



UN Development Programme

Fiji - Suva

Award ID: 00039544
Award Title: FIJ Parliamentary Strengthening
Start Year: 2005
End Year: 2007

Implementing Partner
(Executing Agency): National Execution

Responsible Party
(Implementing Agent): FIJ-National Execution

Revision Type: Project Approval

Brief Description:

Budget (US\$) as of 05-April-2005		
Donor	Fund	Amount
UNDP	04000 TRAC (Lines 1.1.1 and 1.1.2)	366,200.00
Total Budget		366,200.00
Total Expenditure		0.00
Award Total		366,200.00
Unprogrammed/Unfunded		0.00

Agreed by: Govt. of Fiji

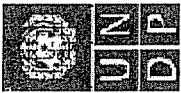
Agreed by: Min. of Foreign Affairs &

Agreed by: UNDP

Agreed by:

Hans De Graaf 8/19/05
 Hans De Graaf
 Deputy Resident Representative

*cleared: JVP
4/8.*



Annual Work Plan

Fiji - Suva

Award Id: 00039544
 Award Title: FIJ Parliamentary Strengthening
 Year: 2005

Report Date: 3/8/2005

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00044403	FIJ Parliamentary Strengthening	Improved Sector/House C	5/4/05		FIJ-National Execution	04000	UNDP	71600	Travel	8,000.00
						04000	UNDP	74500	Miscellaneous Expenses	2,000.00
		Management, Monitoring &	5/4/05		FIJ-National Execution	04000	UNDP	71300	Local Consultants	64,850.00
						04000	UNDP	72200	Equipment and Furniture	15,000.00
						04000	UNDP	72500	Supplies	10,000.00
						04000	UNDP	72800	Information Technology Equi	20,000.00
						04000	UNDP	74500	Miscellaneous Expenses	15,000.00
						04000	UNDP	71200	International Consultants	5,000.00
		Member Education	5/4/05		FIJ-National Execution	04000	UNDP	71300	Local Consultants	7,500.00
						04000	UNDP	71600	Travel	5,000.00
						04000	UNDP	72200	Equipment and Furniture	12,000.00
						04000	UNDP	72500	Supplies	3,000.00
		Parl. Secretariat Strength	5/4/05		FIJ-National Execution	04000	UNDP	72800	Information Technology Equi	15,000.00
						04000	UNDP	74500	Miscellaneous Expenses	2,000.00
04000	UNDP					71300	Local Consultants	5,000.00		
04000	UNDP					72800	Information Technology Equi	12,000.00		
04000	UNDP					74500	Miscellaneous Expenses	5,000.00		
04000	UNDP					72800	Information Technology Equi	12,000.00		
TOTAL										
GRAND TOTAL									207,350.00	
									207,350.00	



Annual Work Plan

Fiji - Suva

Award Id: 00039544
 Award Title: FIJ Parliamentary Strengthening
 Year: 2006

Report Date: 3/8/2005

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00044403	FIJ Parliamentary Strengthenin	Improved Constituency R	5/4/05		FIJ-National Execution	04000	UNDP	71500	UN Volunteers	18,000.00
						04000	UNDP	71600	Travel	10,000.00
						04000	UNDP	74500	Miscellaneous Expenses	10,000.00
		Management, Monitoring &	5/4/05		FIJ-National Execution	04000	UNDP	71300	Local Consultants	64,850.00
						04000	UNDP	72500	Supplies	10,000.00
						04000	UNDP	74500	Miscellaneous Expenses	5,000.00
		Member Education	5/4/05		FIJ-National Execution	04000	UNDP	71200	International Consultants	6,000.00
						04000	UNDP	71300	Local Consultants	6,000.00
						04000	UNDP	71600	Travel	10,000.00
		Pari. Secretariat Strength	5/4/05		FIJ-National Execution	04000	UNDP	74500	Miscellaneous Expenses	2,000.00
04000	UNDP					71200	International Consultants	12,000.00		
TOTAL						04000	UNDP	74200	Audio Visual&Print Prod Co	5,000.00
GRAND TOTAL										158,850.00

Government of THE REPUBLIC OF FIJI ISLANDS

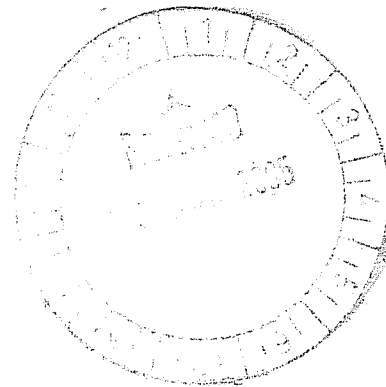
United Nations Development Programme

Strengthening Representative and Legislative Capacity of the Parliament

Brief description

The findings of a Legislative Needs Assessment of the Fiji, endorsed by a joint Parliamentary Forum in March 2002, identified areas of weaknesses in the Parliament Secretariat and the Parliamentary –Constituency relations. The proposed assistance, provided under a framework of Fiji Good Governance Programme, will assist Secretariat to realign and develop its staffing and technical resources to support Parliamentarians to undertake their legislative and representative functions more effectively.

The project will achieve this through support to further develop research and library resources, improve technical advisory services/support to committees, improve media-relations capacity and initiate a public education/awareness programme. The project will also provide support for member education on key development challenges and issues brought before the Parliament as well support initiatives to increase Parliamentarian/Constituency interaction. Further, the project will provide further support to the Officer of the Speaker to revise Standing Order for the House and develop a Parliamentary Manual for member's use.



The programme would lead to greater trust and confidence in the country's governing system while increasing their own human and civic rights and responsibilities, thus providing an effective, orderly, peaceful and participatory environment for deliberation and resolution of key development and public policy issues.

The proposed programme aims to make the democratic process and governing institutions prevailing in the country work betterment of all Fiji islanders.

The Fiji Good Governance Programme proposes to provide assistance to

- Continued support to the Fiji Parliament;
- Developing and assisting in the implementation of a school-based civic education programme; and
- Developing and assisting in the implementation of a comprehensive, long term civic education initiative involving a range of stakeholders including the government, the churches, civil society organisations and the private sector.

This Fiji Parliamentary Capacity Building project is one of three projects which form the Fiji Good Governance Programme.

Part 1b. Problems to be Addressed

The findings of the Legislative Needs Assessment conducted in 2001 under the Regional GOLD Project, the subsequent Parliamentary Forum in March 2002 and a scoping exercise undertaken in early 2003 for developing initiatives aimed at improving the capacity of the Parliament reveal the following key areas of weakness requiring support:

Capacity of Parliament Secretariat

The current organizational structure of Parliament's administration has evolved in an *ad hoc* manner over the years. With new and increased demand for services, human and financial resources are often stretched in meeting needs arising from parliamentary business. Parliamentary staff in the party offices indicate erratic administrative services from Secretariat.

Committees and Public Hearings

The Parliament has two sets of committees – the Legislative Committees that deliberate Bills referred to them by the Parliament and the Select Committees that deliberate on issues and matters of interest raised in the house. The Legislative Committees, in examining and discussing issues in detail and in private meetings, help reduce much of the political heat and point scoring often found in the Chamber. In a plural society this is an important consideration. Conscientious membership also increases knowledge of particular issues enabling parliamentarians to speak with authority on the subject.

The Sector Committee Office deals with the administration, advice and support of the Committee system. The sector committee staff is not only under-skilled but also over-stretched, particularly when several Committees sit their tasks. The danger is that, if these support and other problems are not addressed, the Committees may go through a *pro forma* ritual without dealing effectively with the substance of their subject. Long,

- Develop capacity on parliament secretariat to undertake public education and awareness on legislative process,
- Develop media relations capacity of both Parliament secretariat and representatives,
- Involve and encourage parliamentarians in public education initiative,
- Develop parliament public outreach service through Ministry of Information offices in Lautoka and Labasa and Ministry of Regional Development Offices in other major centers.

Given the nature of intervention, it is proposed that one of the first activity the project supports is an examination of options for improving the administrative and technical capacities of the Parliament Secretariat. This exercise will help inform the Speaker and Secretary General, the optimal options for fulfilling the human resources needs of the secretariat. The project will assist the Speaker and SG to obtain necessary Fiji government approvals and resources for meeting its human resources requirements.

The project objective of improving parliament-constituency relations can be taken through various approaches and at different levels. The initial activities proposed under the project focus on improving parliament's ability to inform constituents of the parliament's schedules, deliberations, outcomes of committee reports and inquiries, etc. These activities focus mainly improving Parliament's public and media relation capabilities. While the initiatives as currently proposed for building constituency relations are sound in themselves and aimed at achieving awareness and interest amongst constituents, interventions specifically targeting improving relations between parliamentarians/parties and constituents have also been considered. Due to lack of consensus on which approach to adopt, discussed in Annex 3, it is suggested that this issue be pursued by the project and the secretariat through further consultation with members and political parties, keeping in mind the status of rapidly evolving political apparatus of the two major political parties in the house. The project, with assistance of UNDP and Programme Management Committee, could mobilise necessary resources for new initiatives.

Apart from specified project activities, there is scope to seek assistance from volunteer services to provide specific technical inputs. Two specific areas are immediately relevant. Firstly, given non availability of IT person in Secretariat's current structure, the project could pursue a volunteer input with a donor agency to fulfill this role in the short-term while efforts to create a position and recruit a local person to fill the position is being made through project assistance. Secondly, a senior volunteer may be sought to undertake an organizational review of the secretariat.¹

Linkages

This project is one of the three UNDP implemented projects providing support to parliament in the region. The project will liaise with these projects in to share technical resources and lessons. Links to various projects will be maintained through sharing of information, annual plans and project reports amongst project and

¹ IT expert could be sought though an appropriate volunteer scheme, eg Australian Youth Ambassadors, JICA Volunteers, etc. A senior volunteer for organisational review needs to come with Westminster government background and the Australian AESOP programme is most relevant.

- A study on need and options for further initiatives funded by the Parliament to improve Parliamentarian-Constituency relations

Part V. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Letter of Arrangement for the South Pacific Regional Office between the Government of Fiji and the United Nations Development Programme, signed by the parties on 1 November 1975. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government co-operating agency described in that Agreement.

The following types of revisions may be made to this Project Document with the signature of the UNDP Principal Project Representative only, provided he or she is assured that the other signatories to the Project Document have no objections to the proposed changes:

- a) Revisions in, or addition of, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the Project, but are caused by the arrangement of inputs agreed to or by cost increases due to inflation;
and
- c) Mandatory annual revisions, which re-phase the delivery of, agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

centers of the country. Each option, discussed in Annex 3 has its merits and drawbacks and no consensus could be reached on which option the project could pursue.

It is suggested that this aspect of constituency relation building, together with resource mobilisation for this activity, be examined in early part of the project. A key difference between the two options is the question of funding for this service. Parliamentarian-constituency relation is essentially a political process/function. Wider government consensus is essential if parliament is to fund initiatives beyond the current constituency allowances paid to parliamentarians.

Meanwhile, the project will support parliamentarian/constituency relations building effort by taking backbenchers and Senators from multiple parties to speak to their constituencies on civic issues, voter education, function and processes in the parliament.

LPAC DRAFT Minutes

Strengthening Representative and Legislative Capacity of the Parliament

27 May, 2004.

Present

Hans de Graaff (Chair), Shashikant Nair, Virisila Ratamata, Edo Stork, Kieren McGovern, Ali Tuhanuku, Taj Mohammed, Ritsu Nacken, Mabel Msika, Mosese Dakunivosa, Ruth Verevukivuki, Ravindra Kumar.

Overview and Project Summary

An overview of Fiji Good Governance Programme was provided to set the context for Strengthening Representative and Legislative Capacity of the Parliament Project (hereafter referred to as support to Parliament Project). The Fiji Good Governance Programme aims to enhance people's understanding of the civic rights and responsibilities and make the key institutions of governance more effective and accountable to the people to Fiji. The support to parliament focuses on the latter objective of the Fiji Good Governance Programme through assistance for improving support to MPs in undertaking their parliamentary duties and improving parliament-constituency relation.

As a background, the support to the parliament project originates from a Legislative Needs Assessment of Fiji Parliament conducted through UNDP's regional GOLD project in 2001. The findings of the LNA were endorsed by a joint parliamentary forum I early 2002. A further round of consultation was undertaken in 2003 to prioritise the areas for intervention through a UNDP project.

Based on the above design and consultation processes, the project proposes to pursue the following outputs:

1. A Strengthened Parliament Secretariat
2. Improved efficacy of the Sector and Legislative Committees
3. Improved member education and support services
4. Improved constituency service/relations.

It was pointed out that the project has undergone an earlier appraisal process but the project has not been approved due to lack of funding. The current appraisal seeks approval for activities that are perceived to be stand-alone and can be implemented with some definite results.

The activities proposed to be funded from UNDP TRAC allocation include: a review of organisational and administrative arrangements of the Parliament Secretariat. The review will provide the Speaker and the Secretary General of the Parliament a sound basis for reorganizing and improving staffing and resource allocation for the conduct of Parliamentary business; provision of reference materials for the library, provision of computers for dedicated use for research purposes and MPs use; and a limited number of educational/training activities for MPs.

RESOURCE PLANNING FRAMEWORK



UN Development Programme
Report ID: un_gm451

Page 1 of 1
Run Time: 04-06-2005 15:08:10

GL BUSINESS UNIT: UNDP1
YEAR: 2005
FUND: 04000 TRAC (Lines 1.1.1 and 1.1.2)
DEPARTMENT: B0404 Fiji - Suva

AwardID	ProjectID	Project Name	2005	2006	2007	Total
Department Level Budget			217,693.00	231,844.00	15,521.00	465,058.00
Project Budget Approvals						
00012651	00012651	FIJ Rev of Prisons Legislation	4,000.00	0.00	0.00	4,000.00
Total Approved Project Budget			4,000.00	0.00	0.00	4,000.00
Dept Budget less Approved Project Budget			213,693.00	231,844.00	15,521.00	461,058.00
Approved Project Budget as % of Dept Budget			1.84	0.00	0.00	0.86
Project Budget Pending Approval						
00012651	00012651	FIJ Rev of Prisons Legislation	15,500.00	0.00	0.00	15,500.00
00037883	00041528	Palau Capacity Developmen for	0.00	113,000.00	0.00	113,000.00
00039544	00044403	FIJ Parliamentary Strengthenin	207,350.00	158,850.00	0.00	366,200.00
Total Project Budget Pending Approval			222,850.00	271,850.00	0.00	494,700.00
Dept Budget less Total Project Budget			-9,157.00	-40,006.00	15,521.00	-33,642.00
Total Project Budget as % of Dept Budget			104.21	117.26	0.00	107.23
Total Pre-Encumbrance			0.00			0.00
Total Encumbrance			0.00			0.00
Total Disbursement			0.00			0.00
Total Advance			0.00			0.00
Pipeline						
00040434	00045755	ROP 3rd National Biodiversity	16,500.00	0.00	0.00	16,500.00
Total Pipeline			16,500.00	0.00	0.00	16,500.00

End of Report

Discussions

1. Project design and stakeholder consultation:

- Hans sought clarification in the extent to which the project design involved consultation with stakeholders including input from the Parliament
- The basis for project design was explained. These include the findings and recommendations of the Legislative Needs Analysis, conducted under GOLD project and the subsequent endorsement of the findings by a joint Parliamentary Forum; a scoping study conducted under the Fiji Preparatory Assistance Project, which involved interviews with numerous MPs, government officials and staff of the Parliament Secretariat.

2. Resource Mobilisation

- It was noted that significant amount for resource needs to be mobilised to fund the full. Questions were also asked how much was government willing to contribute to the project and what strategy is UNDP adopting to get funding from donors.
- The project is approaching this issue by starting off certain activities resulting in concrete outputs that could be used to attract donors to contribute funding to the project. Further, UNDP will be approaching bilateral donors for funding through Fiji Government's Budget and Aid Coordinating Committee.
- An issue related to funding situation is whether a project with significant unfunded activities could be approved. It was clarified that only specific activities identified for implementation and funded from TRAC resources will be approved.
- Other possible sources of resources and technical assistance such as the Commonwealth Secretariat and the Inter-Parliamentary Union should also be looked at for complementing project activities.
- Strategies for resource mobilisation should also consider a broader approach of setting up a trust where donors can put in money that the broader Fiji Good Governance programme can draw on.

3. Linkages

- In light on a number of Parliamentary related projects implemented by the Fiji CO and the proposed GovPac project, it was suggested that project document reflect the linkages and opportunities to undertake joint activities, sharing of lessons and resources. It was noted that of the specific activities under GovPac is to document lessons and outcomes of parliament development activities in the Pacific.
- The project document need to be clearer on the nature and extent of cooperation, for example, with UNIFEM's Women in Politics Project. In this specific case, the project proposes to undertake joint activities with UNIFEM'

Approach donors through Fiji Government bilateral arrangements.

John M. ...

PPM/DSU on behalf of Rawindra Kumar.

ROUTING SLIP

FICHE DE TRANSMISSION

To:
 A: *R.P. / [Signature]*

FROM:
 DE: *CP*

Room No. - No de bureau	Extension - Poste	Date
		<i>05/08/05.</i>

FOR ACTION		YOUR ATTENTION	
FOR APPROVAL		AS DISCUSSED	
FOR SIGNATURE		AS REQUESTED	
FOR COMMENTS		NOTE AND RETURN	
MAY WE DISCUSS?		FOR INFORMATION	

* Approved budget in ATHAS - sent to KK as RR and ORR on mission and leave.

* Budget in line with ASL for 2005.
 - Funds available ^{less} after approved budget* is \$213,693.00. Fiji Parl. Project budget for 2005 is \$207,350.00.

* Budget cover page to be signed by RR on return from mission.

* LPAC minutes to be ^{counter-} signed by Chair person.

Thanks. Please sign cover