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Interoffice Memorandum

Date: May 27, 2014

To: Osnat Lubrani, Resident Representative *O.L.*

Through: Asenaca Ravuvu, Assistant Resident Representative – Programmes *AR* 27/5
Sainimili Nabou, Democratic Governance and Resilience Building, Team Leader *SN* 27/5

From: Mohammed Mozeem, Programme Analyst, DGRB *MM* 27/05/14

Subject: AWP Signature - Nauru Legislative Strengthening Preparatory Assistance Project

Kindly find attached the Annual Work Plan for Nauru Legislative Strengthening Preparatory Assistance Project for your signing. The AWP has been duly signed by the Speaker of Parliament of Nauru, Hon Ludwig Scotty.

Background

Following the letter from the Nauru Speaker of Parliament to UNDP for assistance toward parliamentary development work in Nauru, the attached 2014 AWP was developed. The AWP seeks to provide a short-term and a small-scale assistance to the Nauru Parliament in a preparatory assistance phase providing us the opportunity to develop a longer-term assistance for the future. *Note balance will come from PC.*

The project will be funded through Nauru TRAC resources as per your earlier approval together with some level of funding from Pacific Centre (no transfer of funding) and in-kind assistance from Victoria Parliament. *MM*

Your signature on the attached 2014 AWP will be greatly appreciated.

Thanks and regards.

2014 Annual Work Plan

EXPECTED OUTPUTS and Target And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE E PARTY	PLANNED BUDGET	
		Q 1	Q 2	Q 3	Q 4		Funding Source	Budget Description
<p>Output: Strengthen the capacity of the Parliament Secretariat and the MPs in performing their core responsibilities.</p> <p>Baselines:</p> <ol style="list-style-type: none"> No induction training provided to MPs following elections in June 2013. Absence or outdated Parliament Handbook to provide guidance to MPs on house procedures. Outdated LNA report. Limited professional development trainings and HR review for Secretariat Staff. Technology system needs a review and some updating. Lack of oversight training relative to Public Accounts Committee <p>Indicators:</p> <ol style="list-style-type: none"> % of MPs participating in induction training conducted in 2014. # of recommendations made following standing committee meeting for review/draft Parliament Handbook. Status of LNA Report providing recommendations for improvement in current parliament structure and procedures. Status of HR Strategic Plan % of equipment upgrade done following Technology Needs 	<p>List activity results and associated actions</p> <p>Activity Result 1: Strengthen Oversight and Legal Capacity in Parliament</p> <p>Actions</p> <ol style="list-style-type: none"> Conduct Induction/Refresher training for all Members of Parliament. Convene Standing Orders Committee meeting to review and draft Handbook for Members of Parliament. Training for all MPs on Standing Orders and parliament processes. Develop and conduct a training programme for all parliamentary committee members to enhance the role of standing committees. Conduct and produce a Legislative Needs Assessment report to determine current needs of the Parliament since the last LNA and the previous parliaments. Publication of LNA Report 							
		X				UNDP	71600- Travel (UNDP-PC)	\$10,000
						Nauru Parliament	71600-Tvl (UNDP - MCO)	\$10,000
						Victoria Parliament (MP)	72700-Workshop	Parallel funding by -VP
				X		UNDP	71600- Travel	Funded above
			X			Nauru Parliament	71600- Travel	Funded above
						Victoria Parliament	71600- Travel	Funded above
			X			UNDP	71600- Travel	\$5,000
						Nauru Parliament	71600-Travel	Funded by -VP
						Victoria Parliament	71600-Travel	Funded above
		X				UNDP	71600-Travel	Funded above
				X		Victoria Parliament	71200- Int Consultant	\$19,000
			X			UNDP	Publication	\$500

<p>Analysis. 6. # of MPs participating in PAC training.</p>	<p>7. Training for Public Accounts Committee to enhance audit/oversight capacity of PAC.</p>					
<p>Targets:</p> <ol style="list-style-type: none"> 80% of MPs effectively participate in induction training Handbook is reviewed and drafted. LNA Report produced and presented to Parliament. Human Resource Strategic Plan produced and endorsed by Parliament. 50% of equipment replaced or upgraded based on Technological Needs Analysis. 80% of MPs participate in the PAC workshop. <p>Source Documents: Quarterly report, Annual Report and Back to Office Reports from missions.</p>		<p>Activity Result 2: Parliament Secretariat Strengthened ensuring efficient and effective service delivered to MPs.</p> <p>Actions</p> <ol style="list-style-type: none"> Undertake an organizational review and produce Human Resource Strategic Plan for the Parliament Undertake a Technology Needs Analysis for Nauru Parliament Upgrade library resources – printing of Constitution, Handbook and other resource materials 		<p>71600-Travel DSA (Funded by UNDP Pacific Centre)</p>		<p>\$20,000</p>
<p>Activity Result 3: Project is managed effectively</p> <ol style="list-style-type: none"> Quarterly progress reports are produced on time providing project progress. Conduct monitoring/formulation mission and submission of mission reports on time. Communications and Advocacy & M&E 		<p>Victoria Parliament UNDP Victoria Parliament UNDP Victoria Parliament UNDP MCO</p>		<p>UNDP PC UNDP PC UNDP PC UNDP MCO</p>		<p>Funded by -VP Funded by -VP Funded by -VP \$500</p>
				<p>Subtotal</p>		<p>\$64,500</p>
				<p>Subtotal</p>		<p>\$500</p>
				<p>UNDP</p>		<p>\$5,000</p>
		<p>X</p>		<p>UNDP TRAC</p>		<p>\$5,000</p>
		<p>X</p>		<p>UNDP TRAC</p>		<p>\$800</p>
				<p>Subtotal</p>		<p>\$10,800</p>
				<p>Total Project Cost</p>		<p>\$75,900</p>

Agreed By: Hon. Ludwig D Scotty, Speaker of Parliament



20-5-2014

Agreed by: UNDP