# PREPARED BY PROJECT DEVELOPMENT UNIT (PDU)

# Annual Report 2018-19



# PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

Dedicated to Parliamentary Excellence



"...you are now a Sovereign Legislative body and you have got all the powers. It therefore places on you the gravest responsibility as to how you should take your decisions. The first observation that I would like to make is this: You will no doubt agree with me that the first duty of a government is to maintain law and order, so that the life, property and religious beliefs of its subjects are fully protected by the State..."

> 11th August, 1947 Address to 1st Constituent Assembly

Pakistan Institute for Parliamentary Services

# LETTER OF TRANSMITTAL

#### Subject: Submission of Annual Report for the Year 2018-19

Respected Members of BoG,

It is my pleasure to present to you the Pakistan Institute for Parliamentary Services Annual Report for the year 2018-19.

This report has been prepared to fulfill the statutory requirement under Section 17 of Pakistan Institute for Parliamentary Services Act, 2008.

The report reflects the accomplishments of the Institute during the year 2018-19. Also included the financial statement and the future plans 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). The Section 7 (k) empowers the Board to approve and submit Annual Report of the Institute to the Parliament.

(Muhammad Rashid Mafzool Zaka) Executive Director

Pakistan Institute for Parliamentary Services

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#### ACRONYMS

APA- Asian Parliamentary Association **BOG-** Board of Governors **BYP-** Balochistan Youth Parliament **CCI-** Council of Common Interests **CPEC-** China-Pakistan Economic Corridor **CSOs**- Civil Society Organizations **CDIP**- Consolidating Democracy in Pakistan **DD**- Deputy Director **DG**- Director General **DRI**- Democracy Reporting International ECCE- Early Childhood Care and Education **ED**- Executive Director **EODB**- Ease of Doing Business FATA- Federally Administered Tribal Area Fiscal Year- FY 2019-20 **HEC-** Higher Education Commission HRM- Human Resource Management **IT**- Information Technology KP- Khyber Pukhtoonkhwa KPI - King Projadhipok's Institute LDSC- Legislative Development Steering Committee LHC- Lahore High Court M&E- Monitoring and Evaluation MPs- Members of Parliament **MPA-** Member Provincial Assembly NA- National Assembly NAB- National Accountability Bureau NJHEP- Neelum Jhelum Hydro Electric Project **NPDC-** National Parliamentary Development Course **PA-** Provincial Assembly PAC- Public Accounts Committee PCM- Project Cycle Management

Pakistan Institute for Parliamentary Services

**PDP-** Parliamentary Development Programme PDU- Project Development Unit **PPAF-** Pakistan Poverty Alleviation Fund PLSP- Pakistan Legislative Strengthening Project PIPS- Pakistan Institute for Parliamentary Services **PP**- Province of Punjab **PPSL-** Pakistan Parliamentary Super Leauge PRC- Parliamentarians Resource Center **PSG-** Parliamentary Support Group **R&L**- Research and Legislation Wing SDGs- Sustainable Development Goals **SOPs-** Standrad Operating Procedures THQ- Tehsil Head Quarter **UNDP** - United Nation Development Program WFD- Westminster Foundation for Democracy WPC- Women Parliamentary Caucus **YPA-** Young Parliamentary Associates **YPO-** Young Parliamentary Officers

Pakistan Institute for Parliamentary Services

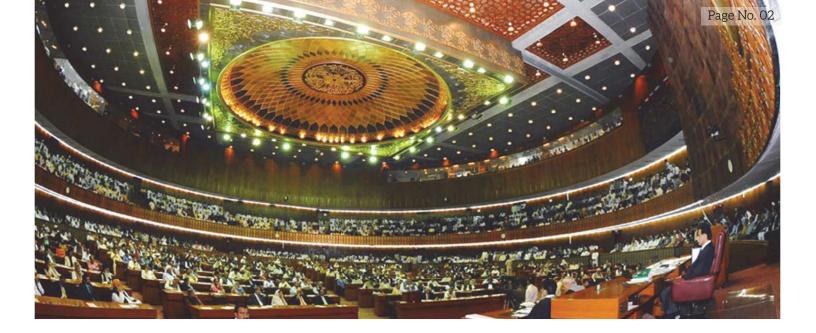


# PREFACE

This Annual Report covering the period July 1, 2018 - June 30, 2019 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'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 2018-19. During the year in focus the Institute achieved its various objectives under the guidance of the BOG's

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. As a result the Institute has well-functioning satellite offices in Lahore, Peshawar and Quetta.



The Pakistan Institute for Parliamentary Services, PIPS, was formally established as an as an exclusive and independent, first of its kind research and capacity building facility for the parliamentarians, through an Act of Parliament on December 15, 2008. No matter it had started functioning in an interim facility since April 2006.

The Parliament in Pakistan had remained deprived of the power of Knowledge that comes from timely, accurate and credible information and objective bipartisan analysis on the most sensitive of national matters till the establishment of PIPS. The intense need for such an institution was direly felt and expressed in 2005 in the Speakers Conference of the National and Provincial houses. The Legislative Development Steering Committee (LDSC) of the National Parliament under the chairmanship of Deputy Speaker National Assembly chose to work for setting up the Institute with the support of the Pakistan Legislative Strengthening Project (PLSP). Based on the deliberations of the LDSC, comprising eight MNAs and four Senators in addition to Secretariat leadership of National Assembly and the Senate; various comparative studies and feasibility papers prepared by PLSP and the LDSC steered the initiative. The LDSC visualized PIPS as an autonomous entity, functioning under the leadership of the parliament and guided by a Board of Governors.

# 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



Gather and organize data as well as provide complete, accurate, timely and relevant information to facilitate Parliamentarians in their work;



professional development and orientation programs for elected Parliamentaria ns and staff of the national Parliament and provincial assemblies;



Assist Parliamentarian s in making informed policies by conducting or commissioning independent research on topical issues



To maintain transparency and accountability in all its functions



Provide technical support and various intellectual and knowledge resources to Parliamentarian

# CORE VALUES

The PIPS team endeavors to work in unison for its sacred mission by following their cherished core values of



**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 nonpartisan 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: PIPS faculty remains readily approachable to MPs for provision of timely services at their doorstep.





Anticipation: Institute team continues a vigilant appraise 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 legislation 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 GOVERNERS FOR THE YEAR 2018-19

| 1. Honorable Senator Muhammad Sadiq Sanjrani                       | President      |
|--|----------------|
| Chairman, Senate of Pakistan                                       |                |
| 2. Mr. Muhammad Qasim Khan Suri                                    | Vice-President |
| Deputy Speaker National Assembly of Pakistan                       |                |
| 3. Mr. Muhammad Azam Khan Swati                                    | Member         |
| Minister for Parliamentary Affairs                                 |                |
|  |                |
| 4. Chaudhry Parvez Elahi<br>Speaker, Provincial Assembly of Punjab | Member         |
| Speaker, I rovinciai rissembry 0, I angao                          |                |
| 5. Agha Siraj Khan Durani  | Member         |
| Speaker, Provincial Assembly of Sindh                              |                |
| 6. Mr. Mushtaq Ahmed Ghani   | Member         |
| Speaker, Provincial Assembly of Khyber Pakhtunkhwa                 | Wiember        |
|  |                |
| 7. Mir Abdul Quddus Bizenjo  | Member         |
| Speaker, Provincial Assembly of Balochistan                        |                |
| 8. Senator Syed Shibli Faraz                                       | Member         |
| Member Senate of Pakistan  |                |
|  |                |

| 9. Senator Sherry Rehman<br>Member Senate of Pakistan                            | Memeber           |
|--|-------------------|
| 10. Senator Anwar ul Haq Kakar<br>Member Senate of Pakistan                      | Member            |
| 11. Senator Muhammad Javed Abbasi<br>Member Senate of Pakistan                   | Member            |
| 12. Ms. Nafeesa Inayatullah Khan Khattak<br>Member National Assembly of Pakistan | Member            |
| 13. Mr. Amjid Ali Khan<br>Member National Assembly of Pakistan                   | Member            |
| 14. Dr. Fehmida Mirza<br>Member National Assembly of Pakistan                    | Member            |
| 15. Mr. Moonis Elahi<br>Member National Assembly of Pakistan                     | Member            |
| 16. Mr. Ahsan Iqbal Chaudhary<br>Member National Assembly of Pakistan            | Member            |
| 17. Mr .Mohsin Nawaz Ranjha<br>Member National Assembly of Pakistan              | Member            |
| 18. Syed Naveed Qamar<br>Member National Assembly of Pakistan                    | Member            |
| 19. Ms. Shahida Akhtar Ali<br>Member National Assembly of Pakistan               | Member            |
| 20. Mr. Muhammad Anwar<br>Secretary Senate of Pakistan                           | Ex-Officio Member |
| 21. Mr. Tahir Hussain<br>Secretary National Assembly of Pakistan                 | Ex-Officio Member |
| 22. Mr. Muhammad Rashid Mafzool Zaka<br>Executive Director of the Institute      | Ex-Officio Member |

# MAJOR DECISIONS IN PIPS BOARD OF GOVERNORS MEETINGS

# 21st JANUARY, 2019

- 1. The Board of Governors decided to take-up the Budget Estimates for FY 2019-20 after its review by Secretaries of the Senate and National Assembly of Pakistan in its next meeting to be held within a week.
- 2. The Board of Governors approved PIPS Annual Report 2017-18 and its onward submission to the Parliament.
- 3. The Board deferred the matter of promotion of Director General (Research & Legislation) from OG-II to OG-I and directed that the same be presented in the next meeting of the Board for consideration with all relevant details.
- 4. The Board asked to place all such pending/previous matters, including HR matters, which were taken up as 'any other item' for ensuring due process and codal formalities.
- 5. The Board of Governors approved the uniform entitlement of actual hotel charges for all Members of the Provincial Assemblies participating in the events organized by the Institute.

# 26th FEBRUARY, 2019

- 1. The Board confirmed the minutes of 29th meeting of the Board of Governors held on 21st January, 2019.
- 2. The Board of Governors was pleased to approve the budget estimates for the FY 2019-20 and revised estimates for FY 2018-19 amounting to Rs. 252,178,000/- and Rs. 249,000,000/- respectively.
- 3. The Board of Governors was pleased to endorse the recommendations of the Promotion Committee and approved the promotion of Mr. Muhammad Rashid Mafzool Zaka, Director General (Research and Legislation) from OG-II to OG-I.

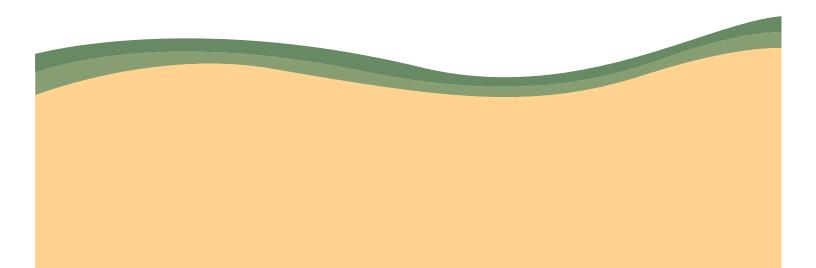
4. The Board of Governors decided that in future not only all codal formalities regarding HR cases will be completed but a review of any decision taken without due process will also be taken.5. The Board of Governors also authorized the Honourable Chairman/ President PIPS BoG to constitute three committees on specialized subject of donor coordination/ work plan, Finance and HR.

6. The Board of Governors decided that an advisor may be engaged to oversee and coordinate with the International Organizations/ forums, Senate and National Assembly to provide effective Parliamentary development and outreach.

#### 13th MAY, 2019

- 1. The Board of Governors endorsed the decision of the Honourable Chairman Senate/ President PIPS Board of Governors to accept the resignation of Mr. Zafarullah Khan from the post of Executive Director PIPS w.e.f. April 30, 2019.
- 2. The Board of Governors was pleased to constitute a committee comprising Senator Syed Shibli Faraz (Convener), Senator Sherry Rehman, Senator Muhammad Javed Abbasi, Syed Naveed Qamar, MNA and Mr. Amjid Ali Khan, MNA to shortlist, interview and recommend the Principal and Alternate Candidates for the post of Executive Director.

RESEARCH AND LEGISLATION WING



# RESEARCH AND LEGISLATION WING

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.

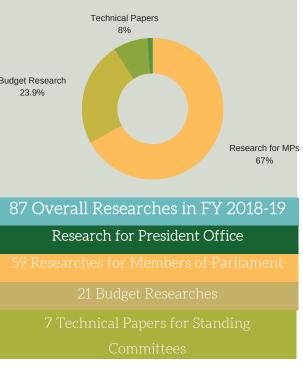
PIPS Research and Legislative Services provide the Honourable Parliamentarians with non-partisan expert assistance on a wide range of public policy and legislative issues to assist legislators in making informed policy decisions on issues of national importance. Leading scholars and researchers based 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.

## A. RESEARCH SERVICES

PIPS commenced its research services in 2010 for MPs from Senate, National Assembly and all four provincial assemblies. The research wing of the institute adheres to the basic principles of parliamentary research and provides objective, confidential, impartial, timely, non-technical, credible and reliable information to MPs. Many types of research products are prepared for honorable Members of Parliament (MPs) on demand. The service offered to MPs include preparation of info graphics, parliamentary brief, briefing paper, position paper, budget speeches, technical papers for standing committees and information pack (providing detailed and exhaustive information on a particular theme or subject at hand for MPs attending national and international conferences).

#### **1. RESEARCH ON DEMAND SERVICE FOR MPS**

As per PIPS approved work plan 2018-19, PIPS Research Wing conducted 87 researches exclusively for members of parliament. It includes 59 researches exclusively for MPs on demand, 21 budget researches and 7 technical Budget Research papers for standing committees. The Institute has the privilege of providing research support to the office of President of Pakistan first time in the history. Since 2012 the Institute has prepared 642 research papers/ briefing papers for Honorable Members of Parliament. These include 81 researches related to budget. It is pertinent to mention here that PIPS is mandated to provide research services not only to members of federal parliament (Senate and national assembly) but also to members of all four provincial assemblies including Balochistan, Khyber Pakhtunkhwa, Punjab and Sindh. A total of 62% of total research studies



were conducted for MNAs. While for  $_{23}$  % and 14 % research requests were catered for Senators and MPAs, respectively.

#### 2. TECHNICAL ASSISTANCE TO COMMITTEES AND MPS

PIPS started providing technical support to honorable Members and Standing Committees in 2015. Since then the institute has prepared 74 technical research papers on various important issues of parliamentary importance. During the FY 2018-19, the Institute has prepared 07 technical papers for honorable members/ standing committees of the parliament. Major areas include devolution of tourism in Pakistan in the wake of 18th constitutional amendment, working ofPublic Accounts Committee, economy of Pakistan etc.

#### **3. BUDGET DESK**

Every year the institute establishes a budget desk comprising of eminent experts and researchers in the field of economy, finance and accounting to provide objective and impartial analysis of budget presented in the House in particular and during the whole year in general. PIPS budget desk provides two types of services to Honorable Members of Parliament.



#### a. Budget Briefs:

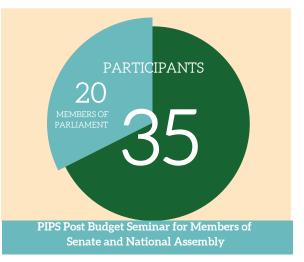
Budget briefs/ Parliamentary briefs on budget are prepared for MPs on their request. These briefs contain impartial analysis of federal and provincial budgets presented on the floor of the House. Furthermore, PIPS also provides its services to MPs round the clock throughout the year on subjects related to economy and finance. During FY 2018-19 PIPS Budget Desk has prepared 21 budget briefs for members of Parliament

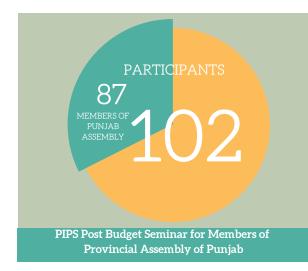
#### b. Pre and post Budget Seminars:

Since 2013 the Institute organizes pre and post-budget seminars for members of Parliament from Senate, National Assembly and all four provincial assemblies involving eminent experts who deliberate on various aspects of budget and present cost and benefit analysis. During FY 2018-19, PIPS Budget Desk organized four post budget seminars which were attended by record number of MPs from across the country. The detail of events is provided below

# • PIPS Post Budget Seminar for Members of Senate and National Assembly, June 13, 2019:

PIPS organized a post-budget seminar for MPs of federal parliament on June 13, 2019 immediately after the announcement of Federal Budget for assisting them in generating informed debates on the floor of the House. The event was attended by 35 participants including 20 Senators and MNAs.



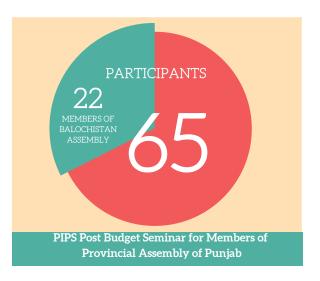


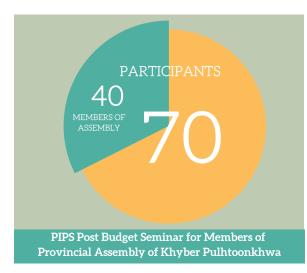
## • PIPS Post Budget Seminar for Members of Provincial Assembly of Punjab, June 17, 2019:

The Institute organized a Post Budget Seminar for the Honorable Members of Provincial Assembly of the Punjab with the support from SUBAI Pakistan Project in order to provide them analysis of Punjab Budget 2019-20, analysis and insights of national and provincial economy and tips for reading and analyzing the budget documents. The event was attended by 102 participants including 87 MPAs and 15 senior staffers of the assembly secretariat.

## • PIPS Post Budget Seminar for Members of Provincial Assembly of Balochistan, June 22, 2019:

The Institute organized a Budget Orientation Seminar for the Honorable Members of Provincial Assembly of the Balochistan in collaboration with SUBAI Pakistan Project in order to review various dimensions of Balochistan Budget 2019-20 in the light of economic conditions of the province. The event was attended by 65 participants including 18 Hon'able Members and 22 senior staffers of the assembly secretariat.





# • PIPS Post Budget Seminar for Members of Provincial Assembly of Khyber Pakhtunkhwa, June 25, 2019:

This event was also organized with support of Subai Pakistan to discuss and review the State of Economy and the Budget 2019-20 of Khyber Pakhtunkhwa. The event was attended by more than 70 participants.

#### 4. PIPS PARLIAMENTARY RESEARCH DIGEST

The Institute offers exclusive anticipated service for Members of Parliament through its monthly "Parliamentary Research Digest." It is first of its kind reader for the honorable Members of Parliament which provides expert analysis on various topics of national and international significance. A total of 66 issues of the digest (06 volumes) have been published to-date having around 232 articles. In FY 2018-19, the digest covered 43 articles on various themes such as economy of Pakistan, current affairs, international relations, sustainable development goals, human rights, climate change and parliamentary affairs.



#### 5. RECORD OF THIRTEEN (13) PUBLICATIONS IN FY 2018-19

In addition to its exclusive research support to the members of parliament, the Institute prepares modules and readers for MPs and secretariat officials for obtaining insight into complex thematic issues. Since inception the Institute has published 49 readers.

During 2018, the country went through general elections and national assembly and four provincial assemblies were reconstituted. Most of the MPs which took charge of the office were new to the Parliament. Under these circumstances, there was a dire need to prepare readers for newly elected members of Parliament so that they can get familiarize with rules of procedures of the respective house and understand their role as a legislature. Institute's research and legislation wing kept no stone up turned to prepare simple readers with non-technical language for newly elected members of the Parliament. The readers were shared with MNAs and MPAs in new member orientations conducted by PIPS in each House.

The detail of publications is provided below:

**a.** Handbook for Members of Provincial Assembly of Balochistan (2018)- PIPS published a Handbook for Members of Provincial Assembly of Balochistan that covers history of the Assembly, working of the provincial government, key functions of a member, law making process and budget making of the provinces. This handbook was especially published for New Members Orientation Workshop for Provincial Assembly of Balochistan and it was authored by Muhammad Rizwan Manzoor, Research Officer, PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General Research & Legislation, PIPS

**b.** Handbook for Members of Provincial Assembly of Khyber Pakhtunkhwa (2018)- This handbook was especially published for New Members Orientation Workshop for Provincial Assembly of Khyber Pakhtunkhwa. It was authored by Tehseen Khalid, Deputy Director (R), PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General Research & Legislation, PIPS.

**c.** Handbook for Members of Provincial Assembly of Punjab (2018)- This handbook was especially published for New Members Orientation Workshop for Provincial Assembly of Punjab. This handbook is authored by Fahd Amin, Consultant, PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General Research & Legislation, PIPS.

**d. Handbook for Members of Provincial Assembly of Sindh (2018)-** This handbook was especially published for New Members Orientation Workshop for Provincial Assembly of Sindh. This handbook is authored by Muhammad Rashid Mafzool Zaka, Director General Research & Legislation, PIPS

**e.** Parliamentary Values and Best Practices (2nd Edition) (2018)- This 80 pages book is aimed at developing insights about some of the international parliamentary values and best practices cherished by world democracies. The handbook also throws light on key practices viz a viz parliamentary values and ethics that have developed as a tradition in our country. The publication mentions key provisions from the Rules of Procedure of the Senate, National Assembly and the provincial assemblies in this regard. It was authored by Tehseen Khalid, Deputy Director (R), PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General Research & Legislation, PIPS.

**f. Glimpses from Parliamentary History of National Assembly of Pakistan, 1947-2018 (2018):** This unique book records the parliamentary history of National Assembly of Pakistan since 1947-2018. It has a collection of legislations, key resolutions, questions and important historic events. The book is an outcome of 2 years struggle of PIPS research team and 11 data collectors who worked day and night for bringing this dream of recording parliamentary history into reality. This publication was edited by Ms. Fakiha Mahmood, Research Officer, PIPS.

**g. Devolution of Tourism:** The technical 50 page case study has been prepared on key issue of challenges and opportunities of devolution of tourism in aftermath of 18th Constitutional Amendment. It will serve MPs in standing committees to assist analyze how devolution is operationalizing to explore way forwards to effectively and efficiently implement the spirit of federalism and devolution. This publication was authored by Farah Naz, Consultant, PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General (R&L), PIPS.

**h. Devolution of Tourism in Pakistan-Policy Options and Way Forward (September 2018):** The bilingual (Urdu & English) 10 pager technical report has been prepared to provide policy options and way forward for the tourism sector which is facing challenges after devolution. This report highlights the importance of coordination at Federal, Provincial and district level to bring synergies in planning and implementation of various activities in tourism sector. This publication was authored by Farah Naz, Consultant, PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General (R&L), PIPS

**i. Implementation of the 18th Constitutional Amendment-Position paper on Devolution of Tourism-** A Case Study of Devolution (2019)- The publication discusses the situation of tourism sector after in Khyber Pakhtunkha Province and Federal government. This publication was authored by Farah Naz, Consultant, PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General (R&L), PIPS.

**j.** Legislative Drafting Manual (2019)- The Legislative Drafting Manual is a guide for practitioners engaged in drafting new legislative proposals or suggest improvements and amendments in the existing laws. This book is designed to provide insights of key drafting skills to parliamentary and legislative drafters in National Parliament and Provincial assemblies as well as staffers working in law ministries and departments. This manual was authored by Sarfraz Ahmed Sheikh, Deputy Legislative Draftsman at Ministry of Law and Justice and edited by Ms. Saadia Bashir Deputy Director (Legislation), PIPS.

#### k. Legislative Drafting Manual, 2nd Edition (2019)

**1.** Public Accounts Committee Processes and Practices (2019)- This 55 pages smart booklet enables the readers to get a gestalt of the history, membership, business and tenure of the Federal PAC since 1947. Furthermore, all those interested in the accountability process for public money can reach a better understanding of the Parliamentary Oversight and the Public Sector Financial Accountability. This publication was authored by Khalid Mehmood, Consultant, PIPS and Fahd Amin, Consultant, PIPS and edited by Muhammad Rashid Mafzool Zaka, Director General (R&L), PIPS and Tehseen Khalid, Deputy Director (R), PIPS.

**m.** A Handbook on Budget Making Process in Pakistan (2019). This 82 pages handbook is aimed at equipping MPs and functionaries with primary knowledge of budget making process and role of parliament in different stages of making and scrutiny of the budget. This handbook is authored by Muhammad Rizwan Manzoor, Research Officer, PIPS and Muhammad Adnan Azeem, Accounts Officer, Officer of Auditor General of Pakistan and edited by Members of PIPS Economy and Budget experts - Mr. Haider Abbas, Director General (F), PIPS and Mr. Muhammad Faisal Israr, Vice President, Saudi Pak Investments, Islamabad.

#### 6. THEMATIC ROUND-TABLES AND WORKSHOPS

The Institute regularly arranges roundtables and seminars on various themes for Members of Parliament and Secretariat Officials to provide insight into national and international issues. PIPS Research and Legislation wing held following ten roundtables and conferences in FY 2018-19 with participation of around 638 participants including 190 Members of Parliament:

**i. Round-table of on Air Quality and Human health, April 24, 2019**- PIPS held a session on Parliamentary Roundtable on Air Quality and Human Health Challenges and Way Forward on April 24, 2019 with American Professor Dr. Gabriel Filippelli. The event was attended by 28 participants including 04 Committee Chairs and 24 parliamentary experts and YPOs from Senate, National Assembly and PIPS.





**ii. National Conference on SDGS, April 16-17, 2019-** attended by 200 delegates including 50 MPs (Senators, MNA, MPAs and MLAs). PIPS organized two day round-table on Moving Forward with Sustainable Development Goals for a Sustainable Pakistan on April 16-17, 2019 in collaboration with National Assembly SDGs Secretariat, UNDP and UNICEF. It was first meeting of members of National and provincial Parliamentary task-

forces on SDGs where MPs discussed and formulated strategic vision and way forward in effectively advocating the SDGs' agenda with respective federal and provincial governments and prepared plans for robust scrutiny and oversight through all available parliamentary tools in respective Houses.

**iii.** Air Quality Conference with Air Asia Geneva– March 27-28, 2019- was held at the National Assembly and PIPS where, 50 Senators and MNAs participated. The event was jointly organized by PIPS and Air Quality Asia.



iv. National Legislative Effectiveness Conference, March 18-19, 2019 – The two days event was attended by 60 participants (25 MNAs, Senators and MPAs; 45 parliamentary functionaries/legislative draftsmen from Senate, NA, PAs and PIPS) experts from all the parliamentary institutions of the country as well as parliamentary delegates from 7 countries.

**v. PIPS 8th Annual National Research Workshop, March 4-7, 2019**– PIPS organized four day Annual National Parliamentary Researchers workshop with research and library fraternity of Federal Parliament, four Provincial Assemblies, two Legislative Assemblies and the PIPS on March 04-07, 2019. The workshop was attended by 35 participants with representation of all 08 houses/assemblies of the country.

vi. Inter Parliamentary Exchange on Parliamentary Reforms 2008-2018, held on Feb., 21-22, 2019 at Provincial Assembly of Punjab, Lahore. It was participated by 60 delegates including 25 Hon Senators, MNA and MPAs as well as parliamentary functionaries from 08 assemblies/houses and experts.

vii. Round-table with US legislative Fellows, January 22, 2019-PIPS hosted US Legislative Fellows on January 22, 2019 who were on



exchange visit to Pakistan The event was attended by 20 participants

viii. Round-table on Right way to Rights Dec 10-11, 2018 – This round-table was attended by 50 participants from amongst Members of Parliament and provincial assemblies in standing committees, experts on labour rights, members of academia and civil society.



**ix. Roundtable on Supplementary Finance Bill 2018 for Honorable Members of National Assembly, Sept., 25, 2018-** PIPS Budget Desk organized Round-table on Supplementary Finance Bill 2018 for Honorable Members of National Assembly on September 25, 2018. The event was attended by 25 participants including 11 Members of Parliament and 05 experts from academia.

**x.** Round-table Parliamentary Researchers Forum - on Emerging Trends in Social Sciences, August 2, 2018- PIPS and AIPS organized a round-table on Emerging Trends in Social Sciences Research for Parliament with a delegation of American Professors on August 02, 2018. The event was attended by 30 researchers from Senate, National Assembly and PIPS.

#### 7. PIPS OUTREACH PARLIAMENTARY EDUCATION PROGRAMME

PIPS Research Wing conducts awareness events under its 'Outreach Services' with students, women and members of CSOs to highlight various themes such as Constitution, Peace building through Parliament, Youth Policies, etc. Usually sessions under these events are conducted by PIPS in-house faculty including the worthy Executive Director, Director General (Research and Legislation), DD Research, and Research Officers since 2012. Since 2012, PIPS have provided education to around 10,000 people including students, women and members of CSOs. PIPS has published 6 editions of its Parliamentary Youth Guide which have been disseminated among participants during various outreach events. During FY 2018-19, PIPS conducted ten (10) outreach events engaging Members of Parliament, youth, civil society and academia including Democracy Day, Commonwealth Day and Constitution Day series participated by almost 730 delegates learning and deliberating on Constitution, Parliament and nation building.

| DATE                  | NAME   | CATEGORY         | NO OF<br>PARTICIPANTS |
|-----------------------|--|------------------|-----------------------|
| July 18, 2018         | Seminar on Working of the Parliament<br>and PIPS Services with Students'<br>Delegation of Pakistan Poverty<br>Alleviation Fund | Outreach Seminar | 35                    |
| September 06,<br>2018 | Briefing on Working and Functions of<br>Parliament with Delegation of<br>University of Education Lahore                        | Outreach Seminar | 46                    |
| September 14,<br>2018 | Seminar and Quiz Contest on<br>International Day of Democracy  | Outreach Seminar | 100                   |
| December 07, 2018     | Seminar on Voter's Day   | Seminar          | 90                    |
| December 11, 2018     | International Conference on Youth and Parliament   | Outreach Seminar | 150                   |
| January 23, 2019      | Working of Parliament and PIPS<br>Services-<br>Visit of delegates from St. Mary<br>College Rawalpindi                          | Outreach Seminar | 100                   |
| January 28, 2019      | Working of Parliament and PIPS<br>Visit of delegates from Sindh<br>Madressatul Islam University                                | Outreach Seminar | 70                    |

The detail of events is given below:

| March 11, 2019 | Seminar on Commonwealth Day  | Seminar          | 50 |
|----------------|--|------------------|----|
| April 29, 2019 | <b>CONSTITUTION DAY SERIES</b><br>Seminar on Working of Parliament<br>and PIPS   | Outreach Seminar | 70 |
| March 26, 2019 | Session on<br>working of Parliament<br>Visit of delegation from Mir Chakar<br>Khan Rind Inter College District<br>Khichhi, Balochistan |                  | 19 |

**i.** Seminar on Working of the Parliament and PIPS Services with Students' Delegation of Pakistan Poverty Alleviation Fund (PPAF): PIPS organized Seminar on Working of the Parliament and PIPS Services with delegation of Pakistan Poverty Alleviation Fund on July 18, 2018. The event was attended by 35 students from various universities who are on short internship with PPAF and three officials from PPAF.

**ii. Briefing on "Working and Effectiveness of Parliament as key state institution" with Delegation of University of Education Lahore, September 06, 2018:** PIPS organized a briefing on "Working and Functions of Parliament" for a delegation of 46 faculty and students from University of Education, Lahore on September 06, 2018.

**iii. Seminar and Quiz Contest on International Day of Democracy, September 14, 2018:** In order to commemorate the International Day of Democracy, PIPS organized a seminar and quiz contest on September 14, 2018. The event was attended by 100 participants including Honorable Members of Parliament, faculty and students from six different universities of Rawalpindi and Islamabad.

**iv. Seminar on Voter's Day, December 07, 2018:** PIPS and CDIP/ Tabeer jointly organized Seminar on Voters' Day on December 07, 2018. The event was attended by 90 participants including MPs, government and parliamentary officials, development practitioners, faculty and students from four different universities.

v. International Conference on Youth and Parliament, December 11, 2018- Pakistan Institute for Parliamentary Services (PIPS) celebrated Human Rights Week by holding an international Conference on Youth and Parliament with 150 Students from different universities of Pakistan including international students' delegates from Afghanistan, Libya, Nigeria, Palestine, Somalia and Yemen on December 11, 2018. Five Honorable MNA's namely Honourable MNAs Mohsin Shahnawaz Ranjha, Mr Mustafa Mehmood, Mr Ameer Sultan, Mr Farrukh Habib and Ms Shahida Akhter Ali from four different parties participated and shared their thoughts and their parties' initiatives on the subject matter.

#### vi. Seminar on "Working of Parliament and PIPS

Services" for delegates from St. Mary College Rawalpindi, January 23, 2019: Around 100 faculty and students from St. Mary College Rawalpindi attended Seminar on "Working of Parliament and PIPS Services" on January 23, 2019 at PIPS main Campus.

vii. Seminar on "Working of Parliament and PIPS" for delegates of Sindh Madressatul Islam University, January 28, 2019: PIPS organized a session on "Working of Parliament and PIPS" for delegation of Sindh Madressatul Islam University comprising of 70 faculty and students from different departments.

viii. Seminar on Commonwealth Day, March 11, 2019: National Assembly and PIPS organized Seminar on Commonwealth Day on March 11, 2019. The event was attended by 50 participants including MPs, diplomatic community, and faculty and students of different universities.

ix. Session on "Working of Parliament" for faculty and students from Mir Chakar Khan Rind Inter College District Khichhi Balochistan, March 26, 2019: A delegation of 15 students and 4 faculty members from Mir Chakar Khan Rind Inter College District Khichhi Balochistan attended session on "working of Parliament" on March 26, 2019.

**x. CONSTITUTION DAY SERIES- Seminar on Working of Parliament and PIPS, April 29, 2019:** The event was organized in the wake of Parliamentary Studies Program which was launched at PIPS. Government College University has started BS programme in Politics and Parliamentary Studies. The University had requested PIPS to hold a session on working of Parliament and parliamentary institutions. The event was attended by 70 participants including faculty members and students from Government College University Faisalabad as well as PIPS Young Parliamentary Officers as part of their orientation program.

#### 8. DATABASE

The Institute has developed a database of government reports, publications, statistical data and articles in six key areas. The database has a collection of 6200 reports and articles. In addition to it, a newspaper article indexing is regularly being conducted at the Institute. Since January 2015, PIPS library section has gathered in house collection of 12746 newspaper articles. During July 2018-19, a total of 2100 articles have been indexed.



#### 9. PROJECT PARLIAMENT@70

Envisioned by former Executive Director, PIPS Mr. Zafarullah Khan, PIPS Research & Legislation Wing managed a group of 11 interns who recorded the history of Parliament over a period of two years. Collection Parliamentary history that commenced as "Parliament at 70 Project" has documented parliamentary proceedings since August 10, 1947. Second publication"Glimpses from Parliamentary History of National Assembly of Pakistan, 1947-2018" was published in 2018 with over one year of untiring efforts of officers of the Wing.

# 10. PIPS PARTICIPATION IN KPI 20TH ANNIVERSARY ON CONSTITUTION MAKING - NOV 9-11, 2018

Director General, Research & Legislation represented PIPS on behalf of Executive Director in 20th Anniversary Conference organized by King Projadhipok's Institute (KPI), Thailand attended by over 500 MPs , delegates and academia from ten countries with objective to develop new Constitution of Thailand. He spoke on issues and fundamentals of Constitution Making on day two of the plenary attended by 500 experts and parliamentary fraternity from 10 countries. In this regard, healthy experiences and inputs were shared by PIPS during the conference whereby UK, India, Cambodia, Indonesia, Canada, Thailand and Philippines also reiterated their desire to work with PIPS and willingness to attend capacity building initiatives of the Institute if given the opportunity.

#### **11. PARLIAMENTARY EXCHANGE**

a. Visit of Chairman Japan-Pakistan Friendship League to Pakistan on invitation of Honorable Chairman Senate of Pakistan, September 04,2018: The five Honorable MPs of Japanese Parliament visited PIPS where they were given briefing on Parliamentary System of Pakistan by the worthy Executive Director.

**b. Visit of The League of Parliamentarians for Al-Quds delegation to Pakistan Institute for Parliamentary Services, June 28, 2019:** A four member parliamentary delegation of Al-Quds Parliament visited the Institute on June 28, 2019. They lauded the role of PIPS as center of excellence in parliamentary research, legislation and training.

# 12. PIPS RESEARCH WING COORDINATES TO COMMENCE PARLIAMENTARY STUDIES PROGRAMME IN 21 UNIVERSITIES

As per vision of the Board of Governors, 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. PIPS also conducted detailed sessions on working of Parliament with students of universities offering Parliamentary Studies program. Moreover, PIPS provided internship opportunities to students of universities offering Parliamentary Studies courses in August-September, 2018. It is worth mentioning here that around 15 students completed their internship at PIPSduring the above mentioned period.

# 13. TECHNICAL SUPPORT OF PARLIAMENTARY INSTITUTIONS AND WORK WITH PARLIAMENTARY FORUMS SUCH AS SFPR, SDGS TASKFORCE AND WPC

PIPS also prepared a technical paper on Asian Parliament for Senate of Pakistan in Oct., 2018 that was utilized by the country's parliamentary delegation to work for way forward for Asian Parliamentary Association APA. Similarly PIPS conducted survey evaluation of Khyber Pakhtunkhwa Assembly's capacity building initiative. In addition Senate Policy Research Forum held] its meeting at PIPS and worthy Executive Director participated as Parliamentary expert. PIPS also held National Voters Day event in collaboration with Women Parliamentary Caucus of the National Assembly in addition to preparatory planning of a SDGs Taskforce International Conference to be held in December 2019.

#### 14. RESEARCH AND LEGISLATION WING OFFICERS CONDUCTING 22 TRAINING SESSIONS AS FACULTY & INSTRUCTING STAFF:

Research and Legislation Wing officers also serve on the panel of PIPS permanent faculty as staff/in House Faciltators. During 2018-19, Mr Zaka, DG (Research and Instructional Legislation) conducted 10 sessions on Research in Parliament, Legislative Effectiveness, Constitution, Parliament and State Building; DD Research Ms Tehseen Khalid conducted four sessions (Research Products), Ms Saadia Bashir DD Legislation (two sessions on legislative process), Ms Fakiha Mahmood, ResearchOfficer one session (Referencing), Mr Muhammad Rizwan Manzoor Research Officer(two session on Budget process) and three sessions on Business & Human Rights by Mr Fahd Amin, PIPS Legislative Consultant. The Research and Legislation team conducts special two weeks special sessions on Parliamentary Research-Theory and Practice, Constitution, Legislative and non-legislative business of the House in PIPS flagship promotional course namely "National Parliamentary Development Course" where it is mandatory for all participants to conduct research on a topic and submit a research paper. The aim of this session is to enable the participants to provide objective research support to honorable members of parliament. Moreover, all PIPS outreach events are conducted by the officers of the Research and Legislation Wing. R&L team also provides training to newly inducted officers and interns at the Institute and at Senate and National Assembly through various courses offered by the Institute to newlyinducted officers/ interns.

#### **15. LIBRARY**

The Institute has state of art library for MPs and parliamentary researchers. The-library has a unique collection of books related to parliamentary, national and international affairs. Since

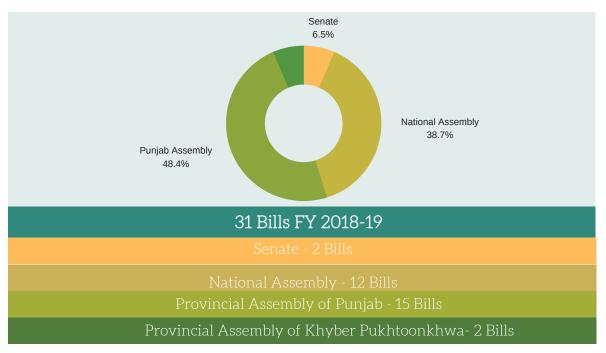
2013, 1719 books have been added to the library out of which 1274 books have been purchased by the Institute and 445 are gifted items. In FY 2018-19, a total of 405 books have been added to the library out of which 255 are procured by the Institute. Library has obtained subscription of fourteen(14) magazines and periodicals out of which subscription of two (2) magazines namely Herald and Newsline is obtained during FY 2018-19. To facilitate the officers of the Secretariat, PIPS as well as MPS, the Institute has obtained subscription to HEC Digital Library. Moreover, seven newspapers are regularly provided in the library for the researchers and officials to remain up to date with current affairs. Library staff also assists researchers and data collectors for provision of accurate and up to dateinformation for handling queries.

# **B. LEGISLATIVE SERVICES**

Legislation Wing of the Institute is a premier wing of the Institute which provides quality legislative, non-legislative service to the MPs at Federal and Provincial Legislature. The wing is also facilitating MPs by providing customized oversight tools which are used by them in the House to address a specific issue. The Wing has undertaken a variety of tasks during the said period. The details of services provided by Legislation Wing are given below.

#### **1. LEGISLATIVE DRAFTING SERVICE**

The Legislation Wing endeavors to promote research based legislation and to provide legislative drafting services to the Members of Senate, National Assembly and all four Provincial Assemblies in drafting of principal legislation, amendments in the constitution and amending legislation. During FY 2018-19, Legislation Wing drafted twenty nine (31) Bills out of which 2 were drafted for Senate, 12 for National Assembly,15 for Provincial Assembly of the Punjab and 2 for the Provincial Assembly of Khyber Pakhtunkhwa.



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| S.NO. | TITLE OF THE DRAFT  | HOUSE<br>NAME     | TYPE OF<br>DRAFT         | DATED                |
|-------|---|-------------------|--------------------------|----------------------|
| 1.    | Islamabad Restriction on<br>Employment of Children Bill, 2018<br>A bill to prohibit child labour and<br>regulate working conditions of<br>adolescents.  | National Assembly | Principal<br>Legislation | 24 September<br>2018 |
| 2.    | <b>The Forest (Amendment) Bill, 2018</b><br>A Bill to amend the outdated Forest<br>Act, 1927 to meet requirements of the<br>current era.  | National Assembly | Amending<br>Legislation  | 27 September<br>2018 |
| 3.    | <ul> <li>Pakistan Council of Research in</li> <li>Water Resources (Amendment) Bill, 2018</li> <li>A bill to empower the Pakistan Council of Research in Water Resources to provide safe drinking water to people by establishing water filtration plants in the country.</li> </ul> | Senate            | Amending<br>Legislation  | 27 September<br>2018 |
| 4.    | National Accountability<br>(Amendment) Bill, 2018<br>A bill to seek appointment Chairman<br>National Accountability Bureau in<br>accordance with true democratic<br>aspirations and to fix the existing<br>lacunae in the Ordinance relating to<br>removal of the Chairman.         | National Assembly | Amending<br>Legislation  | 1 October<br>2018    |
| 5.    | Child Marriage Restraint<br>(Amendment) Bill, 2018<br>A bill to increase the minimum age<br>limit of child for marriage to eighteen<br>years of age.  | PA Punjab         | Amending<br>Legislation  | 12 October<br>2018   |
| 6.    | <b>Islamabad Capital Territory Child</b><br><b>Protection (Amendment) Bill, 2018</b><br>An amendment Bill to provide for the<br>registration of children with unknown<br>marriage.  | National Assembly | Amending<br>Legislation  | 7 November<br>2018   |
| 7.    | Punjab Provincial Assembly<br>(Salaries, Allowances and Privileges<br>of Members)(Amendment) Bill, 2018<br>A bill to increase salaries of Members   | PA Punjab         | Amending<br>Legislation  | 16 November<br>2018  |

|     | of Provincial Assembly of the Punjab<br>to bring it as par with other Provincial<br>Assemblies.   |                   |                          |                     |
|-----|---|-------------------|--------------------------|---------------------|
| 8.  | Amendment in the Rules of<br>Procedure of the Provincial<br>Assembly of the Punjab 1997   | PA Punjab         | Amending<br>Legislation  | 16 November<br>2018 |
| 9.  | <b>Constitution (Amendment) Bill, 2018</b><br>A Bill to further strengthen the local<br>bodies system in Islamabad Capital<br>Territory   | Senate            | Amending<br>Legislation  | 22 November<br>2018 |
| 10. | Criminal Law (Amendment) Bill,<br>2018<br>An amendment Bill to restrict forced<br>disappearance.  | National Assembly | Amending<br>Legislation  | 22 November<br>2018 |
| 11. | <b>Citizenship (Amendment) Bill, 2018</b><br>An amendment Bill to provide for<br>citizenship rights for foreigners<br>marrying Pakistani women.   | National Assembly | Amending<br>Legislation  | 22 November<br>2018 |
| 12. | Pakistan Poverty Alleviation Board<br>Bill, 2018<br>A bill to consolidate state's efforts on<br>poverty alleviation.  | National Assembly | Principal<br>Legislation | 21 December<br>2018 |
| 13. | <b>Disabled Persons (Employment and Rehabilitation)(Amendment) Bill, 2018</b><br>A Bill to provide for establishment of separate parking lots and ramps in building for disabled persons.       | PA Assembly       | Amending<br>Legislation  | 24 December<br>2018 |
| 14. | <ul><li>Punjab Criminal Law (Amendment)</li><li>Bill, 2018 - (child begging)</li><li>An amendment Bill to curb child</li><li>begging.</li></ul>   | National Assembly | Amending<br>Legislation  | 24 December<br>2018 |
| 15. | <ul> <li>Punjab Dowry and Bridal</li> <li>Gifts (Restriction)(Amendment) Bill,</li> <li>2019</li> <li>An amendment Bill to re-fix minimum value of dowry according to current needs.</li> </ul> | PA Assembly       | Amending<br>Legislation  | 2 January<br>2019   |

| 16. | <b>Punjab Child Marriage Restraint</b><br><b>Bill, 2019</b><br>A bill to restrict child marriages.   | PA Punjab         | Principal<br>Legislation | 18 January<br>2019  |
|-----|--|-------------------|--------------------------|---------------------|
| 17. | Punjab Muslim Family Laws<br>(Amendment) Bill, 2019<br>An amendment Bill to make it<br>mandatory to ensure age of bride or the<br>bridegroom not to be below 18 years at<br>the commencement of marriage | PA Punjab         | Amending<br>Legislation  | 18 January<br>2019  |
| 18. | <b>Punjab Police Bill, 2019</b><br>A bill to bring Police reforms by<br>replacing the colonial law.  | National Assembly | Amending<br>Legislation  | 24 January<br>2019  |
| 19. | <b>Constitution (Amendment) Bill, 2019</b><br>A Bill to amend the Article 65 of the<br>Constitution for fixing a time limit of<br>ninety days for elected persons to make<br>oath.                       | National Assembly | Amending<br>Legislation  | 29 January<br>2019  |
| 20. | The Elections (Amendment) Bill,<br>2019<br>A Bill to amend the Elections Act,<br>2017 by inserting a new Section 232A<br>for fixing a time limit of ninety days<br>for returned candidate to make oath.  | National Assembly | Amending<br>Legislation  | 29 January<br>2019  |
| 21. | <b>Punjab Christian Divorce</b><br>( <b>Amendment</b> ) <b>Bill, 2019</b><br>An amendment Bill to provide for<br>divorce between Christian couple by<br>alternative means.                               | PA Punjab         | Amending<br>Legislation  | 8 Februray<br>2019  |
| 22. | Criminal Law (Amendment) Bill,<br>2019<br>A Bill to amend the Criminal Law by<br>inserting a new Section 329A to curb<br>concealment of birth of a child.  | National Assembly | Amending<br>Legislation  | 27 February<br>2019 |
| 23. | <b>Islamabad Capital Territory Local</b><br><b>Government (Amendment) Bill, 2019</b><br>A Bill to provide for registration of a<br>birth to be registered within certain<br>time limit.                  | National Assembly | Amending<br>Legislation  | 27 February<br>2019 |
|     |  |                   |                          |                     |

| 24. | <ul><li>Punjab Civic Education Commission</li><li>Bill, 2019</li><li>A Bill to establish the Punjab Civic</li><li>Education Commission in the province.</li></ul> | PA Punjab         | Principal<br>Legislation        | 5 March 2019  |
|-----|---|-------------------|---------------------------------|---------------|
| 25. | Punjab Restriction on Manufacture,<br>Sale, Use and Import of Polythene<br>Bags Bill, 2019  | PA Punjab         | PA Punjab Principal Legislation |               |
| 26. | Khyber Pakhtunkhwa Provincial<br>Motor Vehicles (Amendment) Bill,<br>2019   | РА КР             | Amending<br>Legislation         | 11 April 2019 |
| 27  | Provincial Assembly of the Punjab<br>Privileges (Amendment) Bill, 2019  | PA Punjab         | Amending<br>Legislation         | 23 April 2019 |
| 28  | Punjab Prohibition of Expressing<br>Matters on Walls (Amendment) Bill,<br>2019  | PA Punjab         | Amending<br>Legislation         | 23 April 2019 |
| 29  | Punjab Prevention of Cruelty to<br>Animals Bill, 2018   | PA Punjab         | Principal<br>Legislation        | 16 May 2019   |
| 30  | Amendment in Finance Bill, 2019   | National Assembly | Amending<br>Legislation         | 24 June 2019  |
| 31  | Amendment in Khyber<br>Pakhtunkhwa Finance Bill, 2019   | РА КР             | Amending<br>Legislation         | 24 June 2019  |

## 2. LEGISLATIVE ASSESSMENT SERVICE

The Legislation Wing offers Legislative Assessment Service to Honorable Members of Parliament where laws introduced on the floor of the House are assessed by team of experts keeping in view the political, social, cultural and economic aspects in order to improve the efficiency of existing legislation. During FY 2018-19 the Wing assessed two laws.

## Laws Assessed at PIPS

a. Assessment of National Accountability Bureau Ordinance, 1999 (27 November 2018)b. Assessment of Draft Protection of Non-Muslims Bill, 2019 (12 April 2019)

## **3. LEGISLATIVE RESEARCH SERVICES**

PIPS Legislation Wing provides objective, impartial and in-depth analysis on different issues of national importance. During he FY 2018-19 the Institute prepared 21 parliamentary briefs for Honorable MPs.

## LIST OF LEGAL RESEARCHES

| SR.NO. | TITLE  | DATED            |
|--------|--|------------------|
| 1.     | Constitutional Provisions relating to Powers and Functions of the Provincial Legislature   | 25 August 2018   |
| 2.     | Functions of Ministry of Inter-Provincial Coordination and Policy<br>Recommendations   | 6 September 2018 |
| 3.     | Local Government System: Case Study of Provincial Laws in Pakistan   | 14 December 2018 |
| 4.     | Right to Information Laws in Pakistan- Comparison of Four<br>Provincial Legislations   | 14 December 2018 |
| 5.     | Federal Laws and organizations on Poverty Alleviation  | 24 December 2018 |
| 6.     | Mechanism of filling reserved seats on the bases of priority lists, of political parties in the National and Provincial assemblies | 11 January 2019  |
| 7.     | Recommendations on Handling White Collar and Organized Crime in Pakistan   | 12 January 2019  |
| 8.     | Review of Federal Laws in respect of Delegation of Authority for<br>Sub-Ordinate Legislation                                       | 25 February 2019 |
| 9.     | Sustainable Development Goals and existing legal framework in Pakistan   | 8 April 2019     |
| 10.    | FATA Merger Laws & Jurisdictions   | 19 April 2019    |
| 11.    | Referendum and Ordinance under the Constitution of Pakistan  | 22 April 2019    |
| 12.    | An overview of environment laws in Pakistan  | 1st August 2018  |
| 13.    | Alcohol Consumption  | 7 September 2018 |
| 14.    | Prevention of Electronic Crimes Act, 2016  | 22 January 2019  |
| 15.    | Prevention of Cruelty to Animals Amendment Bill  | 28 February 2019 |
| 16.    | Legislation on Surrogacy   | 14 March 2019    |
| 17.    | Early Childhood Care and Education (ECCE)  | 29 May 2019      |
| 18.    | Legislative Response to Global Challenges  | 12 June 2019     |
| 19.    | Federal Budget 2019-20   | 20 June 2019     |

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| 20 | Issuance of Production Order   | 20 June 2019 |
|----|--|--------------|
| 21 | An overview of relevant laws and regulation on " why<br>Kiosks/Khokhas are being demolished in the Capital Territory<br>Islamabad" | 24 June 2019 |

## 4. DRAFTING OF NON-LEGISLATIVE TOOLS:

The Legislation Wing also provided support to the Parliament in Federal and Provincial Legislatures in the area of non-legislative business. During FY 2018-19, the Wing has drafted forty two Resolutions, seventeen Questions, nine Adjournment Motions, three Calling Attention Notices and three Cut motions for the Honorable Parliamentarians.

## LIST OF NON-LEGISLATIVE TOOLS DRAFTED

| S.NO. | TITLE   | TYPE                        | DATED             |
|-------|---|-----------------------------|-------------------|
| 1.    | Resolution regarding establishment of CCI Secretariat                                   | Resolution                  | 27 August 2018    |
| 2.    | Question to be asked from the Minister for Finance,<br>Revenue and Economic Affairs     | Questions                   | 11 September 2018 |
| 3.    | Questions regarding Economic Cooperation Council  | Questions                   | 11 September 2018 |
| 4.    | Adjournment Motion regarding use of undiplomatic language by US official                | Adjournment<br>Motion       | 11 September 2018 |
| 5.    | Adjournment Motion regarding Government's statement on CPEC                             | Adjournment<br>Motion       | 11 September 2018 |
| 6.    | Resolution for facilitation the expatriate Pakistani in casting Right of Vote           | Resolution                  | 25 September 2018 |
| 7.    | Resolution regarding adoption of Urdu as official language in the Senate of Pakistan    | Resolution                  | 26 September 2018 |
| 8.    | Calling Attention Notice - Restrictions on Madaris by<br>Minitry of Interior            | Calling Attention<br>Notice | 26 September 2018 |
| 9.    | Questions on defamation laws to be asked from Minister for Information and Broadcasting | Questions                   | 27 September 2018 |
| 10.   | Calling Attention Notice on death of senior citizen in accident cause by AC             | Calling Attention<br>Notice | 3 October 2018    |
| 11.   | Adjournment Motion on charging extra money by universities in Punjab                    | Adjournment<br>Motion       | 3 October 2018    |
| 12.   | Resolution regarding changing nomenclature of the Lahore High Court                     | Resolution                  | 3 October 2018    |
|       |   |                             |                   |

| 13. | Resolution regarding Day-care centres  | Resolution | 9 October 2018   |
|-----|--|------------|------------------|
| 14  | Questions regarding Borrowing of loans by Pakistan   | Questions  | 9 October 2018   |
| 15  | Resolution regarding Borrowing of loans by Pakistan  | Resolution | 9 October 2018   |
| 16. | Resolution regarding establishing Diary Branch of LHC in Gujranwala                          | Resolution | 17 October 2018  |
| 17  | Resolution regarding psychologist facility for students                                      | Resolution | 19 October 2018  |
| 18. | Resolution regarding compulsory practical training for clinical psychologists                | Resolution | 19 October 2018  |
| 19. | Resolution regarding extension of Women Protection<br>Bureau in Districts                    | Resolution | 19 October 2018  |
| 20. | Resolution regarding provision of interest free loans to cottage industry                    | Resolution | 19 October 2018  |
| 21. | Resolution regarding establishing a helpline under<br>Women Parliamentary Caucus             | Resolution | 24 October 2018  |
| 22. | Resolution regarding exception of widow women from property tax                              | Resolution | 24 October 2018  |
| 23. | Question on loans for women in cottage industry  | Questions  | 8 November 2018  |
| 24. | Question on establishment of District Women Protection<br>Centres                            | Questions  | 8 November 2018  |
| 25. | Resolution regarding equal representation of women in Assembly committees                    | Resolution | 16 November 2018 |
| 26. | Questions regarding National Accountability Bureau   | Questions  | 26 November 2018 |
| 27. | Resolution regarding custody of religious scholars   | Resolution | 7 December 2018  |
| 28. | Questions regarding health issues in District Sheikhupura                                    | Questions  | 7 December 2018  |
| 29. | Resolution regarding cases under Section 295C of PPC   | Resolution | 7 December 2018  |
| 30. | Resolution regarding establishment of Parliamentary<br>Committee on Truth and Reconciliation | Resolution | 13 December 2018 |
| 31. | Resolution regarding regularization of FATA employees  | Resolution | 17 December 2018 |

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| 32. | Resolution regarding ban on the usages of plastic bags                                       | Resolution            | 24 December 2018 |
|-----|--|-----------------------|------------------|
| 33. | Adjournment Motion regarding discussion on no sewerage system in Sharqpur                    | Adjournment<br>Motion | 2 January 2019   |
| 34. | Resolution regarding mandatory training for MPAs   | Resolution            | 2 January 2019   |
| 35  | Resolution regarding implementation of Transgender protection Act                            | Resolution            | 2 January 2019   |
| 36. | Resolution regarding Food Fortification in KP  | Resolution            | 8 January 2019   |
| 37. | Questions regarding Police Stations in Sheikhupura<br>District                               | Questions             | 8 January 2019   |
| 38. | Resolution regarding healthcare facility charges in private hospitals in the Punjab province | Resolution            | 11 January 2019  |
| 39. | Resolution regarding extending maternity leaves for female employees                         | Resolution            | 15 January 2019  |
| 40. | Resolution regarding establishing Day Care Centres   | Resolution            | 15 January 2019  |
| 41. | Resolution regarding implementation of laws relating to wages of workers                     | Resolution            | 18 January 2019  |
| 42. | Resolution regarding medical facility to Punjab Assembly                                     | Resolution            | 6 February 2019  |
| 43. | Adjournment Motion regarding Lahore-Sharqpur<br>Road   | Adjournment<br>Motion | 6 February 2019  |
| 44. | Adjournment Motion regarding THQ Sharqpur<br>Shareef   | Adjournment<br>Motion | 6 February 2019  |
| 45. | Question regarding Police Sation Shirqpur Shareef  | Questions             | 8 February 2019  |
| 46. | Question regarding healthcare services in PP-139   | Questions             | 8 February 2019  |
| 47. | Question regarding education facilities in PP-139  | Questions             | 8 February 2019  |
| 48. | Resolution on ban of persons below 12 years of age to sit on front seats of vehicle          | Resolution            | 27 February 2019 |
| 49. | Resolution regarding mazar of Ch. Rehmat Ali   | Resolution            | 27 February 2019 |
| 50. | Resolution regarding ban on private money lending in Punjab                                  | Resolution            | 28 February 2019 |

| 51. | Resolution regarding establishing Child Development<br>Department in Punjab      | Resolution            | 22 March 2019 |
|-----|--|-----------------------|---------------|
| 52. | Resolution regarding Toy Gun Control in Punjab                                   | Resolution            | 22 April 2019 |
| 53. | Resolution regarding Wall chalking in Punjab                                     | Resolution            | 22 April 2019 |
| 54. | Questions regarding Inspection of Jails by MPAs in Punjab                        | Questions             | 22 April 2019 |
| 55. | Adjournment Motion regarding Syllabus of Islamiat                                | Adjournment<br>Motion | 23 April 2019 |
| 56. | Resolution regarding women and senior citizen visitor in offices                 | Resolution            | 25 April 2019 |
| 57. | Resolution regarding Privileges of Punjab MPAs                                   | Resolution            | 29 April 2019 |
| 58. | Adjournment Motion regarding Zakat Committees                                    | Adjournment<br>Motion | 29 April 2019 |
| 59. | Resolution regarding appointment of sports coaches in KP                         | Resolution            | 9 May 2019    |
| 60. | Resolution regarding sales tax theft in KP                                       | Resolution            | 9 May 2019    |
| 61. | Resolution regarding human trafficking by Chinese gang                           | Resolution            | 15 May 2019   |
| 62. | Questions regarding provision of books in schools of<br>Sharqpur Sharif          | Questions             | 23 May 2019   |
| 63. | Adjournment Motion on Child Abuse and Murder                                     | Adjournment<br>Motion | 24 May 2019   |
| 64. | Questions regarding Food Security  | Questions             | 29 May 2019   |
| 65  | Resolution regarding legislation on registration of False cases                  | Resolution            | 3 June 2019   |
| 66. | Questions regarding Settlement Claims  | Questions             | 12 June 2019  |
| 67. | Resolution regarding Tax exception to terrorism hit areas of KP                  | Resolution            | 13 June 2019  |
| 68. | Questions regarding Agriculture  | Questions             | 14 June 2019  |
| 69. | Cut Motions [Disapproval of Policy Cut, Economy Cut,<br>Token Cut (18 in total)] | Budget Cut<br>Motions | 14 June 2019  |

| 70. | Cut Motions [Disapproval of Policy Cut, Economy Cut,<br>Token Cut (18 in total)]                                   | Budget Cut<br>Motions       | 14 June 2019 |
|-----|--|-----------------------------|--------------|
| 71. | Resolution regarding Evacuee Property Punjab   | Resolution                  | 18 June 2019 |
| 72. | Cut Motions [Disapproval of Policy Cut, Economy Cut,<br>Token Cut (18 in total)]                                   | Budget Cut<br>Motions       | 18 June 2019 |
| 73. | Questions regarding environmental impacts of Neelum<br>Jhelum HydroElectric Project (NJHEP)                        | Questions                   | 20 June 2019 |
| 74. | Calling Attention Notice regarding impacts of Neelum<br>Jhelum HydroElectric Project (NJHEP) on local<br>community | Calling Attention<br>Notice | 20 June 2019 |
| 75. | Resolution regarding implementation of labour laws in Punjab   | Resolution                  | 27 June 2019 |

A summary of Non-legislative tools drafted by PIPS legislation Wing is provided in the figure below.



## 5. Public Hearings and Legal Socialization Seminars

The Legislation Wing conducts Public Hearings, Seminars on Legal Issues, Legal Socialization Seminars, Round Table Discussions on Legislative and Oversight Issues and Civic and Parliamentary Education Events for identifying and addressing issues of public importance. During the said period the following events were organized.

PIPS legislation wing organized four events in FY 2018-19

**a. Seminar on Environment Laws, November 15, 2018-** The event was attended by 40 students and faculty members from GCU University Lahore.

**b.** Orientation session of Judicial and Executive officers of Shariah Academy, January 24, 2019- A seminar on Working of Parliament and PIPS was organized for the delegates of Shariah Academy was organized on 24 January 2019. A total of 18 participants, including staff of Shariah Academy and senior judges of District judiciary from across the country attended the event.

**c.** National Legislative Effectiveness Conference- March 18-19, 2019 – attended by 70 participants (25 MNAs, Senators and MPAs; 45 parliamentary functionaries/legislative draftsmen from Senate, NA, PAs and PIPS) Public Hearing on Protection Non-Muslims Bill with MPs and Members of Council of Islamic Ideology, April 12, 2019- On Friday 12.

#### d. Public Hearing on Protection Non-Muslims Bill with MPs and Members of Council

**of Islamic Ideology, April 12, 2019**- On Friday 12 April, 2019 consultative meeting regarding Assessment of legislative Proposal on Protection of Minorities was held at PIPS. The meeting was graced with the presence of Honourable MNA, Shunila Ruth (mover of the proposed draft), Chairman Islamic Ideology Council Prof. Dr Qibla Ayaz with five Members of the Council and 35 participants included Honourable MNA, Mr. Jamshed Thomas, and scholars belonging to different school of thoughts of various religions from across the country which include Legal experts, Academia including Religious Educational institutions and Civil society.

#### 6. Collection of Laws

The Legislation Wing conducts Public Hearings, Seminars on Legal Issues, Legal Socialization Seminars, Round Table Discussions on Legislative and Oversight Issues and Civic and Parliamentary Education Events for identifying and addressing issues of public importance. During the said period the following events were organized.

PIPS legislation wing organized four events in FY 2018-19.

#### • Collection of Federal Laws:

The Pakistan Institute for Parliamentary Services (PIPS) completed a gigantic task of collecting hard and soft versions of all Federal and Provincial Laws in vogue. It is a matter of great accomplishments that PIPS Research and Legislation team has successfully developed said data and it now remains the only institution in the country to have repository of all laws enforced in the country since 1839 till 2018-9.

As per guidance and direction by the PIPS Board of Governors, the Instituted launched a six month project on data collection of all federal laws enforced in the country. Accordingly and as provided in the Section 4(b) and 4(g) of the 2008 Act of the Institute, the PIPS team collected a total of 724 Federal laws, which include 203 colonial and 521 post independence laws. It is on-going effort that will enable Institute to maintain data of laws enforced in the country.

#### • 724 Total

- 208 Without Assembly
- 203 Colonial
- 313 During Assembly
- 521 After independence
- 499 Acts
- 225 Ordinances
- 267 Democracy
- 46 Assembly during Dictatorship

## • Collection of Provincial Laws:

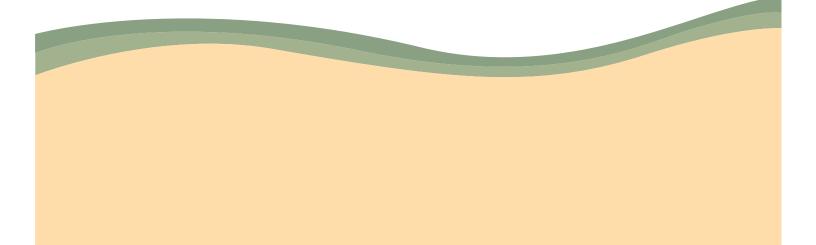
As per guidance by the PIPS Board of Governors, PIPS also commenced Legislative Archiving Project in July 2018 for the entire provincial code comprising existing laws enforced; we are pleased to report that data collection of around 2000 laws and their names lists as well as in most cases text has been collected from credible sources in hard copies and soft which in itself has been a gigantic task. PIPS is the only institution in the country to have made this momentous effort to collect the entire federal and provincial code (law) from 1830s till-date. The project has been conducted with support of CDIP-Tabeer, in the data-collection phase. The province-wise number is as under:

| Balochistan        | <b>406</b> laws |
|--------------------|-----------------|
| Khyber Pakhtunkhwa | <b>440 laws</b> |
| Punjab             | <b>597</b> laws |
| Sindh              | <b>623</b> laws |

## 8. In-House Briefings

The Members of Legislation Wing during the said period FY 2018-19 provided in House Briefings to 17 Honourable Parliamentarians, out of which there were 5 honourable Senators and 12 honourable MNAs respectively.

PARLIAMENTARY DEVELOPMENT PROGRAM AND INFORMATION TECHNOLOGY



## CAPACITY BUILDING EVENTS: 2018-19

Pakistan Institute for Parliamentary Services (PIPS), established under an Act of Parliament in 2008, is mandated with conducting capacity-building and training events, and research and legislative services for the Honourable Parliamentarians and the secretariat functionaries assisting them. The Institute provides such services to the National Parliament as well as to the four Provincial Assemblies. In this context, the role of PIPS is unique as this is the only Institute in the country which serves and caters to the specific intellectual challenges faced by Parliamentarians and their respective secretariats.

The Parliamentary Development Programme (PDP) unit of the Institute is tasked to design and execute capacity-building events for the Members and officers of the National Parliament, Provincial Assemblies and the Legislative Assemblies of Pakistan. The events comprise 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.

Some of the main areas and themes in which the Institute conducted capacity building events for the Honourable Parliamentarians and the secretariat staff for the year 2018-19 are as follows:

## SUMMARY OF EVENTS ORGANIZED BY PDP



| EVENT   | LOCATION  | <b>MEMBERS</b><br>Male Female | <b>OFFICERS</b><br>Male Female | DATE                         |
|---|-----------|-------------------------------|--------------------------------|------------------------------|
| Inter-Provincial Consultative<br>Meeting with Secretariat<br>Leadership   | Islamabad |                               | 36 -                           | July 10th-12th 2018          |
| Orientation Program for Interns,<br>National Assembly of Pakistan   | Islamabad |                               | 46 45                          | July 23rd- 24th 2018         |
| Orientation for Newly Elected<br>Honourable Members of<br>Provincial Assembly of<br>Balochistan   | Quetta    | 15 5                          | 21 -                           | September 3rd, 2018          |
| Orientation for Newly Elected<br>Honourable Women Members<br>of National Assembly of<br>Pakistan  | Islamabad | - 30                          |                                | September 5th-7th,<br>2018   |
| Orientation for Newly Elected<br>Honourable Members of<br>Provincial Assembly of Khyber<br>Pukhtoonkhwa   | Peshawar  | 36 10                         | 10                             | September 10th-12th,<br>2018 |
| Orientation for Newly Elected<br>Honourable Members of National<br>Assembly of Pakistan (Batch II)  | Islamabad | 77 3                          |                                | September 26th-28th<br>2018  |
| National Workshop on<br>"Understanding Parliamentary<br>Oversight: Concept and Tools"<br>for Honourable Members of<br>National Parliament and Four<br>Provincial Assemblies | Islamabad | 37 5                          | 10 -                           | October 10th-11th,<br>2018   |
|   |           |                               |                                |                              |

| Orientation for Newly Elected<br>Honourable Members of the<br>Provincial Assembly of the<br>Punjab                                | Lahore    | 33 | 33 | 11         | 1          | September 3rd, 2018                  |
|---|-----------|----|----|------------|------------|--------------------------------------|
| Orientation for Newly Elected<br>Honourable Members of<br>Provincial Assembly of Sindh  | Karachi   | 45 | 18 | 20         | 2          | September 5th-7th,<br>2018           |
| 5th National Parliamentary<br>Development Course - 2018   | Islamabad |    |    | 20         | 7          | November 5th-<br>December 19th, 2018 |
| Young Parliamentary Associates<br>(YPA) Orientation Program<br>2018   | Islamabad |    |    | 36<br>Stud | 13<br>ents | November 8th- 23rd,<br>2018          |
| National Workshop on "Federalism<br>and Social Development "  | Islamabad | 4  | -  | 4          | -          | November 26th-28th,<br>2018          |
| Protection and Promotion of<br>Human Rights: The Role of<br>Provincial Assemblies   | Islamabad | 16 | 8  | 26         | 4          | December 4th-5th,<br>2018            |
| Orientation Programme for<br>Interns, Senate of Pakistan  | Islamabad |    |    | 29<br>Inte | 24<br>rns  | December 10th-14th,<br>2018          |
| National Workshop on Women in Politics  | Islamabad | -  | 24 |            |            | January 30th-31st,<br>2019           |
| National Workshop on Strategic<br>Communication and Media<br>Engagement in Crisis Situation                                       | Islamabad | 18 | 10 |            |            | February 12th-13th,<br>2019          |
| Parliamentary Best Practices in<br>collaboration with UK Parliament<br>and Commonwealth<br>Parliamentary Association UK<br>(CPA), | Islamabad | 15 | 4  |            |            | February 19th -20th,<br>2019         |

| Parliamentary Studies Certificate<br>Course- Module I   | Islamabad | 15 - |     | March 4th -April<br>10th , 2019 |
|---|-----------|------|-----|---------------------------------|
| Seminar on Contribution of<br>Women Parliamentarians  | Islamabad | - 16 |     | March 6th ,2019                 |
| Orientation and Functions of<br>Standing Committees for<br>Committee Chairs of the National<br>Assembly of Pakistan | Islamabad | 11 - | 6 - | March 21st -22nd ,<br>2019      |
| National Conference on Role of<br>Public Accounts Committee   | Islamabad | 22 - | 7 - | April 24th -25th ,<br>2019      |
| Pre-Promotion Training Course<br>for the Data Processing Assistants<br>of the National Assembly of<br>Pakistan      | Islamabad |      | 8 - | April 22nd - May<br>3rd , 2019  |
| Parliamentary Studies Certificate<br>Course- Module II  | Islamabad | 15 - |     | April 11th -29th ,<br>2019      |
| Orientation Training for Young<br>Parliamentary Officers of PIPS  | Islamabad |      | 78  | April 29th -May 6th ,<br>2019   |

## 1. STANDING COMMITTEES

#### a. Functions and Working of Parliamentary Committees for Honourable Members and Officers, March 21st-22nd, 2019

Parliamentary Standing Committees are the backbone of any democratic system serving as forums for open discussion and debate amongst the 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.

The Institute organized a two day Orientation programme on "Functions and Working of Standing Committees" from March 21st -22nd, 2019. The programme was attended by Chairpersons of Standing Committees of the National Assembly of Pakistan. It covered a range of thematic sessions on composition and working of Standing Committees, role of Standing Committees in effective oversight, delegated legislations, post legislative scrutiny and methods to make committee system more effective.

## b. Role of Public Accounts Committee (PAC), April 24th-25th , 2019

A two-day National Conference on the "Role of Public Accounts Committees" was also organized from April 24th – 25th, 2019. The event was attended by Members of the Public Accounts Committee of the National Assembly as well as Provincial and Legislative Assemblies of Pakistan. The sessions were based on various topics related to planning, budgeting, and scrutiny of audit paras of the Public Accounts Committees (PAC). Guest speaker of the International conference was PAC Consultant, Mr. Geoffrey Allan Dubrow, who explained the use of Budget variance analysis in PAC's audit products and effective questioning techniques for compliance and performance audits.

## 2. 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.

## a. Seminar on "Celebrating Contribution of b. Workshop on "Strategic Communication Women Parliamentarians", March 6th, 2019

A seminar on "Celebrating Contributions of right terminologies and messages while Women Parliamentarians" was held on March interacting with media and public at large, the 6th, 2019 in collaboration with the Senate of Institute Pakistan to mark the International Women's workshops for Honourable Parliamentarians Day. The keynote speakers Honourable Members of the National Assembly and Senate of Pakistan. They shared their This year, a two-day National Workshop for political journey and expressed their hope and the Honourable Parliamentarians on "Strategic firm resolve to actively contribute towards the Communication & Media Engagement in political, social and economic sphere of Pakistan. It was attended by Members of the 13th, 2019. The workshop was conducted in National Parliament, women from civil society and foreign dignitaries. The audience took keen (Ministry of Information and Broadcasting) interest in the seminar and lauded the which was attended by over 30 members of the contribution of women law makers in the National Parliament, the four Provincial political history of Pakistan.

## & Media Engagement in Crisis Situation", February 12th-13th, 2019

To enable the Parliamentarians about the use of organizes media engagement included from time to time.

> Crisis Situation" was held from February 12thcollaboration with Pakistan Peace Collective Assemblies as well as Legislative Assemblies of Gilgit-Baltistan and Azad Jammu & Kashmir. The workshop included several sessions on media engagement, psychological strategic communication, impact of dissemination of national narrative and crisis communication management. The participants also appeared in a mock exercise to learn and receive feedback about the importance of the message they were conveying in the crisis situation

## 3. NATIONAL WORKSHOPS

National workshops are designed to provide a forum to all the Houses to gain intellectual knowledge on specific themes as well as discuss their experiences and observations with their colleagues from other Assemblies. The aim is to enlighten Honourable Members about their constitutional role and powers, as well as working of their respective Assemblies. Also, such workshops enable them to contribute to make a difference and brainstorm ways to come up with collective suggestions and recommendations

## a. Understanding Parliamentary Oversight: Concept and Tools, October 10th-11th, 2018

two-day National Workshop A on "Understanding Parliamentary Oversight: Concept and Tools" was held at PIPS Islamabad campus from October 10th -11th, 2018. Honourable Members of the National Assembly and four Provincial Assemblies of Pakistan participated in the interactive event which aimed at developing an understanding of the significance of the Parliamentary Oversight Tools as well as using them for effective oversight of the Executive as their core responsibility. The workshop also included group assignment in which the participants went through the real life situation of preparing oversight tools such as Resolution, Parliamentary Questions, Calling attention etc under the guidance of senior Parliamentarians.

#### b. National Workshop on "Federalism and Social Development", November 26th -28th, 2018

A National workshop on "Federalism and Social Development" was also held for Honourable Members of National Parliament and Provincial Assemblies of Pakistan, from November 26th- 28th, 2018. It included sessions related to the historical perspective of Federalism, Civil services reforms after the 18th amendment and the performance of the committee on "24 demands of Khyber Pakhtunkhwa" in the perspective of Federal and Provincial Communication.

## c. National Workshop on Women in Political Leadership, January 30th -31st , 2019

A unique workshop for Women Parliamentarians titled "Women in Political Leadership" was organized by the Institute from January 30th-31st, 2019. The workshop was attended by 30 Women Parliamentarians and Members of the four Provincial Assemblies. The objective of the workshop was for the participants to learn from the experiences of the senior Parliamentarians thereby encouraging them that women could make a significant contribution to the development of the country. The workshop also aimed at assisting the Women Parliamentarians to better perform their Legislative and Oversight functions fostering improved inter-provincial connections for conjointly creating the parliamentary space for women.

#### d. Inter-Parliamentary Workshop, December 4th -5th, 2018

A two-day Inter Parliamentary Workshop on "Protection and Promotion of Human Rights: The Role of Provincial Assemblies" was held on December 4th-5th, 2018 at PIPS Campus Islamabad. The event was attended by Honourable Members and Secretariat Officers of the Provincial and Legislative Assemblies of Pakistan.

The sessions included understanding fundamental rights in the Constitution of Islamic Republic of Pakistan, International Human Rights mechanisms and Pakistan's obligations, legal framework of Human Rights at National and Provincial level in Pakistan, role of Members in promotion of Human Rights and using Parliamentary Oversight Tools for the purpose of overseeing the workings of various ministries, divisions and other departments.

### e. Inter-Provincial Consultative Meeting With Secretariat Leadership, July 10th -12th 2018

Pakistan Institute for Parliamentary Services (PIPS) organized a three-day Inter Provincial Consultative Meeting with Secretariat Leadership of Provincial and Legislative Assemblies of Pakistan from July 10th -12th 2018, at PIPS Campus Islamabad. Participants included Secretaries and senior Secretariat officers from the four Provincial and two Legislative Assemblies of Pakistan.

The aim was to share knowledge and get feedback on Legislative Drafting Manual and discuss next steps; comparison of financial and Service Rules of Provincial Assemblies; new members' orientation preparations and future requirements and feedback on the YPA program to be run in the Provincial Assemblies

## 4. LONG COURSES

The long courses that the Institute conducts vary in duration from one to eight weeks and comprise multiple modules, being delivered by faculty members from variety of disciplines. They are designed to address the challenges faced by the officers of the Parliament in their daily tasks and improve their skills accordingly.

## a. National Parliamentary Development Course (NPDC), November 5th-December 19th, 2019

For mid-career officers, the course is held every year comprising 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.

The 5th National Parliamentary Development Course was held this year from November 5th – December 19th, 2018. The course was attended by grade 17 and 18 officers, employed at the National Assembly and the Senate Secretariat as well as Provincial and Legislative Assemblies' Secretariat.

The Institute has successfully conducted five National Management Development Courses till date. Being a flagship event of the Institute, this course prepares the participants to take the mid-level manager position by equipping them with the knowledge, tools and techniques. The course covers a wide range of topics including soft and inter-personal skills.

## b. Parliamentary Studies Certificate Course , March 4th -April 29th, 2019

These training courses are essential for the promotion of officers of the National Assembly Secretariat to the next grade. Parliamentary Studies Certificate Course was one such course held in this regard from March 4th- April 29th, 2019. The course was split into two modules: Module 1 covering detailed sessions on the Constitution of Islamic Republic of Pakistan and Rules of Procedures in the National Assembly of Pakistan whereas Module 2 covered Governance, Public Policy, Presentation Skills, Communication and soft skills. The course was attended by 15 officers of the National Assembly Secretariat and 2 officers from PIPS. At the end of the course a complete assessment report comprising comprehensive exam and class performance of each participant was sent to the National Assembly Secretariat

## c. Professional Pre-Promotion Long Course for the Data Processing Assistants of the National Assembly of Pakistan'', April 22nd -May 3rd, 2019

In addition, long course on Information Technology (IT) was organized by the Institute on the request of the concerned Section of the Secretariat, primarily to meet the professional challenges. Titled "Pre-Promotion Training Course for the Data Processing Assistants of the National Assembly of Pakistan", the course was held for the IT Assistants of the National Assembly Secretariat from April 22nd – May 3rd, 2019. This nine day long course covered in broad Linux, Management of Server and Email server. At the end of the course a comprehensive test was conducted to assess the learning of the participants.

## 6. ORIENTATION SEMINARS AND COURSES

Orientation of newly elected Members is a unique feature of the skill development programmes of the Institute. Consisting of two or three days, these orientations mostly cover the basics of the Constitution of Pakistan, Federalism, Rules of Procedure and Conduct of Business of the particular House and may include other topic relevant for new members. Participants of these events include newly elected Honourable Members of the National Parliament and Provincial Assemblies of Pakistan as well as officers of the secretariats, who are new to the working of the Parliament.

After the General Elections held in July 2018 new members were elected to the National Assembly and four provincial Assemblies. Numbers of orientation programmes were conducted for the Members of the National Parliament and Provincial Assemblies of Pakistan in the first five months. For the Honourable Members of the National Assembly the orientation were held in Islamabad while for the Provincial Assemblies the orientations were held in their respective provincial capitals. Details of the orientation held are as follow:

- 1. Orientation for Newly Elected Honourable Members of Provincial Assembly of Balochistan, September 3rd, 2018.
- 2. Orientation for Newly Elected Honourable Women Members of the National Assembly of Pakistan, September 5th- 7th, 2018.
- 3. Orientation for Newly Elected Honourable Members of Provincial Assembly of Khyber Pakhtunkhwa, September 10th -12th, 2018.
- 4. Orientation for Newly Elected Honourable Members of the National Assembly of Pakistan Batch II, September 26th -28th, 2018.
- 5. Orientation for Newly Elected Honourable Members of the Provincial Assembly of the Punjab, October 17th- 18th, 2018.
- 6. Orientation for Newly Elected Honourable Members of Provincial Assembly of Sindh, October 31st - November 1st, 2018.
- First-Term Members Orientation Programme: Parliamentary Best Practices in collaboration with UK Parliament and Commonwealth Parliamentary Association UK (CPA), February 20th- 21st, 2019.
- 8. Orientation and Functions of Standing Committees for Committee Chairs of the National Assembly of Pakistan, March 21st-22nd, 2019.

## 7. ORIENTATION PROGRAMS FOR INTERNS

The Institute organizes and conducts orientation courses for the Youth, who work as Interns 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. Following orientation programmes were held this year:

- 1. Orientation Programme for Interns, National Assembly of Pakistan, July 23rd-24th, 2018
- 2. Orientation Programme for Interns, Senate of Pakistan, December 10th-14th, 2018

## a. Young Parliamentary Associates (YPA) Orientation Programme 2018 , November 8th -23rd , 2018

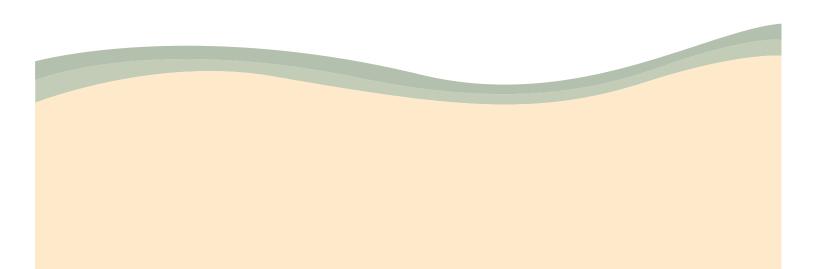
In addition, the PIPS faculty also catered for planning and execution of "Young Parliamentary Associates (YPA) Orientation Programme 2018", for young professionals to assist different Committees, Wings and branches of the Provincial and Legislative Assemblies of Pakistan. Held from November 8th -23rd , 2018, the orientation included sessions on various topics including Constitution of Pakistan, Working of the Parliament, Rules of Procedures of National and Provincial Assemblies, Parliamentary Research Methods, Parliamentary Ethics, Legislative Process, Public Accounts Committee, office correspondence, etc.

**b.** Orientation for Young Parliamentary Officers of PIPS, April 29th- May 5th, 2019 PIPS hired 15 Young Parliamentary Officers (YPOs) to assist various wings of the Institute. A week-long orientation programme was organized for these YPOs to familiarize them with the working of the various wings of the Parliament of Pakistan and PIPS. The orientation that was held from April 29th- May 5th, 2019 covered soft skills as well.

## 8. PRE PROMOTION TEST

Former Speaker National Assembly of Pakistan introduced reforms in the National Assembly secretariat for knowledge and skill up gradation of the officers of different cadres. Accordingly, the Institute conducts pre-promotion tests for the candidates to be promoted to the next grade. The Institute has conducted promotion tests for 44 officers of various cadres till now which included research officers, reporters and section officers.

# PROJECT DEVELOPMENT UNIT



## PROJECT DEVELOPMENT UNIT

The Project Development Unit (PDU) is the youngest wing of the Institute. It is mandated to formulate the Institute's project development and implementation policies in consultation with stakeholders. PIPS undertake a number of projects in association with its national and international partners. The PDU streamlines the whole process of project cycle management (PCM), takes steps to avoid duplication and undertakes implementation of projects in an effective manner.

## **Project Development and Implementation**

The PDU serves as an incubator for the new innovations and also oversee implementation of all projects undertaken directly by PIPS or by its civil society partners. As PIPS has been authorized by the Board to seek development assistance in the area of parliamentary development, the unit works closely with the EAD, donors, international organizations and the UN agencies to channel parliamentary development projects through PIPS. The unit makes an effort to initiate new, innovative projects and replicate the successful initiatives undertaken elsewhere. It directly implements and monitors national and regional parliamentary development projects to achieve objectives of the Institute.

## **Project Monitoring**

To ensure that all development projects are in line with PIPS objectives and achieve maximum outcomes, PDU has formulated a project monitoring and evaluation mechanism. The Monitoring and Evaluation mechanism will focus on various project elements to keep the project objectives on track. The PDU will ensure appropriate institutional mechanisms for monitoring and evaluation of each project.

## **Parliamentary Outreach**

PIPS endeavors to promote and explain parliamentary democracy and disseminate the work of the Parliament of Pakistan to a wider audience. It seeks to redefine the way in which the parliament interacts with the public. PIPS believe that enhanced understanding of parliamentary functioning is important for improved trust in parliamentary institutions and legislative outcomes. For this purpose, PIPS has adopted a multi-pronged approach that aims to engage citizens directly and through the civil society and media.

## 1. ACTIVITIES IN FY 2018-19

#### a. Coordination with Donors

During the FY 2018-19, Project Development Unit (PDU) initiated outreach and communication with different donor agencies that work on projects and programs related to strengthening of democracy and Parliament.

In this regard, in coordination with British Council Pakistan, a meeting of Parliamentary Support Group (PSG) was organized at PIPS in August 2018. The meeting gave PDU an opportunity to introduce the work of PIPS to the representatives of different donor organizations, like British High Commission, UNDP, Canadian High Commission, Westminster Foundation for Democracy (WFD), Democracy Reporting International (DRI), UN Women and European Union.

PDU is also working in coordination with different donor organizations like World Bank and WFD for initiation of projects related to Parliamentary capacity building and outreach.

### b. MOUs Track-list

PIPS since its establishment has been working signing MOUs with different institutions and donor organizations. As PDU mandated to propose & facilitate the process of signing of various MoUs with partner organizations, universities, think tanks and research institute and their effective monitoring & implementation. Therefore, PDU initiated assimilation and filing of MOUs. PDU also made a track-list of MOUs on basis of their expiration dates so as to make it easier to track the progression on MOus. The track-list made it easier to identify the MOUs that need renewal. Once the track-list was completed, institutions and organizations, MOUs with whom were expired, were reached out for renewal.

### c. Parliamentary Outreach

PIPS endeavours to promote and explain parliamentary democracy and disseminate the work of the Parliament of Pakistan to a wider audience. For this purpose PIPS develops an effective and resilient outreach strategy which would allow to communicate with the public and to educate them about the working of Parliament of Pakistan and its distinguished services. It helps to develop and sustain people's full and informed participation in the formulation, implementation and evaluation of policy decisions and outcomes. Its mission is to promote a meaningful productive interaction between an efficient, effective legislature and dynamic, vibrant civil society. PIPS envision that every citizen has the right to participate meaningfully in the decisions of government and to hold government to account for decisions taken. Media including electronic and print as well as social media have been included to reinforce the PIPS outreach strategy. The communication strategy of these media services are two-way and will facilitate real and meaningful interaction between Parliament of Pakistan and its target public across Pakistan. Social media has radically altered today's media landscape, and presents new possibilities and opportunities to promote Parliamentary understanding. Through a slew of tools such as e-mail, blogs and forums, it provides many opportunities to the public to have their say online. There are already a range of channels which citizens can use to reach policy makers and other key decision makers. From face-to-face dialogues to weekly meetings with members of Parliament which is increasing via cyberspace, citizens have many avenues to contact Government leaders. New media technology enables the development of this interactive form of engagement. Online citizens are not only using the platform to gather information and discuss politics but also to mobilize and organize themselves on public issues.

Gauging the importance of social media, Worthy Executive Director recently approved the following digital broadcasting services for the purpose to promote and explain parliamentary democracy and disseminate the work of the Parliament of Pakistan to a wider audience:

- FaceBook
- Twitter
- Youtube
- LinkedIn
- Soundcloud
- Instagram

## d. Standard Operating Procedure (SOPs)

Before the formation of PDU, the PDP and Research and Legislation were coordinating with donors on their own. There was no proper mechanism or systematic procedure for the conductance of the coordination with donors. To streamline the process, PDU took the initiative to format a document on Standard Operating Procedure (SOPs) for donor coordination for PIPS. The document is aimed at streamlining donor coordination at PIPS.

### e. Monitoring and Evaluation Document

As per the mandate of PDU, the Wing is responsible for Monitoring and Evaluation of different projects that PIPS undertake in coordination with donors. To make the process coherent and consistent, PDU formed a document on Monitoring and Evaluation of different projects.

### f. Covering and reporting activities happening at PIPS

Social media team of PDU is designated to cover the activities happening at PIPS and report it on different social media channels like Facebook, Twitter, Instagram and YouTube channel to update and engage their audience. For the purpose of social media outreach, PDU in collaboration with WFD hired a Social Media Team (SMT) for 3 months. The SMT was assigned the task of handling Twitter and Facebook accounts of the institute. Besides reporting on the activities at PIPS, the team also compiled and shared different videos related to the events/conferences and uploaded on the PIPS accounts. Moreover, the team also generated the following different contents for outreach purpose:

| CONTENT                | DESCRIPTION   |
|------------------------|---|
| 1. Promos              | The communication team shot a promo for 'Workshop on Strategic<br>Communication and Media Engagement In Crisis Situation'. This content<br>was generated in order to build the institutional impression on digital media.   |
| 2. Testimonials        | Testimonials of various international and national delegates were recorded.<br>Our testimonial archive includes Andaleeb Abbas. This testimonial series is<br>digital database which are endorsements by our stakeholders and<br>Parliamentarians   |
| 3. Interview<br>Series | A comprehensive interview was conducted with Dr. Fehmida Mirza.<br>Moreover, other interviews are in line.  |
| 4. Visual<br>Reports   | A visual report was shot on National Conference on Women In Political<br>Leadership. This visual report has interviews of Honorable Speaker of the<br>National Assembly Asad Qaiser, Senator Ayesha Raza Farooq, Syed<br>Shamoon Hashmi, Honorable Member of the National Assembly Rubina<br>Irfan, Honourable Member of the National Assembly Ms. Shahnaz Azber<br>Aziz and Mehnaz Wazir Ali. These visual reports with added interactivity<br>strengthen public image specially amongst youth which is the future<br>electorate |
| 5. Photography         | Committee Session on Air Quality Asia. We photographed the committee session  |

## Events/Workshops/Conferences covered

The Project Development Unit (PDU) with its nascent broadcast and outreach services covered the international conferences and interviews to have a build up for its digital handles. However, a more structured approach and other projects are in line.

| Conferences/Events/Workshops   |  |  |  |  |
|--|--|--|--|--|
| 1. National Workshop on Women in Political Leadership 29-31st January, 2019                    |  |  |  |  |
| 2. International Parliamentary Conference on Legislative Effectiveness                         |  |  |  |  |
| 3. 8th Annual National Parliamentary Researchers Workshop                                      |  |  |  |  |
| 4. National Conference on the Role of Public Account Committee                                 |  |  |  |  |
| 5. Orientation on Parliamentary Best Practices for the first time members of National Assembly |  |  |  |  |
| 6. Strategic Communication and Media Engagement in Crisis Situation 12-13 February 2019        |  |  |  |  |
| 7. Inaugural Meeting of Former Parliamentarians Forum  |  |  |  |  |
| 8. Orientation of Working of Standing Committees   |  |  |  |  |
| 9. Delegation from SMUI 28th January,2019  |  |  |  |  |
| 10. Delegation from MCRU, Balochistan  |  |  |  |  |
| 11. Seminar on Women's Day   |  |  |  |  |

## **Interviews Conducted**

Social media team of PDU interviewed the following personnel:

| Interviews  |   |   |  |  |  |
|---|---|---|--|--|--|
| 1.Naz Shah (MP UK)                                    | 2. Asad Qaiser (Speaker<br>National Assembly) | 3. Dr. Fehmida Mirza<br>(Federal Minister)            |  |  |  |
| 4. Fakhar Imam (Chairman<br>Kashmir Committee)        | 5. John Davis (Chief Executive CPA UK)        | 6. Lord Roghan (Deputy<br>Speaker, UK House of Lords) |  |  |  |
| 7. Franklin (Westminster<br>Foundation for Democracy) | 8. Riaz Fityana (MNA)                         | 9. Farhatullah Babar (Former<br>Senator)              |  |  |  |
| 10. Ayesha Raza Farooq<br>(Senator)                   | 11. Aisha Ghaus Pasha (MNA)                   | 12. Mehnaz Akbar Aziz (MNA)                           |  |  |  |

| 13. Rubina Irfan (MNA)                                     | 14. Andleeb Abbass (MNA)           | 15. Krishna Kumari (Senator)        |
|--|------------------------------------|-------------------------------------|
| 16. Sehr Kamran (Senator)                                  | 17. Shahnaz Wazir Ali (MNA)        | 18. Andey (Member House of Commons) |
| 19. Uzair Malik (Former<br>MNA)                            | 20. Taj Haider (Former<br>Senator) | 21. David (WFD<br>Representative)   |
| 22. Shamoon Hashmi, (Joint<br>Secretary National Assembly) | 23. Kamran Rizvi (Trainer)         |                                     |
|  |                                    |                                     |

The Project Development Unit (PDU) with its nascent broadcast and outreach services covered the international conferences and interviews to have a build up for its digital handles. However, a more structured approach and other projects are in line.

## New Projects Envisioned

PDU during FY (2018-19) has envisioned different projects and ideas for Parliamentary capacity building and outreach. The concept notes of few of the projects are designed and few are in the process. PDU has been coordinating with different donors for the materialization of these projects.

Few of the new project propositions are as following

#### i. Pakistan Parliamentary Super League (PPSL)

PIPS is planning to arrange a Parliamentary cricket tournament to bring together Members of Parliament from National Assembly and Senate of Pakistan, all Four Provincial Assemblies and Two Legislative Assemblies. Each assembly will be represented by their respective teams composed of both male and female members.

The purpose of the tournament will be to improve relationship and interaction among legislators from across the Assemblies and promote dialogue and goodwill. It will also be an opportunity for the public to access and interact with their representatives in a candid environment.

#### ii. Role of Parliament in 'Ease of Doing Business' in Pakistan

Ease of Doing Business is the World Bank's parameter for determining the status of countries on the basis of the simplicity of the process of starting and running a business in a country. This project will focus on enhancing the understanding of members of Parliament in areas related to Ease of Doing Business by providing them with research support and material. And arranging consultative sessions with relevant Provincial and Federal Standing Committees for capacity building on Ease of Doing Business.

### iii. Regional Seminar

PIPS is planning to arrange a seminar on Parliamentary Rules of Procedure and Legislative Drafting for members of Parliament from different countries of South Asian region like Afghanistan, Nepal, Bangladesh, Sri Lanka, Maldives and India. The seminar will focus on building capacity of foreign and local legislators on Parliamentary Rules of Procedure and Legislative Drafting.

#### iv. Regional Course

An extensive course will be planned for 25-30 Members of Parliament and four Provincial Assemblies at PIPS nominated by their respective assemblies. The purpose of the course will be to familiarize and build capacity of Members of Parliament on Parliamentary Rules of Procedure and Legislative Drafting so that they can perform their ascribed legislative functions and duties in a more effective manner.

#### v. Balochistan Youth Parliament

A youth Parliament to be designed based on the model of Provincial Assembly of Balochistan. This Parliament will be composed of 65 members in age group of 18-29 selected through an application and interview process from all districts of Balochistan with 50% gender ratio and quota for minority groups. The purpose of youth Parliament will be to give a platform to the youth of Balochistan to discuss the issues that the province is facing and come up with policy solutions as well as assist the Members of Provincial Assembly of Balochistan on different policy matters and issues.

#### vi. Parliament Engagement with Citizens

The idea behind 'Citizen Engagement in the Work of the Parliament' is to offer short-term and long-term courses and training for undergrad and post-grad students of social and political science fields to improve their understanding of Parliament and politics. The courses will focus on the history of Parliament, establishment of Parliament in Pakistan, evolution of Constitution of 1973 and other topics relating to legislation, public policy and democracy. The 'Citizen Engagement in the Work of the Parliament' will also include official visits for students of schools, colleges and universities arranged to visit and explore Parliament as well as attend sessions.Since, only one university in Pakistan offers Parliamentary Studies as a course of study, this initiative will help in producing graduates in Pakistan with a better understanding of parliamentary functions and democracy.

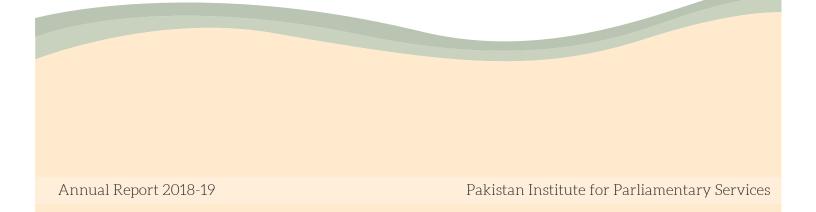
#### vii. Share the History of Parliament

'Share the History of Parliament' will be an online documentary series covering the history and evolution of Parliament, history of Parliament in Pakistan and history of Constitution Making in Pakistan and working of Parliament. Each episode of the series will be based on a different question.

## viii. Coffee with Parliamentarians

'Coffee with Parliamentarian' will be an online interview series in which Parliamentarians will be interviewed in an informal, candid setting. The interview will be based on questions related to personal and professional life. The purpose of the interview series will be to familiarize public with their representatives especially their hard work, personal and professional struggles and their accomplishments. It will help remove misconceptions and stereotypes that exist in their minds relating to Parliamentarians.

# ADMIN AND 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.

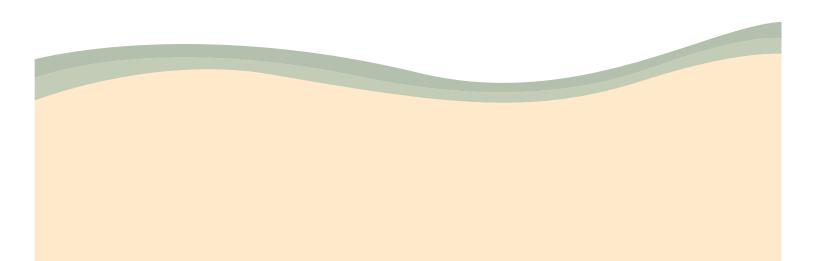
## RECRUITMENT PROCESS OF PIPS PROVINCIAL OFFICES

In pursuance of the approval of the Board of Governors, the posts of Assistant PRC Officer (SG-I), Office Assistant (SG-II) and Office Attendant (SG-VIII) were advertised in daily newspapers and the recruitment committee held the interviews after written test on 2nd, 5th, 8th and 19th April, 2019 in the Provincial Assemblies of Khyber Pakhtunkhwa, Balochistan, Sindh and Punjab respectively.

2. Top five candidates were called for each post for the interview as per instructions of the Establishment Division. During interviews, the candidates were assessed with respect to overall personality, communication skills, intellectual caliber and relevance of experience. Subsequently, the marks obtained by the candidates during interview were added to their written score in the result sheet (70% written test marks and 30% interview marks) for the posts of Assistant PRC Officer (SG-I) and Office Assistant (SG-II). For the post of Office Attendant (SG-VIII), the total marks obtained by the candidates during interview were listed. Final result sheets were drawn accordingly and signed by all members of the recruitment committees. The candidates who secured the overall highest marks were recommended as principal and alternate candidates for each category in the order of merit.

3. Accordingly, the staff for Provincial Offices was recruited during June, 2019 and theses offices are now operational.

# BUDGET & FINANCIAL MANAGEMENT



## BUDGET & FINANCIAL MANAGEMENT

Financial Management System of Pakistan Institute for Parliamentary Services (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.

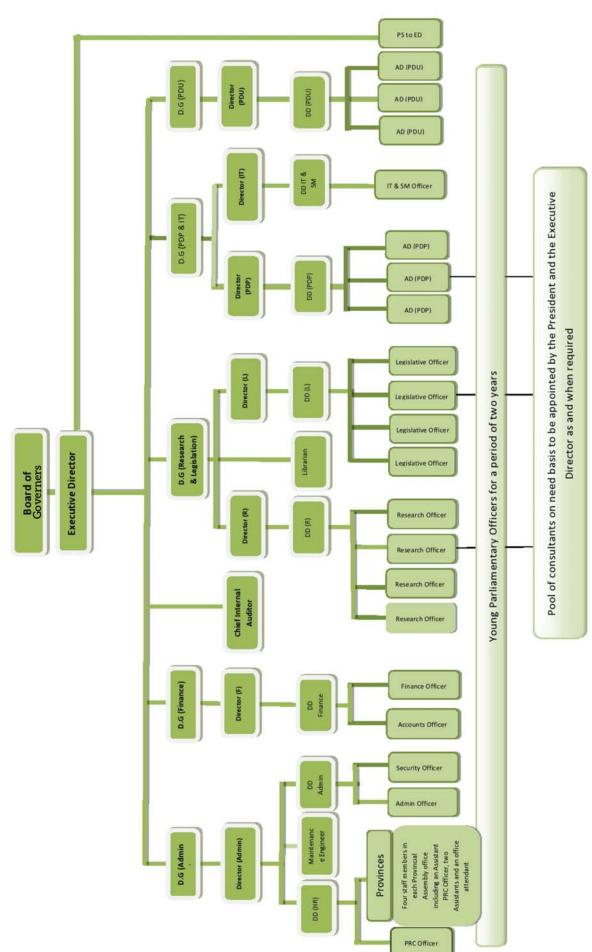
As per Section 12(a) and 12(b) of the PIPS Act, 2008, total annual expenses of the Institute are shared by the Senate and the National Assembly in the ratio of 1/3rd and 2/3rd respectively. The funds released by the Senate and the National Assembly are kept in lapsable assignment accounts, which are 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. 225.582 million during the Financial Year (FY) 2018-19 whereas total receipts during FY 2017-18 were Rs.194.618 million. The breakup is given in the Statement of Cash Receipts and Payments. The overall expenditure for FY 2018-19 remained at Rs. 215.838 million whereas overall expenditure during FY 2017-18 was Rs. 177.640 million.

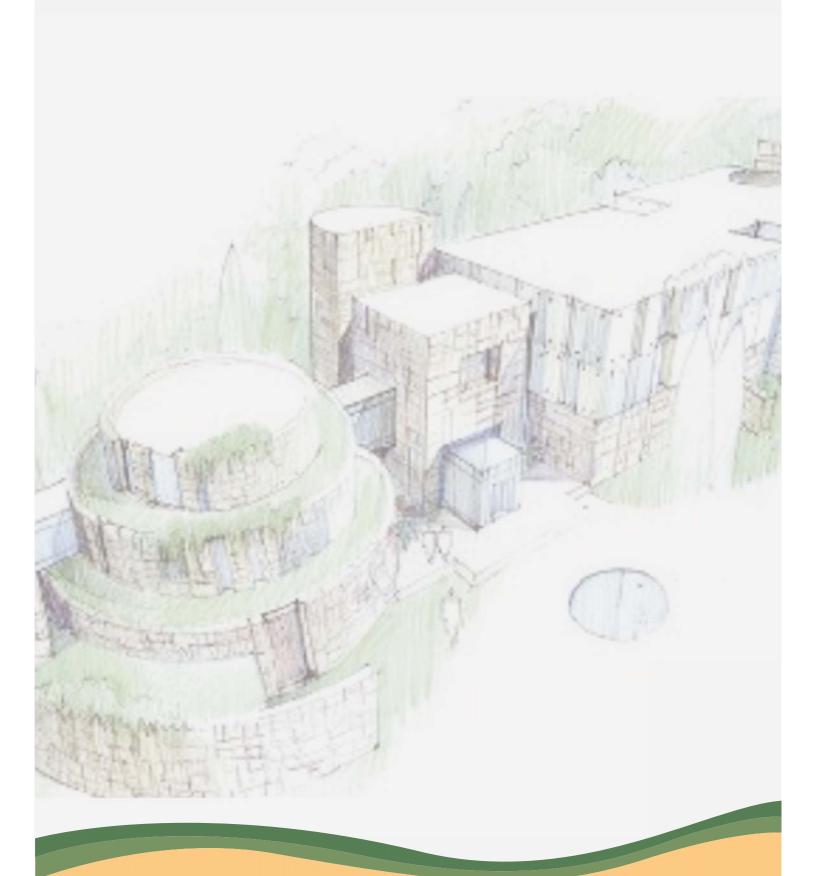
## STATEMENT OF CASH RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2019

| Reciepts   | 2019<br>Rupees | 2018<br>Rupees     |
|--|----------------|--------------------|
| Funds from Senate  | 66,292,000     | 55,463,000         |
| Funds from National Assembly   | 132,583,000    | 110,926,000        |
| Contributions by Provincial Assemblies                                 | 10,919,144     | 21,369,937         |
| Grants in aid by national and international agencies and organizations | 12,746,366     | 5,002,281          |
| Others   | 3,042,166      | 1,856,626          |
| TOTAL RECEIPTS   | 225,582,676    | 194,617,844        |
| PAYMENTS   |                |                    |
| Employee Related Expenses  | 125,239,617    | 113,522,012        |
| Operating Expenses   | 58,309,201     | 46,229,347         |
| Transfers Civil Works  | 216,602        | 235,068<br>496,045 |
| Physical Assets  | 13,394,123     | 2,311,496          |
| Loans & Advances   | 11,292,000     | 11,469,920         |
| Repair and Maintenance   | 7,386,767      | 3,326,485          |
| Petty Cash Assignment Account No. 6                                    | -              | 50,000             |
| TOTAL PAYMENTS   | 215,838,310    | 177,640,373        |
| NET RECEIPT /PAYMENT FOR THE YEAR                                      | 9,744,366      | 16,977,471         |
| CASH AND BANK BALANCE AT BEGINNING OF THE YEAR                         | 56,968,461     | 46,029,720         |
| CASH BALANCE CREATED<br>(ASSIGNMENT ACCOUNT NO. 6&3)                   | -              | 50,000             |
| CASH AND BANK BALANCE AT THE END OF THE YEAR                           | 66,712,827     | 63,057,191         |
| LESS: AMOUNT LAPSED ON 1ST DAY OF<br>SUCCEEDING FY                     | 5,053,045      | 6,088,730          |
| BALANCE TO BE CARRIED FORWARD  | 61,659,782     | 56,968,461         |





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