



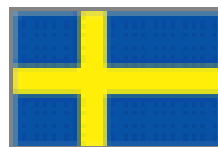
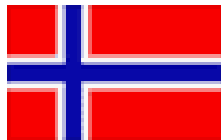
*Empowered lives.  
Resilient nations.*

## **STRENGTHENING PARLIAMENTARY DEMOCRACY IN TIMOR-LESTE (PARLIAMENT PROJECT 2010-2013)**

UNDP Project Code: 00073810

---

2013 Annual Report



## List of Acronyms:

AFPPD	Asian Forum for parliamentarians on Population and Development
APPC	Asian and Pacific Population Conference
ASEAN	Association of Southeast Asian Nations
CAVR	Commission for Reception, Truth and Reconciliation
CD	Capacity Development
CEDAW	Convention for the Elimination of all forms of Discrimination Against Women
CEGEN	Centro de Fomação e Informação sobre Igualdade de Géneros (Centre for Capacity Building and Information on Gender Equality)
CNE	National Commission for Elections
CPLP	Community of Portuguese Speaking Countries
DIPAL	Divisão de Património, Logística e Serviços Gerais (Division of Fixed Assets, Logistics and General Services)
DIPIT	Diracao de Pesquisa e Informação Técnica (Directorate of Research and Technical Information)
DIPLN	Divisão de Apoio ao Plenário (Division of Plenary Support)DIPFA Divisão do Plano, Finanças e Aprovisionamento (Division of Planning, Finance and Procurement)
DIRAT	Divisão de Redacção, Audiovisual, Transcrição e Documentação (Division of Drafting, Audiovisual, Transcription and Documentation)
DITIC	Divisão de Tecnologia de Informação e Comunicação (Division of Information Technology and Communication)
EC	European Commission
EU	European Union
ESCAP	Economic and Social Commission for Asia and Pacific
ICT	Information, Communication and Technology
ICPD	International Conference on Population and Development
IPU	Inter-Parliamentary Union
GBV	Gender Based Violence
GMPTL	Group of Parliamentarian Women of Timor-Leste
LOFAP	Parliamentary Administration and Service Law
MPs	Members of Parliament
NAP	National Action Plan
NP	National Parliament
NPST	National Parliament Strategic Plan
PSC	Project Steering Committee
RDTL	Democratic Republic of Timor-Leste
RTL	Radio Timor-Leste
SEPI	Secretariat for Promotion of Gender Equality
SGBV	Sexual and Gender-Based Violence
SO	Standing Orders
SOP	Standard Operational Procedure
ToR	Terms of Reference
ToT	Training of Trainers
UNDP	United Nations Development Programme
UNMIT	United Nations Integrated Mission in Timor-Leste
WTO	World Trade Organization

## Table of Contents

List of Acronyms: .....	2
Table of Contents .....	3
1. Executive Summary .....	4
2. Introduction: .....	6
3. Project Results by Output from Jan - Dec 2013 .....	6
Output 1: Legislative Support .....	6
Output 2: Oversight Support .....	8
Output 3: Strengthened Parliamentary Administration and Secretariat Function .....	12
Output 5: Gender Mainstreaming .....	13
4. Project Management .....	18
5. Issues/Challenges and Management Strategies .....	19
6. Financial report for the period of Jan - Dec 2013.....	20

## 1. Executive Summary

The multi-donor (MD)-funded, “Strengthening Parliamentary Democracy in Timor-Leste” 2010 – 2013 implemented by UNDP with financial support from Norway, Sida and Italy focuses on 5 strategic areas, namely 1) legislative support, 2) oversight support, 3) strengthened parliamentary administrative function, 3) democratic representation, transparency and accessibility and 4) Gender mainstreaming. The Annual Work Plan for 2013 provided support to outputs 1, 2, 3, and 5 based on the needs and priorities of the National Parliament.

According to the Project Document, the year 2013 constitutes the final year of the project, however, significant challenges faced during implementation delays in completion of key activities under the project. As a result of consultations with all stakeholders and recommendations by the NP it was proposed to extend the project in order to complete the key activities and achieve intended results. The extension has been approved by the Project Steering Committee during the meeting held on 24<sup>th</sup> December 2013.

During the reporting period of January to December 2013, the project has achieved significant progress in the area of capacity development through targeted training programs. Two advisors - a Legal Gender Advisor and a Specialist in Development Economics were recruited under this project. The advisors worked closely with the specialists and advisors recruited under the complementary EU-funded project. This project also recruited National Legal Drafter Trainees, Sectoral Analysts and Transcription Internees.

The following are the most important achievements of the year:

- ***The Transcription Unit, which was set up by the project from scratch, is fully operational and institutionalized.*** The project recruited fifteen transcribers and conducted 11-month intensive training program for them to create a pool of qualified transcribers. All the fifteen recruited by the project and completed the training were contracted by the NP in June 2013, using its own budget. The project continues to provide technical support (Portuguese and Tetun classes) to further strengthen language skills of the transcribers.
- ***The Parliament has improved oversight and analytical capacities.*** It was evident during the State Budget 2014 discussions that the capacity to analyse, comment and debate on the budget has improved significantly. The good quality of the discussions was noted by the Prime Minister in his speech upon approval of the budget. The improvement can be partially attributed to the work of the Advisors who in addition to building capacities of national budget analysts also supported the relevant Committees in the legal and technical analysis of the budget. In addition, Members of Committee D (Economic and Development), conducted oversight visits to local areas overseeing government budget expenditures and policies from the relevant ministries
- ***The capacity of the Secretariat has been strengthened*** through the absorption of the 10 National Legal Drafter Trainees, 3 Sectoral Analysts into Parliament-Secretariat structure. These national staff members were directly contracted under this project and provided with extensive training before they were recruited into Parliament-Secretariat with its own budget. Further capacity development support to these staff is envisioned under the AWP 2014.

- In 2013, **7 Law Amendments were approved**, including amendments to the 2013 state budget, with technical assistance from the advisors from both the EU-funded project and this project. Two international conventions were ratified.
- **Increased institutionalisation of gender analysis and gender mainstreaming in parliamentary functions** was achieved during the year including:
  - Discussion, scrutiny and approval of the State Budget of 2013 from gender perspective.
  - Increased capacity of members of GMPTL and Committee F including participation in various events and conferences on gender related issues and the production of issue-based background notes, research papers and reviews of policy and legislation.
  - GMPTL and CEGEN revised their statute and work plans for 2013 and 2014 to be in line with the NP's Strategic Plan and current needs of the Parliament.
  - CEGEN and GMPTL established two working groups on Gender Based Violence and Reproductive Health to advocate on these issues, review policy and legislation and capacity building for other committees.
  - Comparative analysis was conducted by GMPTL on the Laws on Domestic Violence in Vietnam and India with recommendations for the NPTL (to be presented to the parliament in 2014)
- **Increased technical capacity of the National Parliament Committees and staff** due to continuous intensive technical advice and guidance by the international advisors to Committees and the national technical staff in the areas of their expertise through one-to-one sessions, on-the-job training and technical inputs on specific issues.

## 2. Introduction:

The Annual Work Plan 2013 which was endorsed by the Steering Committee in December 2012 was implemented effectively and showed significant progress in the areas of institutional and human resource capacity development of the National Parliament with notable achievements such as the establishment of the transcription unit, and formation of two Working Groups on gender related issues. Through extensive consultations and discussions with the new leadership, including Directors of Divisions and relevant committees and staff, the project was able to move ahead with many activities as planned. However, certain activities faced delays due to the change of the Secretary General of the National Parliament in May 2013, and the subsequent time taken to revisit and review the work plan and adjust activities according to changing priorities. Delays were also faced due to delayed recruitment of the Specialist in Development Economics. In response to these challenges and as a result of consultations with all stakeholders and recommendations by the NP it was proposed to extend the project until December 2014 in order to complete the key activities and achieve intended results. The extension has been approved by the Project Steering Committee during the meeting held on 24<sup>th</sup> December 2013.

The Legal Gender Advisor and the Specialist in Development Economics conducted their initial assessments and developed comprehensive individual Work Plans and Capacity Development Plans, in line with project objectives. Results of initial assessments determined the primary needs of the National Parliament in their respective areas and provided the basis for development of individual Work Plans. Both the assessment results and the individual work plans were presented to the NP at several meetings with participation of the leadership and national counterparts from the Secretariat and Committees, and approved. In addition to the advisors, 10 National Legal Drafter Trainees, 3 Sectoral Analysts and 15 Transcription Internees were recruited under the project during the year.

This report highlights the progress achieved towards expected outputs and results as well as challenges faced during the period 1st January to 31st December 2013.

## 3. Project Results by Output from Jan - Dec 2013

### *Output 1: Legislative Support*

<i>INDICATORS</i>	<i>PROGRESS 2013</i>
Number of amendments drafted	<ul style="list-style-type: none"><li>• 7 amendments to laws were drafted, debated and approved, including analysis from gender and socio-economic perspectives</li></ul>
Number of trainings conducted	<ul style="list-style-type: none"><li>• 11 month internship programme for 15 transcribers</li><li>• Weekly language classes conducted</li><li>• 3 study visits on oversight</li><li>• 3 study visits on gender mainstreaming</li><li>• 1 training on gender based budgeting</li><li>• Daily on-the-job training for 10 legal drafters, 3 sectoral analysts, 15 transcribers and staff of CEGEN</li></ul>

### ***Activity 1.8: Strategy for Absorption of Legal drafters developed and implemented***

Strategic interventions were successfully implemented to develop the capacity of the legal drafters up to a standard that the NP could absorb them. Towards this end, ten National Legal Drafters Trainees underwent intensive on-the-job training and mentoring by the international legal advisors and specialists to support seven standing Committees ( Committee A, B, C, D, E, F and G). To develop the language capacity of the drafters, Portuguese classes were provided and the courses were designed to cover legislative vocabulary as well as strengthen their written, speaking and presentation skills, particularly related to laws written in Portuguese language. Tetun classes were also organized to improve their writing skills. Furthermore, the Legal Drafter Trainees gained exposure and on-the-job experience through supporting and accompanying Committees on comparative studies abroad as well as field visits (oversight visits) to rural areas. They prepared field reports of these visits for the National Parliament and the project in Portuguese and English.

In December 2013, the project in consultation with the NP drafted a methodology for assessing competency of the legal drafters which included performance evaluations and a final presentation in Portuguese by each drafter. This was in order to measure their competence levels and confidence in using Portuguese and Tetun languages for official purposes.

Following the positive results of the performance evaluations and final presentations, starting from 2 January 2014 the NP contracted them to become part of the National Parliament staff as Legal Analysts, paid directly from the NP budget. In the year 2014 the project will continue provision of support to the Legal Analysts who have been assigned to the standing committees through on-the-job training by Legal Advisors and Specialists, as well as continuation of Portuguese and Tetun language lessons.

Furthermore, one legal drafter trainee has been assigned to the position of Legal Officer of the NP's Centre for Gender Equality (CEGEN) and will assist in gender analysis of laws and policies. He has participated in various training programmes and study visits and has assisted CEGEN in identifying all gender related laws and compiling these in one document for ease of reference to all key relevant gender related laws. With technical support from the project, he also contributed to the gender analysis of the state budget 2014. The legal officer provided support to the committees in conducting relevant public audiences to strengthen gender related policies and to identify lacunas in current laws and policies from a gender perspective.

With the complementary support of International Legal Advisors and Specialists from both the EU-funded project and the multi-donor project, as well as the support provided by the legal drafters trained under the project, during the reporting time, the following Laws, bills and resolutions were analyzed and approved;

- Amendment of the Private Lawyers Law; State Budget Law
- Amendment to Anti-Money Laundering and Combating the Financing of Terrorism Law
- Amendment of the Court of Accounts/Audit Court Law
- Amendment of Budget and Finance Management
- Law authorizing the Executive to pass legislation on Execution of Criminal Sentences and Related Measures (Cumprimento das Penas e Medidas Privativas da Liberdade)
- Amendment of the Law on the Organization of President's Office Services (Lei Orgânica da Presidência da República)

In addition two Resolutions were passed – one on the monitoring of conflict in Western Sahara, Africa and the second on the use of excessive force by National Police of Timor-Leste. Two international conventions were ratified by the Parliament in 2013 following analysis and discussion in the plenary – namely, the United Nations Convention for Suppression of Financing of Terrorism and the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances.

***Output 2: Oversight Support***

<i>INDICATORS</i>	<i>PROGRESS 2013</i>
Number of research and analysis reports prepared on economy and development	<ul style="list-style-type: none"> <li>• Background analysis of the Social Sector for Committee F</li> <li>• Report on MDGs</li> </ul>
Number of gender-based research and analysis reports prepared	<ul style="list-style-type: none"> <li>• Two key budget reports (2013 and 2014) analysing the state budget from a gender perspective</li> <li>• GMPTL activity Report</li> <li>• GMPTL activity Report for the National Assembly of CPLP countries</li> <li>• Activity Report on the ICPD conference which took place in Thailand in June 2013</li> <li>• Study Tour report on Reproductive Health in Philippines</li> <li>• Comparative Study Tour Report on Domestic Violence Law in India and Vietnam</li> </ul>
Number of reports prepared	<ul style="list-style-type: none"> <li>• 9 reports prepared including 7 gender-based research reports and 2 on economy and development</li> </ul>

**Activity: 2.1.Parliament supported in comprehensively analyzing and debating State Budget**

As per the AWP, a Development Economics Specialist (Economic Advisor) was recruited in April 2013 to provide technical support to Committee D and other relevant Standing Committees on legislating on economic and development issues as well as the State Budget 2014. With the Economic Advisor’s and other advisors’ support, ‘public audience’ consultation sessions were conducted by all seven standing committees according to the budget law with relevant ministries. The advisor supported in technical preparation for these meetings and supported the MPs during discussions. Feedback from the meetings was incorporated into the Stage Budget as appropriate and relevant.

With support of the Economic Advisor, the State Budget 2014 was analyzed from social, micro and macroeconomic angles and with the support of the Gender Advisor, GMPTL and Committee F also ensured scrutiny from a gender perspective. At the end of October 2013, the State Budget for 2014 entered the Parliament. As a result of numerous meetings with members of GMPTL and Committee F and civil society over the second and third quarter, CEGEN with the parliamentarians had already started to scrutinise the weaknesses of the budget from a gender perspective. In preparation for the public audiences which took place at the beginning of November 2013, CEGEN coupled with civil



society and various UN agencies and information emanating from research of specific ministries and agencies, prepared a number of briefs for Committee F and GMPTL. These included comprehensive briefs on SEPI, The Ministry of Health, The Ministry of Education and The Secretariat of State for Youth and Sports.

The project then subsequently assisted in preparing a background analysis on all relevant ministries for Committee F and in preparing a full gender analysis for GMPTL. Contrary to the format used for the review of the state budget in 2013, CEGEN used a different presentation format, and instead of presenting general recommendations for each ministry, the report examined specific issues which particularly affect women in East Timor. These included education, health, Justice and access to social security.

As a direct result of the working groups established in the second quarter of the year (see section 5.2), and as a result of a comprehensive examination the individual ministries annual plans, CEGEN discovered that many of the commitments under the National Action Plan on Gender Based Violence (NAP on GBV) were not being honoured, and many of the key ministries had suffered profound budget cuts in the area of gender. To this end, a series of budget alterations were submitted to the plenary for consideration. These were finalised with the support of CEGEN and Committee C advisor. Three out of four of the recommendations were incorporated by the NP in the State Budget 2014.

It was evident during the State Budget 2014 discussions that the capacity to analyse, comment and debate on the budget had improved significantly from the previous year. The improved quality of the discussions was noted by the Prime Minister in his speech upon approval of the budget.

In addition, technical advisory support was also provided to the level of expenditure of the Trust Fund for petroleum revenues, in the face of government estimations that oil reserves will be depleted by 2020. The Advisor supported the relevant Parliament Committees to analyse the economic implications of this situation and to explore and discuss alternative sources of revenue such as agriculture and tourism in order to reduce Timor-Leste's dependence on oil and gas revenues. The Economic Advisor also provided technical advice and inputs to the Parliament through the Committee D in its efforts to gain membership of the World Trade Organization (WTO) for Timor-Leste.

### **Activity 2.2 Parliament supported in reviewing and analysing Budget execution reports.**

Parliament through its Standing Committees analyzed and discussed proposals of specialized budgets from each government ministry, with the support from the advisors under this project and the EU-funded project. After those budget proposals of State Budget 2014 were analyzed, the Standing Committees submitted their reports to Committee C for further discussion. Government proposed USD 1.6 billion for state budget 2014 but the Parliament through an ad hoc Committee conducted a thorough analysis of the budget and agreed to reduce the budget to USD 1.5 billion. A key element considered in approving the budgets was the execution level in the past year. During the reporting period, Committee D along with other committees conducted oversight visits to rural areas (approximately 10 districts) on the government budget execution such as road constructions, ports, irrigations, ports and local markets. With project support, analysis papers and reports were prepared before and after the oversight visits. The reports were discussed in the plenary and recommendations made to relevant Ministries. With advisory

support from the project, the Parliament also analyzed and reduced the annual budget for the Central Bank of Timor-Leste from 50 million to 40 million.

During consultations with Government Ministries, relevant State Institutions, non-state institutions and civil society the Economic Advisor and the Gender Advisor provided background materials, analysis of issues, and recommendations to the Committees F and D.

CEGEN also prepared background documents on the Secretary of State for Security, the Police and the General Ombudsman. These briefs examined the principal successes and shortcomings in implementing the annual plans of 2013, and highlighted key priorities for 2014. All briefs contained a comprehensive analysis from a gender perspective and included a specific examination of the successes and failures in implementing the National Action Plan on Gender Based Violence. These Briefs were prepared in Portuguese and Tetun with various recommendations for each of the relevant ministries.

### **Activity 2.3 Parliament supported in reviewing and analyzing Audit Report and process**

The capacity of the Parliament in reviewing state audit processes was strengthened during the reporting period through project support. The Public Accounts report of 2012, submitted by the Audit Court as per law, to National Parliament was analyzed by Committee C with the support from project advisors and the oversight report was produced on time and disseminated. The report was analysed from the socioeconomic and gender perspectives.

In addition, for the first time since the National Petroleum Authority (AMP) was established, the Parliament requested the Audit Court to conduct an audit of this state institution, illustrating the increasing capacity and initiative of the NP.

### **Activity 2.4: Parliament supported in exercising its oversight function**

Significant support was provided to strengthening the parliamentarians' analytical skills and oversight capacity through technical and advisory support in preparations for debates and information gathering sessions with the government focusing on analyzing and monitoring the State budget and work plan implementation. The oversight function especially in relation to gender mainstreaming was strengthened with support from the project. Complementary to the inputs provided by other advisors of the project, the Gender Advisor, together with the technical staff, provided parliamentarians with support to analyse the annual plans and budgets submitted by all the ministries with regards to ensuring that gender was mainstreamed throughout the programmes. MPs were provided with background and analysis of a series of key issues to consider when discussing the annual plans with the relevant ministries. Following the discussions a set of recommendations were compiled for each ministry to promote more gender sensitive programming in the future.

In addition to the oversight visits to the 10 districts (Activity 2.2), with the support of the Economic Advisor, Committee D conducted successful study visits to South Korea, Thailand and Indonesia. The objectives of the visits were to compare those countries' economic development and legislative and enhance the knowledge of Committee members of Committee D in conducting their oversight role. During the visit, the delegation had a chance to meet with the respective Committee of Economic Development of the Thai and the South Korean Parliaments. During the visit to Indonesia, the

delegation had the opportunity to visit the economic zone of Batam Island which has significantly contributed to the economic growth of Indonesia. Batam economic zone has been cited as a good case study for Timor-Leste for the case of Oecússi enclave. The report of the visit has been submitted by the Committee D and approved by plenary including agreement on taking action on the recommendations.

### **Activity: 2.5 Support operation of Directorate for Research Services**

Some key components of the Capacity Development strategy of the Directorate for Research and Technical Information were supported under the complementary EU-project such as institutionalizing the human resource management systems, and training support in languages and technical skills. Parallel support was provided under this project to the Directorate in developing capacities through exchange programmes and international exposure.

Towards this end, the project has aided the directorate in approaching various parliaments in order to ascertain the possibility of sending various members of staff on internships to the respective countries. Furthermore the project has helped the Centre for Capacity Building and Information on Gender Equality to review their annual plan and revise it to be more effective and feasible within the technical and resource limitations of the Centre

At the end of the second quarter, the project aided CEGEN and other Parliament Members in analysing gender related laws (such as GBV and RH) from a gender perspective by providing support to access various trainings in Manila and to undergo a study visit to the Philippines to examine the enactment of their recently approved Reproductive Law. CEGEN also took part in the study tour to Vietnam which examined the implementation of the Domestic Violence Law and how this compared to Timor-Leste.

The Directorate's institutional capacity was further strengthened through supporting the training of sectoral legal analysts, who could provide research and analytical support to the Committees. Towards this end, three Sectoral Analysts participated in intensive on-the-job training within two Committees, namely Committee D and F, supported by the International Advisors. One Analyst was assigned to Committee F (Health, Education, Culture, Youth, Veteran and Gender Equality) and the other two to Committee D. By attending Portuguese and Tetun classes, the Analysts also strengthened their language skills, particularly written Portuguese language skills related to their respective sectors. Furthermore, the Analysts supported and accompanied Committee D and F on comparative studies abroad as well as field visits (oversight visits) to rural areas. They supported Committee members in analyzing information and drafting the visit reports, including recommendations to the parliament and government.

As planned in December, along with the legal drafters, the project in consultation with the NP conducted performance evaluations of the Analysts. As a final step in this process all of them made presentations to the NP in Portuguese and Tetun and the project as a way to measure their competence levels and confidence in using Portuguese and Tetun languages for official purposes. As the result of their performance evaluations was positive, starting from 2 January 2014 the NP contracted them to become part of the National Parliament staff as Sector Analysts, paid from the NP budget.

### ***Output 3: Strengthened Parliamentary Administration and Secretariat Function***

<i>INDICATORS</i>	<i>PROGRESS 2013</i>
Transcription division established	Transcription division established
Number of internal operations procedures/protocols established	Transcription manual drafted and submitted for approval

#### **3.1 Support implementation and functioning of new Secretariat structure.**

The transcription unit has been established and is fully functioning with extensive support from project. Following 11 months of an intensive internship program under this project, 15 transcribers have been recruited by the Parliament with the NP's own budget. The project has also transferred all the transcription equipments to the unit and workspaces for the transcribers have been set up.

A draft transcription Manual has been submitted to Parliament for approval in 2013. The Project is following up closely with National Parliament to speed up the approval of the transcription Manual in order to support the Parliament in publishing the National Parliament journal periodically which is expected to be approved early next year.

The Project continues to support the new Transcription unit with the Transcription Specialists, Portuguese Teacher and Tetun Teacher and other technical support. Although, the Transcription Specialist left in August prior to the end of her respective contract which was due to end January 2014, the Tetun and Portuguese Teachers provided classes and other technical language support such as preparing a revised and corrected version of the document on "Standardization rules and procedures to be followed in the transcription debates" to be submitted for approval. Furthermore, the Tetun Teacher also assisted the Transcribers in revising and elaborating documents that had been transcribed from the plenary in Portuguese and other relevant documents. A Tetun spellchecker developed by the project also has been installed and is being used by transcription unit.

During the reporting period Portuguese Language teacher (under EU Funded project) worked directly with the transcribers providing them the tools to develop their language skills. At the start of the internship at the National Parliament, many of them did not understand Portuguese, but at the end of their internship, their domain of Portuguese language increased significantly and all of them now speak and understand basic Portuguese, as can be assessed in their written papers. After the first progress test, two of the transcribers were transferred to the advanced class as they had acquired very good language skills

During the third quarter of the year, the National Parliament requested the project to provide support in editing and design of the Journal. The project contracted the part-time services (four hours a week) of a national editor. The National Editor and graphic designer also provided on-the-job training to the 15 Transcription Unit staff in areas of editing and designing.

The project continues to provide technical support (Portuguese and Tetun classes) to further strengthen language skills of the transcribers as well as support to on-the-job training. Transcriptions of plenary meetings' materials are currently being uploaded into the database and are accessible to the public.

### **Output 5: Gender Mainstreaming**

<i>INDICATORS</i>	<i>PROGRESS 2013</i>
Number of background papers provided	<ul style="list-style-type: none"> <li>• Issue-based background papers provided for:               <ul style="list-style-type: none"> <li>○ Women’s Leadership Forum</li> <li>○ International Women’s Day 2013</li> <li>○ 128<sup>th</sup> IPU Assembly</li> <li>○ Parliamentarians’ Champions Conference</li> <li>○ Study Tours to Vietnam and India</li> </ul> </li> <li>• Background papers produced in areas of MDGs, Access to Health, Aid Effectiveness, Climate Change, non-communicable diseases</li> <li>• Policy briefs produced on education, gender, youth, implementation of the National Action Plan on GBV</li> <li>• Research papers and reports produced for:               <ul style="list-style-type: none"> <li>○ GOPAC conference</li> <li>○ MDG Conference</li> </ul> </li> <li>• Review of:               <ul style="list-style-type: none"> <li>○ Country Gender Assessment</li> <li>○ Policies of SEPI, MoE, MSS, MoH, Secretary of State for Youth and Sports, MoJ, PNTL and Ombudsman</li> </ul> </li> </ul>
Number of laws analyzed from a gender perspective	3 Laws: <ul style="list-style-type: none"> <li>- Draft Land Law</li> <li>- Domestic Violence Law</li> <li>- Law on the Organization of President’s Office Services</li> </ul>
Number of activities related to the implementation of gender-responsive budgeting	Review of State Budget 2014 from gender perspective
Number of gender work plans	4 work plans developed for GMPTL, CEGEN and Working Group on RH and Working Group on GBV
CEGEN work plan	Work Plan has been incorporated into National Parliament budget 2014
Number of trainings	Four comparative studies abroad for MPs conducted 1 Gender budgeting training conducted

#### **5.1 Support Parliament in providing MPs with access to gender-related analysis.**

The project, through the various initiatives of capacity building in specific gender related issues such as gender based violence and reproductive health as well as supporting the establishment of the two Working Groups on gender issues (see section 5.2), has supported the ability of the MPs to analyze the laws, policies and plans and to examine the various problems which are hindering their effective implementation. In order to enhance knowledge about these issues, and to encourage interest in the issues by members of GMPTL and Committee F, specific trainings, briefings sessions, working group

meetings as well as participation in comparative study tours and actual -participation in high level discussions on these issues were organized with support from the project. The MPs were also exposed to how civil society engages and works on these issues through meetings with international and national NGOs. The outcome of this multipronged approach has been to enhance the capacity of the individual MPs involved and has enabled some MPs who were not previously engaged in these issues to take an active interest. It has also resulted in various gender-related recommendations being proposed by MPs to be considered in the public debates on the National State Budget 2014 Greater confidence was evident through active participation in international conferences, increased contribution from a gender perspective during plenary and committee discussions and the establishment of the two working groups mentioned earlier.

The official consultative process for the amendments made to the Land Law culminated on 23<sup>rd</sup> February 2013. The project collaborated with UN Women to provide support to sessions conducted by the Parliament with Civil society on the Land Law. As a result a series of recommendations to amend the draft law to make it more gender sensitive and guarantee equal rights to property for both men and women were proposed. The objective of these sessions was to ensure that once the law entered parliament, the parliamentarians would be aware of the possible changes and would also be able to analyze this particular law from a gender perspective. The recommendations have been finalized and submitted to the Ministry of Justice. The Law is due to enter parliament sometime in the first quarter of 2014.

In addition, during the year, the Amendment of the Law on the Organization of President's Office Services (Lei Orgânica da Presidência da República) was reviewed with a view to strengthening role of the First Lady in national issues.

## **5.2 Support the functioning of GMPTL (Women's Caucus)**

The GMPTL work plan for 2013 was formally approved on 14<sup>th</sup> February 2013. Various meetings were held in order to establish the priorities for 2013 and how to establish a working environment in order to achieve the set goals. In addition, the GMPTL work plan for 2014 was drafted with support from the project and approved by GMPTL in the third quarter of the year.

The GMPTL work plan 2013 had four main objectives:

Objective 1: To strengthen the Institutional Framework of GMPTL

Objective 2 To increase awareness and capacity of its members and all parliamentarians to effectively promote and aid formulation and monitor gender driven policy and legislation.

Objective 3: To strengthen coordination and collaboration with other key stakeholders working on gender both nationally and internationally in order to contribute to the effective working of the parliament on gender issues

Objective 4: To promote public awareness on the role of the GMPTL and women in decision making processes and to increase public outreach with regards to issues principally related to Violence Against Women, Health, Education and discriminatory practices which lead to women's inability to access their human rights.

In line with the objective 1, the project supported GMPTL in amending their statute to better reflect their role, to strengthen their mandate and to be in line with their envisaged annual work plan and their 5 year strategic plan.

In line with objective 2, one of the most important endeavors of the GMPTL that the project supported is the official accession to and membership of the Parliament, through members of GMPTL and Committee F, to the Asian Forum for Parliamentarians on Population and Development (AFPPD). AFPPD, a regional non-governmental organization which serves as a coordinating body of twenty five National Committees of Parliamentarians, seeks to generate support and cooperation among Asian parliamentarians in the areas of population and development, and related fields.

In addition, GMPTL and members have participated in a number of conferences and events which has taken place over the reporting period. The Gender Advisor provided extensive support through providing technical analysis and inputs to the participants of the conferences. In addition, the project provided administrative support in terms of contacting the host countries, and providing briefing papers and talking points. The reports of these conferences were presented to National Parliament..

These include:

- **25<sup>th</sup> – 27<sup>th</sup> March, Bali, Indonesia:** Global conference on MDGs
- **28<sup>th</sup> – 30<sup>th</sup> May, Kuala Lumpur, Malaysia:** Women Deliver Conference
- **6<sup>th</sup> – 16<sup>th</sup> September, New Delhi, Pune and Bombay, India:** Study visit on Domestic Violence and Gender violence
- **16<sup>th</sup> 20<sup>th</sup> July - Tagatay, Philippines :** Training on Communication and Advocacy of the ICPD Post 15 Agenda –
- **27<sup>th</sup> – 31<sup>st</sup> August – Manila and Trinidad, Philippines:** Training on “High Level Dialogue on Population and Development in a Culturally Pluralistic Society”
- **16<sup>th</sup> – 20<sup>th</sup> September – Bangkok, Thailand:** Asian and Pacific Population Conference<sup>1</sup>

These events served as important capacity building tools. Parliamentarians were exposed to international negotiation techniques as well as gained knowledge on issues such as reproductive health and violence against women. They also further strengthened their network with other parliamentarians from the region. These networks allow greater access to laws and policies on gender related issues and the ability to gain a better insight on best practices in the area of gender in different contexts.

In line with objective 3, in 2013, GMPTL forged new links with civil society which allowed for a more comprehensive scrutiny of key gender related policies. GMPTL has continued to meet regularly with different members of civil society and especially strengthened its relationship with two leading NGOs working on relevant issues - Caucus and Rede Feto. Furthermore, as mentioned above, following the exposure they had received in AFPPD conferences and events, and in line with their annual plan, several members of GMPTL decided to start two working groups on Gender Based Violence and Reproductive Health.

The vision of the two groups on Gender Based Violence (GBV) and Reproductive Health (RH) is to ensure better oversight on policies, laws and other instruments related to gender based violence and reproductive health and to exchange relevant information for the effective and efficient monitoring and evaluation of related laws and policies and to ensure their respective implementation. The working groups also serves as a strong advocacy platform and have worked on identifying key areas to be

addressed by the government in order to ensure the prevention of and protection of all persons, including women and girls from gender based violence and to enable better policies to be implemented for the furtherance of women's reproductive rights in Timor-Leste.

The project supported the drafting of the Women's Network for the CPLP report in preparation of the handover to Angola of the Timorese Women's Network Presidency. The Handover took place at the beginning of November, and the project assisted in preparations for a seminar on women's rights that took place in Angola and the compilation of the reports from each of the member countries. GMPTL drafted a report on the findings of the seminar on women's rights which was distributed to all member countries of CPLP. The key themes covered in this seminar were the following: Implementation of CEDAW, Women and Political Participation, Gender Mainstreaming in Parliament, Gender Based Violence, Reproductive Health and Trafficking.

With support from the project, study visits to examine reproductive health law in the Philippines and the domestic violence laws of Vietnam and India were conducted.

**Philippines study visit:** A delegation of four parliamentarians and three staff and one advisor were invited by the Philippine Legislators Committee on Population and Development Foundation to meet with key stakeholders to discuss the law (Reproductive Health) and the Law against Violence Against Women and their Children. The delegation met with key civil society actors, the Philippine Commission on Women, Department of Health, Commission on Population, Department of Social Welfare and Development, the Philippine National Police and the National Anti-Poverty Commission and the National Assembly. The group also traveled into a nearby district to meet with locals and examine how domestic violence is dealt with at the local level. The report from the visit put forward key recommendations for the NP on enhancing the NP's engagement and oversight on Reproductive Health.

**Vietnam study visit:** From the 6<sup>th</sup> - 16<sup>th</sup> August, 9 members of GMPTL led by the President of GMPTL embarked on a comparative study trip to Hanoi, Vietnam to look at the implementation of the Law on Domestic Violence Protection and Prevention and Control. The delegation met with various interlocutors including the Ministry of Culture, Sport and Tourism, Ministry of Labour, Invalids and Social Affairs, National Assembly, Ministry of Public Securities, UN Women, UNFPA, the Vietnamese Women's Union and visited a shelter for domestic violence and a hospital where they treat domestic violence victims. The delegation faced some challenges in terms of language barriers as the meetings were in Vietnamese. However, adequate translation was provided and members of the delegation were able to bring back lessons learned which informed the work of the GMPTL and the Working Groups.

**India study visit:** In September 2013, 8 members of the GMPTL including its Vice President and the Gender and Legal Advisor conducted a study visit to India. The objective of the trip was to collect information on the implementation of laws and policies on gender based violence. The delegation met with different interlocutors including the Indian Association of Parliamentarians for Population and Development, UNFPA, UNDP, UN Women, key lawyers working on gender based violence especially domestic violence and sexual violence. Top academics on the subject and various NGOs working on gender based violence. The delegation visited New Delhi, Pune and Mumbai. The study trip was also partially funded by UNFPA India. Given the quality and diversity of the interlocutors, the delegation was able to bring a lot of information back and draw many lessons learned and recommendations for the implementation of the NAP on GBV in Timor-Leste. These will be presented in a form of a



comparative report and will be presented in the plenary in 2014, the findings from both study tours to Vietnam and India will be shared with civil society and other actors in the Working Group on Gender in 2014.

With regards to objective 4, the project together with CEGEN initiated preparations for International Women's Day whereby GMPTL and Committee F celebrated the day with a photo exhibition of GMPTLs work to date and inviting the Secretary of State for the Secretariat for the Promotion of Gender Equality to an extraordinary plenary session on 11<sup>th</sup> March 2013. Furthermore, the project provided technical advisory support to advocacy work through providing inputs into talking points, and speeches to various events.

The Members of GMPTL monitored the plan to ensure compliance during the year. However, while GMPTL met various times over the 2013 period, due to their heavy workload, the Caucus did not meet as often as stipulated in their work plan.

### **5.3. Support the establishment and operations of a gender division under the Research Directorate in the Secretariat, as per LOFAP.**

Support was provided to the Directorate to further institutionalize the Center for Gender Equality CEGEN with technical and advisory support from the Gender Advisor. As mentioned, the GMPTL and CEGEN was supported in reviewing and revising their statute and work plans for 2013 and 2014 to be in line with the NP's Strategic Plan and needs of the Parliament.

During the last quarter of the year the Parliament through Directorate for Research and Technical Information assigned 5 national staff to CEGEN in addition to the Research Officer who was the only staff at the beginning of the year. The new staff members assigned was the Manager, Gender Legal Officer, an Analyst and two Administrative staff that will provide and support National Parliament on gender equality issues. In addition, 1 Legal Drafter was also assigned to CEGEN. This is the result of the work commenced in 2012 to set up CEGEN by developing job descriptions and supporting the assignment process.

The project also, continued to provide on-the-job training to CEGEN including the preparation for various external events which involved research and analysis of a variety of relevant issues such as Sexual Exploitation of Women and Girls, Reproductive Health and Violence Against Women. A number of meetings were also held with NGOs and different UN agencies to provide briefings to GMPTL members on issues such as reproductive health and violence against women with a view to preparing them for upcoming meetings abroad and preparing for a national strategy to oversee implementation of the Law on Domestic Violence and the Annual National Plan on Gender Based Violence. These were led and organised by CEGEN with support from the project. With support from the project, CEGEN, GMPTL and Committee F submitted the report on the implementation of the National Action Plan on Gender Based Violence and the Domestic Violence Law to the NP in November 2013 and various key recommendations from the report which will be discussed in the plenary in 2014.

The project supported the review and revision of the 6 month capacity training programme for CEGEN as well as the capacity development programme which is to be led by CEGEN for MPs and Staff of the

NP. During 2013, various meetings were coordinated by the Directorate to improve the capacity of members of staff in research and analysis, especially in the area of Gender. At the end of April 2013, a circular with a questionnaire was distributed to all departments in order to ascertain the level of knowledge on gender issues within the parliament with a view to imparting a comprehensive introduction to gender mainstreaming during the parliamentary recess. The answers received showed that a very limited number of persons had previous knowledge on gender and all supported receiving training in gender. Towards this end, CEGEN with the assistance of the project contacted over 10 different entities including, UN Women, UNFPA, SEPI, and various NGOs in order to request their assistance in imparting the course. All stakeholders were very keen to share their knowledge and assisted in developing a comprehensive course on Gender. The course<sup>2</sup> is due to take place in 2014.

The project has also helped CEGEN to make contact with different stakeholders including Parliaments in Australia, United States and Portugal with the purpose of obtaining learning opportunities for the NP. As a result, internships for NP staff within the respective parliaments and research centres have been identified and groundwork laid for internships to begin in 2014.

#### **4. Project Management**

During the reporting period, Project Manager intensively consulted and coordinated with National Parliament in implementing activities of the 2013 Annual Work Plan. The Project had a regular meeting at least two times a month and ad hoc meetings as needed with Secretary General, Directors, Head of Divisions along with direct counterparts of each advisor/specialist. The meetings focused on updates and discussion on what further necessary assistance and technical support was needed to make sure that project implementation activities were aligned with project agreement and how to respond to new emerging issues. The Project also organized fortnightly meetings which were chaired by Project Manager to update the project staff and advisors/specialists and other consultants on project implementation as well as to ensure coordination and communication amongst advisors, counterparts and other entities.

With the coordination and consultation with Parliament-Secretariat, the project organized a presentation on the work plans and annual reports of advisors. Each new advisor/specialist was required to draft a work plan for the year based on their initial assessment, and focusing on interventions and expected results. Advisors/Specialists whose contracts were less than one month were required to present a report on what they had implemented, focusing on achievements, progress, challenges and recommendations. These presentations were by the Speaker, the Secretary General, Members of Mesa, Members of Council of Administration, Direct counterparts and Secretariat Staff.

In addition, the Project and Secretariat of National Parliament organized a session on the capacity development plans of advisors and Specialists in order to ensure that capacity development was systematised as the core strategy of the project. Project also supported the advisors to measure capacity development progress through inclusion of baselines, indicators, targets and expected results in the plan. The templates of capacity development programme was developed by the project and shared with all

---

The course will be multifaceted and will adopt a very practical approach to learning. Different interlocutors will give the course, and each subject will end with practical workshops, whereby the participants will learn how to adapt what they have learnt into their everyday working activities. All participants will be given a certificate. To aid the understanding of the participants, most of the interlocutors will be Timorese, however when this is not possible, the workshop will be given in Portuguese and a translation into tetun provided.

advisors. The Project team regularly monitored progress against the 2013 Annual Work Plan, and individual advisor work plans, through regular meetings, review of advisor logs, end of the contract reports, performance evaluations.

Furthermore, Project through Portuguese and Tetun Teachers provided extra classes to Project staff and International Advisors/Specialists. The Tetun class for advisors/specialist was requested by Speaker and direct counterparts. The aims of those language classes are to improve project services in order to provide better services within the coordination and communication in the implementation of project activities.

After the appointment of the new Secretary General and the initiative by the President of Parliament to closely monitor capacity building activities of all advisors, both project and National Parliament are making improvements in ensuring capacity transfer to national counterparts. Thus, transfer of knowledge and skills to both MPs and secretariat staff are now closely monitored in order to deliver specific results, through the monthly logs and fortnightly project meetings. Finally, Operations Manager (OM) started her assignment in June and the UNDP Country Office Programme Officer position (made vacant in April) was filled in December 2013.

## **5. Issues/Challenges and Management Strategies**

- The lack of staff in the first half of the year in CEGEN delayed capacity development with CEGEN. The project supported in facilitating the assignment of 5 staff to CEGEN by supporting the development of clear job descriptions and procedures and development of a divisional work plan. All five staff members were onboard by the end of year.
- Lack of qualified staff in the Secretariat of National Parliament hinders the capacity building transfer from International Advisors to the National Counterparts. However, during the year, with project support 7 legal drafters and 3 sectoral analysts were recruited and assigned to committees. With complementary support from the EU funded project, recruitment has taken place for 11 heads of division.
- GMPTL's heavy workload as committee members sometimes limits the amount of time all of them can spend on gender issues and implementing the plan of GMPTL. Thus, the work plan has been revised with support from the project to make it more feasible and taking into account GMPTL's workload.
- Portuguese language remains a barrier for MPs and national technical staffs to carry out their functions. As a response to this need, under the EU-funded project, Portuguese and Tetun language classes are being provided. Progress has been evident in competency levels. For example, 5 transcribers are now in the advanced Portuguese language class, and legal drafters and sectoral analysts are now able to make presentations in Portuguese.
- The lack of English language skills amongst many parliamentarians means that they are not able to actively participate in events in the Asian Region and other English speaking countries. The National Parliament has plans to introduce English language training in the near future. The resignation of the Transcription Specialist during the course of the year posed some challenges in providing follow up support to the Transcription Unit such as delays in finalizing and approving Transcription manual which in turn has delayed the publication of Parliament Journal. The project is providing support in facilitating the approval of the Manual which is planned for 2014.

## 6. Financial report for the period of Jan - Dec 2013

<b>LEGISLATIVE SUPPORT</b>	<b>Amount in US\$</b>
National Legal Drafters	33,988
Travel	388
Vehicle Maintenance	829
Miscellaneous	4,884
<b>Subtotal:</b>	<b>40,089</b>
<b>OVERSIGHT SUPPORT</b>	<b>Amount in US\$</b>
International Consultant	94,575
National Analysts	14,860
Travel	1,500
Miscellaneous	9,416
<b>Subtotal:</b>	<b>120,351</b>
<b>SECRETARIAT SUPPORT</b>	<b>Amount in US\$</b>
National Transcribers Internees	27,300
National consultant (Tetun teacher)	9,222
Miscellaneous	2,981
<b>Subtotal:</b>	<b>39,502</b>
<b>GENDER MAINTREAMING</b>	<b>Amount in US\$</b>
International Consultant	129,724
Translation costs	3,060
Miscellaneous	9,894
<b>Subtotal:</b>	<b>142,678</b>
<b>PROJECT MANAGEMENT</b>	<b>Amount in US\$</b>
International Programme Officer	15,154
National staff	62,503
Short-term Consultant	544
Travel	282
Office maintenance	5,865
Communication costs	3,393
Audit	2,952
Printing costs	6,664
Office supplies	1,841
Translation costs	4,638
Media and ISS costs	30,286
Security	4,262
Miscellaneous	7,652
<b>Subtotal:</b>	<b>146,036</b>
<b>GRAND TOTAL:</b>	<b>488,657</b>

### 2013 Expenditures per Donor

<b>Donor</b>	<b>Amount in US\$</b>
UNDP	50,074
Italy	36,100
Norway	318,762
SIDA	83,721
<b>Grand Total:</b>	<b>488,657</b>