standing Committees in the National Parliament as well as the Provincial Assemblies, or attached as researcher with Honourable Members and various sections in the Secretariats and need to learn about the significance of the Constitution and working of the Parliament. One batch of the National Internship Programme, short term interns, Interns of the National Assembly and Senate of Pakistan constituting 270 participants have already been provided the orientation in working of the Parliament, Constitution of Pakistan and Parliamentary Etiquettes.

- Orientation on Rules of Procedure and Constitution of Pakistan for Short term Interns of the National Assembly of Pakistan, 19th July- 16th August, 2017.
- Orientation for the National Internship Program Interns-Senate Secretariat, 4th -5th July, 2017.
- Training program for short term interns batch 4 Oct 2nd -11th 2017
- Training for Interns 15th - 23rd January, 2017.

8. Outreach Programs

These events are held to create awareness about the Constitution and its relation with State, about the working of the Parliament and/or around a specific theme, requiring broad-based consultation and participation, multiple stakeholders' presence and awareness. Topic may include "From Bill to an Act",

the Constitution of Pakistan, working of the Parliament. Such trainings have been arranged for the council officers of the ministries, for the officers of the Securities and Exchange Commission of Pakistan, for the Parliamentary Reporters, for the interns and students.

9. Federal or Provincial Workshops

These workshops are held for the participants from a specific Assembly or Secretariat and may be held either at PIPS Campus, or at the respective Assembly's secretariat or at a local venue procured for this purpose. This is done to reach the wider audience in a specific Assembly. The Institute has been conducting at least two such workshops on thematic issues every three months for each Secretariat. Some of the Workshops held under this stream include, Minutes Writing, Effective Parliamentary Communication, Presentation Skills, Managing Committees business and Strengthening Public Accounts Committees.

10. Inter-Provincial Youth Retreat

During April 2018, Pakistan Institute for Parliamentary Services (PIPS) in collaboration with Young Parliamentary Forum (YPF), National Assembly of Pakistan organized a four-day Interprovincial National Youth Retreat in Nathiagali from April 19th- 22nd ,2018. Participants included youth from all over Pakistan i.e., four provinces, Azad Jammu & Kashmir, Federally Administered Tribal Areas, Gilgit-Baltistan and Islamabad Capital Territory. The Retreat was organized with the mission to highlight the significance of Parliamentary democratic system in Pakistan; to discover as to why it was necessary to have Democracy; and how to engage youth to strengthen the democratic institutions of our beloved homeland Pakistan. A diverse panel comprising of Honourable Parliamentarians, Members of the civil society, Media persons, experts and renowned academicians moderated the sessions of the Retreat.

11. Legal Socialization Seminars on Elections Act 2017

Parliament passed its historic Elections Act 2017 last year. Under the guidance of Honourable Speaker, public hearing was held and recommendations were compiled and submitted to the august house. Later Legal socialization seminars were organized in the PIPS campus for the honourable Parliamentarians of the National Parliament as well as civil society. The Legal Socialization seminars were also held in the provincial capitals of Balochistan and Khyber Pakhtunkhwa for the Honourable Members, civil society and the stakeholders.

- Legal Socialization Seminar on Elections Act 2017: towards a transparent Electoral Process in Pakistan, October 16th, 2017.
- Legal Socialization Seminar on Elections Act 2017: towards a transparent Electoral Process in Pakistan for the Hon. Members Secretariat officers of the Provincial Assembly of Balochistan, October 28th, 2017.
- Legal Socialization Seminar on Elections Act 2017: towards a transparent Electoral Process in Pakistan for the Hon. Members Secretariat officers of the Provincial Assembly of Khyber Pakhtunkhwa, October 31st, 2017.

12. Pre Promotion Test

Honourable Speaker National Assembly of Pakistan, Sardar Ayaz Sadiq, took the initiative by introducing mandatory training course through PIPS for the officers due for promotion. In addition to the training courses for promotion, the Institute also conducts promotion tests for the candidates to be promoted to the next grades. The Institute has conducted promotion tests for 20 officers/officials of various cadres till now and the test of 20 more officers/officials is due in August, 2018.

13. Legislative Drafting and Assessment Course for Honourable Members and Officers

Since Legislative Drafting and Assessment constitute the core functions of the Institute, several initiatives have been taken to promote legislative assessment and drafting skills. In 2014, The Institute conducted a month long National residential Workshop on Legislative Drafting for the Legislative Officers of National Parliament, four Provincial Assemblies and Legislative Assemblies of Gilgit-Baltistan and AJ&K. For this an International Trainer – Ms. Lorna Seitz was engaged who focused on bringing social change through effective legislative process. An abridged version of the workshop was conducted for each of the four provinces at their door steps. That proved to a flagship event on legislative drafting. Following that, one long course and one national workshop on Legislative drafting skills for the Officers of National Parliament and Provincial Assemblies have been conducted.

- Legislative Drafting Course for the officers of the National Assembly Sep 11th - Oct 24th, 2017
- National Workshop on Legislative Drafting for the Secretariat officers March 28 - 30th, 2018

WORKING WITH PARTNER ORGANIZATIONS

a. MOU with King Prajadhipok's Institute Thailand, December 18, 2017

A delegation from the King Prajadhipok's Institute, Thailand (KPI) arrived Pakistan Institute for Parliamentary Services on Monday, December 18, 2017 for signing historic MoU between two organizations and present the results of the study conducted earlier in July 2017 on Comparison of Research on Centres at Parliament of Cambodia, Pakistan Institute for Parliamentary Services, Pakistan and King Prajadhipok's Institute, Thailand. The six member high level was headed by the Honourable Secretary General of KPI, Prof Woothisarn Tanchai. This MoU signing was a reflection of PIPS' worldwide recognition as an International Parliamentary Research and Training institution.

b. MoU with Tabeer - Consolidating Democracy in Pakistan (CDIP), December 07, 2017

PIPS cemented its partnership with Tabeer – CDIP, through a two-year Memorandum of Understanding (MOU), signed on the National Voter's Day, i.e. December 7, 2017. Through this partnership, both teams committed to formalize their overarching framework for cooperation for educational events for the Parliamentarians, and Parliamentary staff, institutional and functional capacity building of PIPS and collaboration on other areas of Parliamentary interest and outreach.

c. A Partnership Agreement with Oxfam Pakistan on January 12, 2017

The agreement of project “National Action Plan on Business and Human Rights” entered between Oxfam GB with Pakistan Institute for Parliamentary Services since January 12th 2017. The purpose of project is to bring change in policy to promote human rights & adopt new and positive policies. Project main aim is to bring awareness & clarity about the respective roles and responsibilities of Governments and businesses in protection and respect for human rights. The process of NAP is consists of five Phases of Initiation, Assessment and consultation, Drafting of an initial NAP, Implementation & Update.

d. MoU with United Nations Development Programme (UNDP), October 23, 2017

The Institute partnered with UNDP to conduct a series of seminars on Legal Socialization for the Honourable Members and Secretariat leadership of the National Parliament, Provincial Assemblies of Balochistan and Khyber Pakhtunkhwa on Elections Act 2017.

e. MoU with Democracy Reporting International (DRI), October 27, 2016 to-date

Democracy Reporting International (DRI) is another international Organization that is working with the Parliament for Parliamentary strengthening. Exchange programs to various assemblies for the Honourable Members and senior Secretariat Officers are arranged so that they may exchange views regarding particular issues and the general working of their respective Houses. This initiative has been taken in collaboration with donor organizations, and to date visits to the Provincial assemblies of Khyber Pakhtunkhwa and the National Parliament have been organized in collaboration with DRI.

f. PIPS Implementing partner in Subai Pakistan

PIPS has been partnering with Subai Pakistan in conducting various events for the Provincial Assemblies. The Institute conducted a three-day Inter Provincial Consultative Meeting with the secretariat leadership to discuss the legislative drafting manual, deliberate on the upcoming new Members orientation and other capacity building event for the honourable Members and secretariat officers.

g. MoU with Westminster Foundation for Democracy (WFD), September 06, 2016

WFD has been partnering with PIPS here in Pakistan to strengthen Parliamentary Oversight, Address social issues through citizen participation and enhance Legislative Drafting Skills of the Parliamentary staff. PIPS has signed MoU with WFD in designing and implementing Parliamentary development courses such as Legislative Drafting, Strengthening Public Accounts Committees, Legislative Business and Effective Parliamentary Communication Skills.

HUMAN RESOURCE MANAGEMENT (HRM)

The Administration Wing of the Institute comprised the Human Resources, Administration and Maintenance Departments. 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 five sanctioned posts in officers' grade at the Institute and in 2017-18 out of these only twenty five (55 percent) were filled and one officer is on deputation with the National Assembly of Pakistan. Similarly there are 85 sanctioned posts in lower grades and 74 percent are filled. During the year the Institute appointed two consultants to undertake specialized tasks.

During the year 2017-18 a Human Resource Review Sub Committee continued its work to review PIPS Employees (Recruitment and Conditions of Service) Rules, 2010 including job descriptions and organogram. The Committee was headed by Ms. Marriyum Aurangzeb (MNA) Federal Minister for Information, Broadcasting & National Heritage, and its Members include; Senator Farhatullah Babar, Senator Mir Hasil Khan Bizenjo, Senator Rubina Khalid, and Malik Uzair Khan, MNA. The Committee held various meetings during the year and presented the proposed consolidated as well as wing-wise organograms for PIPS, its provincial Parliamentary Resource Centres (PRCs) along with proposed job specifications and descriptions of various posts in its meeting held on 13th February, 2018. The Executive Director also informed the Board that a draft promotion policy had already been prepared along with amendments in PIPS employees (Recruitment & Conditions of service) Rules 2010 to ensure essential terminal benefits that would be reviewed and finalized by the sub-committee for the approval of the Board of Governors in its next meeting. The Board of Governors was pleased to approve the new organogram, nomenclature and job specifications along with new job descriptions recommended by the HR Review Committee. The Board also delegated PIPS to appoint consultants as and when required with terms and conditions, already prescribed in the HR Sub- Committee's minutes.

The Board of Governors was informed in its meeting held on 13th April, 2016 desired that PIPS may explore avenues to generate financial resources through its state of the art training facilities in line with Section 12 of PIPS Act, 2008. Accordingly, the Institute devised a comprehensive policy along with a detailed costing model for use of facilities by Donors/ Partners and private think tanks of the legislators for holding such events as are directly related with the PIPS mandate. The Board was pleased to approve the PIPS policy for the use of its facilities by Donors/ Partners and private think tanks of the legislators for holding such events as are directly related with the PIPS mandate. The Executive Director also informed that the Board had given the task of formulation of Promotion Policy as the part of HR Review exercise to its Sub Committee headed by Ms Marriyum Aurangzeb, (MNA) Federal Minister for Information, Broadcasting and National Heritage comprising of Senators Mir Hasil Khan Bizenjo, Federal Minister for Ports and Shipping, Senator, Ms Rubina Khalid and MNA, Malik Muhammad Uzair Khan and Executive Director PIPS. He also acknowledged former Senator Farhatullah Babar who also contributed in comprehensive deliberations in different meetings of the HR Review Sub Committee. The Board went

through the details of the policy and was pleased to approve the PIPS Promotion Policy as put forth by the HR Review Sub Committee. The Board was also informed that the HR Review Sub Committee had also approved some amendments in PIPS Employees (Recruitment & Conditions of Service) Rules, 2010 corresponding to the HR Review and subsequent Board decisions. The Board approved the proposed amendments.

BUDGETARY AND FINANCIAL MANAGEMENT

The Financial Management System of PIPS is based on delegation of financial powers, segregation of duties, principles of authorization and value 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 disbursements, 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 budget provision is available. PIPS financial system is also designed that the resources are optimally utilized and ensured that the value of money is achieved. All payments are made subject to pre audit and fulfilment of codal formalities.

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.194.618 million* during the Financial Year (FY) 2017-18 whereas total receipts during FY 2016-17 were *Rs.198.074 million*. The breakup is given in the Statement of Cash Receipts and Payments. The overall expenditure for FY 2017-18 remained at ***Rs.177.640 million*** whereas overall expenditure during FY 2016-17 was *Rs.178.384 million*.

Pakistan Institute For Parliamentary Services
Statement of Cash Receipts and Payments
For the Year Ended 30 June 2018

		2018	2017
	<i>Note</i>	Rupees	Rupees
RECEIPTS			
Funds from Senate		55,463,000	56,949,000
Funds from National Assembly		110,926,000	113,897,000
Contributions by Provincial Assemblies	7	21,369,937	12,204,547
Grants in aid by national and international agencies and organizations	8	5,002,281	13,591,322
Others	9	1,856,626	1,431,860
TOTAL RECEIPTS		194,617,844	198,073,729
PAYMENTS			
Employee Related Expenses	10	113,522,012	95,812,030
Operating Expenses	11	46,229,347	49,383,107
Transfers	12	235,068	220,303
Civil Works	13	496,045	
Physical Assets	14	2,311,496	11,685,001
Loans and Advances	15	11,469,920	12,723,520
Repair & Maintenance	16	3,326,485	8,560,300
Petty Cash Assignment Account No 6		50,000	-
TOTAL PAYMENTS		177,640,373	178,384,261
NET RECEIPT/(PAYMENT) FOR THE YEAR		16,977,471	19,689,468
CASH AND BANK BALANCE AT BEGINNING OF THE YEAR		46,029,720	35,918,795
CASH BALANCE CREATED (ASSIGNMENT ACCOUNT No 6)		50,000	-
CASH AND BANK BALANCE AT END OF THE YEAR	17	63,057,191	55,608,263
Less: Amount Lapsed on 01st Day of succeeding FY		6,088,730	9,578,543
Balance to be carried Forward		56,968,461	46,029,720

ANNEX A: ORGANOGRAM

