

g. Workplans

Annual Work Plan

Year: 2004

EXPECTED OUTPUTS ¹ & MONITORING ACTIVITIES ²	Key Activities <i>List all the activities to be undertaken during the year towards stated output</i>	TIMEFRAME				RESPONSIBLE PARTNER	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
Organisational structure of Offices of the Clerk revised	Recruit UNV Specialist on Legislative Development as the Project Manager (PM) for 24 month period.		X			UNDP	UNV Specialist - Legislative Development	\$30,000	
	Recruit national consultant to assist the PM with the activities – for a period of 4 months		X	X		Parliamentary Secretariat	National Consultant	\$8,000	
	Design and obtain approval of a model organisational structure of the Offices of the Clerk that responds to evolving parliamentary requirements		X	X	X				
	Analyse the <i>Mitijela's</i> budget formulation process, prepare necessary tools for improvement, formulate budget in relation to upgraded services and present for approval		X	X	X	Parliamentary Secretariat			

¹ State the outputs that the project is expected to achieve/contribute to. Include relevant indicators/benchmarks

² List monitoring activities such as Field Monitoring Visits, Technical backstopping missions, Evaluations, Annual Project Report

Presentations and debates recorded, transcribed and published accurately and expeditiously	Catalogue, index and store all parliamentary records in a user friendly manner and make available to senators, staff and the public																								
	Set up sustainable archiving system and train staff																								
	Recruit short-term international ICT expert for a two weeks period to assist with electronic information system and proposal on LAN																					\$9,000			
	Establish an electronic information resource centre with Internet connection for legislative research																								
	Prepare proposal to establish a LAN and an electronic database containing parliamentary records and mobilise resources for implementation																								
	Purchase computer hardware, software, required office and archiving equipment, and required publications for the library																								\$24,000
	Complete backlog of the Journal of the House																								
	Identify resource needs to maintain timely production of all parliamentary records and facilitate the same																								
Purchase required archiving and required office equipment																									\$8,000

<p>The Public accounts Committee (PAC) and Auditor General's office strengthened to perform their parliamentary duties effectively.</p>	<p>Review existing committee system and support services as part of above mentioned activities and implement recommended changes</p> <p>Conduct workshop on oversight process with participation of selected state agencies and <i>Nirijela</i> and obtain consensus on procedures for better and more institutionalised collaboration</p> <p>On the conclusions of the workshop prepare draft legislation to further formalise the operations of the PAC and ensure coordination between the PAC, Auditor General's Office, Attorney General's Office and the Secretary of Finance.</p>				<p>Workshop Costs and training materials</p> <p>\$3,000</p>	
<p>Adequate staff recruited and trained to provide research and analysis to the <i>Nirijela</i> in support of its legislative function.</p>	<p>Develop staffing proposal for 2 career legislative staff, secure funding and recruit.</p> <p>Train legislative staff on analysis, legal drafting, engendering legislation, mainstreaming human rights, use of Internet for legislative research and the preparation of research reports</p>				<p>Int.Consultant. – one month \$15,000</p> <p>Training materials \$5,000</p> <p>Mission costs for UNIFEM \$5,000</p>	

<p>Presentations and debates recorded, transcribed and published accurately and expeditiously</p>	<p>Draft proposal to establish an independent parliamentary services commission headed by the Speaker with a new comprehensive gender-balanced merit based appointment/recruitment policy and a new promotions policy that sets out merit related requirements, includes written and oral assessments carried out by an objective panel and establishes a mechanism for appeals</p> <p>Present proposals to government for new staff posts as per the revised organisational chart and job descriptions, secure funding and facilitate transparent recruitment through the Public Services Commission</p> <p>Seek seconded staff from other public organisations and increase outsourcing of tasks as an interim measure</p> <p>Establish an organisational control register to identify status of work at various levels of administration</p> <p>Conduct a detailed training needs assessment of all staff and design and carry out required training</p> <p>Identify resource needs to maintain timely production of all parliamentary records and facilitate the same</p>								
							<p>Training materials</p>	<p>\$2,000</p>	

Improved outreach and information dissemination by the <i>Nitijela</i> to the public	Assist with the publication of the consolidated, codified laws passed by the <i>Nitijela</i> , assist with its dissemination and access by local government councils. Establish internet Website and place the laws on the website.				Local consultant – 1 month. Publication costs.	\$5,000 \$8,000
Standing orders revised, implemented and senators knowledgeable in their application.	Conduct regular briefings for media and civil society on important parliamentary business Continue training for the Information Officer				In-service training costs	\$4,000
The Public accounts Committee (PAC) and Auditor General's office strengthened to perform their parliamentary duties effectively.	Prepare proposal for improved public access to committee proceedings including increased media broadcasts and public hearings with adequate notice Auditor General's Office staff trained and procedures introduced to ensure optimal reporting to the PAC Review Auditor General's Act and make recommendations to promote greater accountability executive branch				Training costs International 3 weeks-consultancy	\$3,000 \$12,000
Adequate staff recruited and trained to provide research and analysis to the <i>Nitijela</i> in support of its legislative function.	Prepare draft legislation to require all state institutions and constitutional entities to report to the <i>Nitijela</i> each financial year Design and implement a legislative drafting programme for senators that includes gender and human rights orientation					

	Provide drafting support to senators for private members' bills and during committee scrutiny of bill.					
Streamlined legislative procedures established to increase efficiency, transparency and effective scrutiny	Conduct seminars for senators on parliamentary obligations relating to international human rights instruments, MDGs and engendering national budgets					
	Assist in identifying model legislation comparative studies and relevant laws of other countries related to at least four priority bills					
	Conduct orientation on legislative processes for all senators					
Project outputs and activities achieved	Project field visits made by UNDP for monitoring/reviewing progress					
	Project administrative support provided					
	UNV Project manager contract reviewed and extended					
TOTAL						

Government of The Republic of Marshall Islands

United Nations Development Programme

Marshall Islands Support to Parliament (the *Nitijela*) Project

This project aims to build the capacity of the *Nitijela* to play better its assigned roles as the supreme decision making body for the people of the Marshall Island. This will be done through - the review and revision of Standing Orders of the *Nitijela* in order to facilitate more efficient and effective proceedings; training which will enhance the ability of members to participate in these sessions, and strengthen the capacity of the staff of the legislature to support members; and, install human resource planning, internal budget development processes, integrated information management systems and necessary basic equipment to support the Office of the Clerk to better service the legislature and contribute to long-term strategic planning for parliamentary reform. The project will facilitate more effective legislative process, and increase transparency and access to information which will support increased public confidence and involvement in the policymaking process.

SIGNATURE PAGE

Country: Republic of Marshall Islands

UNDAF Outcome(s)/Indicator(s):
(Link to UNDAF outcome., If no UNDAF, leave blank)

Expected Outcome(s)/Indicator (s):

Capacity of the RMI to Parliament to perform its constitutional roles facilitated see Annex 1)

Expected Output(s)/Indicator(s)

Organisational structure of Offices of the Clerk revised; transparent human resource development policy adopted and implemented for parliamentary staff; *Nitijela* library appropriately staffed, all documents properly catalogued, archived and easily accessible to senators, staff and the public; presentations and debates recorded, transcribed and published accurately and expeditiously; improved outreach and information dissemination by the *Nitijela* to the public; standing orders revised, implemented and senators knowledgeable in their application; the Public accounts Committee (PAC) and Auditor General's office strengthened to perform their parliamentary duties effectively; adequate staff recruited and trained to provide research and analysis to the *Nitijela* in support of its legislative function; streamlined legislative procedures established to increase efficiency, transparency and effective scrutiny (see Annex 1)

Implementing partner:

RMI Parliamentary Secretariat

Other Partners:

Government of Marshall Islands

Programme Period: 2003 to 2007
 Programme Component: _____
 Project Title: RMI Support to Parliament
 Project Code: _____
 Project Duration: 2 years (2004-2006)

Total budget: \$280,000
 Allocated resources: \$280,000

- Government _____
- Regular _____
- Other: *(including in-kind contributions)*
 - Donor _____
 - Donor _____
 - Donor _____

Agreed by (Government): _____

Agreed by (Implementing partner): _____

Agreed by (UNDP): _____

RECEIVED AT UNDP
DATE: 14 OCT 2006

Annex 1. Results and Resources

Results Framework.

STRENGTHENING PARLIAMENTARY DEMOCRACY IN RMI – RESULTS AND RESOURCE FRAMEWORK

Outcome	Outputs	Activities	Inputs	1 st Year Output Target	Means of Verification and/or Indicators
1. Effective and efficient parliamentary management and administration established to better meet the needs of the <i>Nitiwela</i> and the public.	1.1 Organisational structure of Offices of the Clerk revised	<p>1.1.1 Design and obtain approval of a model organisational structure of the Offices of the Clerk that responds to evolving parliamentary requirements</p> <p>1.1.2 Analyse the <i>Nitiwela's</i> budget formulation process, prepare necessary tools for improvement, formulate budget in relation to upgraded services and present for approval</p> <p>1.1.3 Define operative units with clear delineation of responsibilities between legislative support and administration</p> <p>1.1.4 Inform staff of organisational changes and rationale for the same</p> <p>1.1.5 Prepare and circulate an information sheet for senators on new structure and available services</p>	STA (24 months) + national expertise	As per the workplans in section g. of the project document.	A revised organisational structure for the Office of the Clerk.
	1.2 Transparent human resource development and policy adopted and implemented for parliamentary staff.	<p>1.2.1 Review human resource requirements as per new structure and prepare job descriptions for all posts including knowledge and skill requirements and performance standards</p> <p>1.2.2 Conduct comparative study on independent parliamentary services versus parliamentary staff under public services commissions</p> <p>1.2.3 Draft proposal to establish an independent parliamentary service under a parliamentary services commission headed by the Speaker with a new comprehensive gender-balanced merit based appointment/recruitment policy and a new promotions policy that sets out merit related requirements, includes written and oral assessments carried out by an objective panel and establishes a mechanism for appeals</p> <p>1.2.4 Present proposals to government for new staff posts as per the revised organisational chart and job descriptions, secure funding and facilitate transparent recruitment through the Public Services</p>	STA + national consultants + sub-contract for outsourced assignments + GOLD/SURF research		A new staff structure for parliamentary staff in place.

Outcome	Outputs	Activities	Inputs	1 st Year Output Target	Means of Verification and/or Indicators
	<p>Commission</p> <p>1.2.5 Seek seconded staff from other public organisations and increase outsourcing of tasks as an interim measure</p> <p>1.2.6 Establish an organisational control register to identify status of work at various levels of administration</p> <p>1.2.7 Conduct a detailed training needs assessment of all staff and design and carry out required training</p> <p>1.3.1 Recruit librarian and provide adequate training</p> <p>1.3.2 Secure an air-conditioned room with adequate space to establish a small library</p> <p>1.3.3 Catalogue, index and store all parliamentary records in a user-friendly manner and make available to senators, staff and the public</p> <p>1.3.4 Set up sustainable archiving system and train staff</p> <p>1.3.5 Establish an electronic information resource centre with Internet connection for legislative research</p> <p>1.3.6 Prepare proposal to establish a LAN and an electronic database containing parliamentary records and mobilise resources for implementation</p> <p>1.4.1 Complete backlog of the Journal of the House</p> <p>1.4.2. Identify resource needs to maintain timely production of all parliamentary records and facilitate the same</p> <p>1.5.1 Communication, outreach and information dissemination strategy for <i>Nitijela</i> developed and implemented</p> <p>1.5.2 Create post of Information Officer, draft job description, secure funding, recruit and train</p> <p>1.5.3 Conduct regular briefings for media and civil society on important parliamentary business</p> <p>1.5.4 Revise standing orders to ensure live radio transmission of <i>Nitijela</i> proceedings</p>	<p>Commission</p> <p>1.2.5 Seek seconded staff from other public organisations and increase outsourcing of tasks as an interim measure</p> <p>1.2.6 Establish an organisational control register to identify status of work at various levels of administration</p> <p>1.2.7 Conduct a detailed training needs assessment of all staff and design and carry out required training</p> <p>1.3.1 Recruit librarian and provide adequate training</p> <p>1.3.2 Secure an air-conditioned room with adequate space to establish a small library</p> <p>1.3.3 Catalogue, index and store all parliamentary records in a user-friendly manner and make available to senators, staff and the public</p> <p>1.3.4 Set up sustainable archiving system and train staff</p> <p>1.3.5 Establish an electronic information resource centre with Internet connection for legislative research</p> <p>1.3.6 Prepare proposal to establish a LAN and an electronic database containing parliamentary records and mobilise resources for implementation</p> <p>1.4.1 Complete backlog of the Journal of the House</p> <p>1.4.2. Identify resource needs to maintain timely production of all parliamentary records and facilitate the same</p> <p>1.5.1 Communication, outreach and information dissemination strategy for <i>Nitijela</i> developed and implemented</p> <p>1.5.2 Create post of Information Officer, draft job description, secure funding, recruit and train</p> <p>1.5.3 Conduct regular briefings for media and civil society on important parliamentary business</p> <p>1.5.4 Revise standing orders to ensure live radio transmission of <i>Nitijela</i> proceedings</p>	<p>Short-term international expertise in documentation and library services (1 mo) and ICT (2 wks) + computer hardware and software + publication costs + archiving and office equipment</p> <p>Outsourced local sub-contract (6 months) + STA</p> <p>Short-term</p>		<p>A <i>Nitijela</i> library and established operationalised.</p> <p>Published records of <i>Nitijela</i> presentations and debates.</p> <p>Copies and records of public information materials.</p>

Outcome	Outputs	Activities	Inputs	1 st Year Output Target	Means of Verification and/or Indicators
<p>1.6 Standing orders revised, implemented and senators knowledgeable in their application.</p> <p>2.1 The Public accounts Committee (PAC) and Auditor General's office strengthened to perform their parliamentary duties effectively.</p> <p>2. Capacity of <i>Nitijela</i> to exercise its oversight role strengthened</p>		<p>1.5.5 Finalise the codification of all existing laws, deposit copies of all enacted laws with each local government council and disseminate amendments at least annually</p> <p>1.6.1 Prepare a report on "Comparative Parliamentary Rules and Procedures" and submit to <i>Nitijela</i></p> <p>1.6.2 Review standing orders and recommend changes to <i>Nitijela</i></p> <p>1.6.3 Review existing committee system and support services as part of 1.1.1, 1.2.1 and 1.6.2 and implement recommended changes</p> <p>1.6.4. Prepare proposal for improved public access to committee proceedings including increased media broadcasts and public hearings with adequate notice</p> <p>2.1.1 Conduct workshop on oversight process with participation of selected state agencies and <i>Nitijela</i> and obtain consensus on procedures for better and more institutionalised collaboration</p> <p>2.1.2 On the conclusions of the workshop prepare draft legislation to further formalise the operations of the PAC and ensure coordination between the PAC, Auditor General's Office, Attorney General's Office and the Secretary of Finance.</p> <p>2.1.3 Auditor General's Office staff trained and procedures introduced to ensure optimal reporting to the PAC</p> <p>2.1.4 Review Auditor General's Act and make recommendations to promote greater accountability executive branch</p> <p>2.1.5 Prepare draft legislation to require all state institutions and constitutional entities to report to the <i>Nitijela</i> each financial year</p> <p>3.1.1 Develop staffing proposal for 2 career legislative staff, secure funding and recruit (See 1.2.3)</p> <p>3.1.2 Train legislative staff on analysis, legal drafting, engendering legislation, mainstreaming human rights, use of Internet for legislative research and the preparation of research reports</p>	<p>international media consultant (3 wks) + national legislative adviser + publication costs</p> <p>STA + GOLD/BDP/SURF + short-term international legislative and drafting expert (3mos) from ILJRC (UNDP-ABA)</p> <p>Workshop + short-term consultant (3wks) + training materials</p>		<p>Revised standing Orders for the Parliament.</p> <p>Regular meetings of the PAC.</p>

Outcome	Outputs	Activities	Inputs	1 st Year Output Target	Means of Verification and/or Indicators
3. Lawmaking function of legislature improved	<p>3.1 Adequate staff recruited and trained to provide research and analysis to the <i>Mitijela</i> in support of its legislative function.</p>	<p>3.1.3 Train two members of Attorney General's Office in legislative drafting</p> <p>3.1.4 Design and implement a legislative drafting programme for senators that includes gender and human rights orientation</p> <p>3.1.5 Provide drafting support to senators for private members' bills and during committee scrutiny of bills</p> <p>3.1.6 Conduct seminars for senators on parliamentary obligations relating to international human rights instruments, MDGs and engendering national budgets</p> <p>3.1.7 Assist in identifying model legislation comparative studies and relevant laws of other countries related to at least four priority bills</p> <p>3.2.1 Amend standing orders to increase public consultation on major bills (See 1.6.2)</p> <p>3.2.2 Establish procedures to require government to present an outline of its 6-month legislative programme prior to the commencement of each <i>Mitijela</i> session 3.2.3. Conduct orientation on legislative processes for all senators (See 1.6.2)</p>	<p>Legislative expert + national legislative adviser + training materials + workshops + resource persons from UN Office of Legal Affairs, UNDP, UNIFEM etc.</p>		<p>Trained staff providing research and analytical support to senators.</p>
	<p>3.2 Streamlined legislative procedures established to increase efficiency, transparency and effective scrutiny</p>	<p>3.2.3 Conduct orientation on legislative processes for all senators (See 1.6.2).</p>			<p>Number of workshops for senators on legislative procedures</p>

12/1/2005

Outcome	Outputs	Activities	Inputs	1 st Year Output Target	Means of Verification and/or Indicators