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Resilient nations.*

*January – June 2014 Progress Report*

**STRENGTHENING INSTITUTIONAL CAPACITY  
OF THE NATIONAL PARLIAMENT IN  
TIMOR-LESTE  
(PARLIAMENT PROJECT 2011-2015)**

UNDP Project Code: 00079669

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## List of Acronyms

BIBARQ	Biblioteca e Arquivo ( Library and Archive)
CEGEN	Centro de Fomação e Informação sobre Igualdade de Géneros (Centre for Capacity Building and Information on Gender Equality)
CPLP	Community of Portuguese Speaking Countries
DIRHSA	Divisão de Recursos Humanos, Serviços Administrativos e Atendimento ( Division of Human Resources, Administration Services and Attendance)
D-PIT	Diracção de Pesquisa e Informação Técnica (Directorate of Research and Technical Information)
DIPAL	Divisão de Património, Logística e Serviços Gerais (Division of Fixed Assets, Logistics and General Services)
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
EUD	European Union Delegation
GMPTL	Grupo das Mulheres Parlamentares de Timor-Leste (Group of Parliamentarian Women of Timor-Leste)
GOPAC	Global Organization of Parliamentarians Against Corruption
GPR	Global Parliamentary Report
IPU	Inter-Parliamentary Union
LOFAP	Lei de Organização e Funcionamento da Administração Parlamentar (Law of Organization and Functioning of the Parliamentary Administration)
MPs	Members of Parliament
NP	National Parliament
NPSP	National Parliament Strategic Plan
PSC	Project Steering Committee
RDTL	Democratic Republic of Timor-Leste
SO	Standing Orders
SOPs	Standard Operating Procedures
ToR	Terms of Reference
UNCAC	United Nations Convention Against Corruption
UNDP	United Nations Development Programme

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## I. Project Summary

<b>Project Name:</b>	Strengthening Institutional Capacity of the National Parliament in Timor-Leste
<b>Expected Outputs:</b>	Output 1: Institutional capacities of parliamentary administration to provide non-partisan and professional expertise strengthened; Output 2: Legislators, national staff, civil servants and legal experts enabled to perform their functions; Output 3: The oversight capacity of the National Parliament is reinforced by improving internal capabilities, contributing to the development of the external institutional and legal environment and mobilizing greater civil society inputs in the Parliament's work; Output 4: Inter-parliamentary relations improved with Portuguese speaking countries and Pacific Regions Countries.
<b>Target Beneficiary and National Counterpart:</b>	National Parliament of Timor-Leste
<b>Duration:</b>	43 months from August 2011 to February 2015
<b>Reporting period:</b>	January – December 2013
<b>Location:</b>	Dili, Timor-Leste
<b>Total cost of Action:</b>	4,000,000 Euros

## II. Executive Summary

The European Union (EU)-funded, “Strengthening Institutional Capacity of the National Parliament in Timor-Leste” project implemented by UNDP aims at strengthening the institutional capacity of the Parliamentary Secretariat and knowledge of Members of Parliament (MPs), which in turn will enhance the National Parliament’s ability to fulfil its legislative and oversight mandate. In this regard, the main objective of this project is to enhance democratic foundations of oversight, accountability and transparency through effective, standardized and sustainable institutional capacity development in the National Parliament. The project also complements capacity development interventions that are already supported by the Multi-donor funded UNDP Parliament Project, in the areas of capacity building, administrative support and assistance to the Secretariat. This report covers the period January to June 2014.

Significant milestones that marked the reporting period include the approval of the State Budget 2014 and the hosting of the Parliamentary Assembly of the CPLP (Community of Portuguese Speaking Countries). The State budget 2014 was finally approved on 18 February 2014. All International Advisors provided technical and advisory support to respective Committees during state budget discussions and assisted the Committees to prepare for public audiences. Skills and capacity of MPs and technical staff have been considerably improved this year during the debate and approval of state budget 2014 with the government. The Prime Minister as head of government stated “I feel content with State Budget discussion year 2014 because it is very constructive and dynamic comparing the years before...”<sup>1</sup>

In April 2014, the National Parliament of Timor-Leste successfully hosted the Parliamentary Assembly of CPLP. The event was very important to strengthen cooperation between parliaments of Portuguese speaking countries. The project provided timely substantive and operational support to the Parliament to host this event through the engagement of the project’s international advisors. Delegations from the Parliaments of Sao Tome and Principe, Angola, Mozambique and Portugal participated in the AP CPLP.

During the reporting period the Project office filled several positions as per the AWP including replacements for non-renewed contracts – these include replacement for the Legal Advisor to Committee C, replacement for the Infrastructure Specialist for Committee E, Protocol Specialist against updated Terms of Reference, Finance and Budget Specialist for Secretariat and, and the Legal Gender Advisor (funded by Multi-donor project). At the moment there are 16 International Advisors work to support various Committees and Secretariat of the National Parliament including 2 advisors from Multi-donor project: Economic Advisor and Gender Legal Advisor

As the year 2014 is the final year of project implementation, measures were introduced by the project to ensure sustainability of capacity development interventions and to better capture results. As such, all international advisors were instructed to focus more on capacity building activities of their work plans and capacity development was further systematized through assigning at least 1 national staff to each advisor whose capacity needs would be identified, and targeted training and mentoring provided so that increased capacity of these individuals could be tracked for better monitoring of results. This approach shows promise as an effective method; an evaluation conducted by the HR Advisor to identify progress and further

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<sup>1</sup> Transcribed documented by Transcription Unit of National Parliament

capacity development needs of the staff shows that all staff under the direct guidance of the advisors have increased capacity to carry out their functions.

Following series of consultations with the National Parliament and as informed during the Project Steering Committee meeting in February 2014, UNDP organised a Project Formulation Mission to assess progress, identify priorities and needs of the National Parliament, document lessons learned, and develop a proposal for the new phase of support to Parliament. The Mission took place in June 2014. The members of the Mission met with a broad range of stakeholders including the leadership, members and staff of the National Parliament, Ministries, state bodies, civil society, academia and international organisations. The draft project document will be discussed with all stakeholders and finalized during the course of the coming months.

In February 2014, the project conducted a perception survey among national staff of the Parliament and Members of the Parliament to assess the effectiveness and relevance of the technical assistance and capacity development interventions provided by the project as perceived by Members of Parliament and NP Secretariat, Management and counterpart Staff. The result of the Survey was very positive and showed obvious need for the further technical and advisory support to the NP (*See Annex 1 for the complete Survey Report*). The survey results have been useful in identifying areas for improvement including strengthening communication within the project and between the project and the National Parliament.

During the reporting period the following results were achieved by the project:

- ✓ Key Laws drafted, scrutinized, debated and approved: Media Law, Oecússi Administrative Special Region Law, Pension Law and Census Law
- ✓ Increased oversight capacity: for the first time government provided quarterly reports to Parliament on the execution of state budget 2014 from the respective government ministries. At least 16 oversight reports have been disseminated (to plenary and relevant government authorities)
- ✓ Human Resources capacity strengthened: 10 Chiefs of Divisions recruited and groundwork laid for recruiting additional 33 staff; SOPs introduced for competitive recruitment process.
- ✓ Procurement and Asset Management capacity strengthened; e.g. SOPs introduced for fleet management and guidelines for procurement/fixed assets updated
- ✓ Increased institutional and human resource capacity in IT usage: e.g. Software introduced and training conducted for Record Management, Human Resources Management, archiving, asset management, fleet management. On-the-job training and mentoring is also being provided for ongoing management of the NP Website
- ✓ Inter-parliamentary relations strengthened as the National Parliament successfully hosted the Parliamentary CPLP event and handed over the presidency to Sao Tome and Principe in April 2014 (after chairing for 2 years)

### **III. Introduction**

The year 2014 is crucial for the project as it entered the last year of its implementation. There were significant delays in preceding years and after the rapid progress made in 2013, the project managed to maintain the momentum in implementing its activities planned for the first semester of 2014. All advisors' Individual Work Plans and Capacity building plans are being implemented in a timely manner and they were able to achieve visible results.

The project office managed all recruitments as per the AWP in time and currently there are 16 international advisors including two advisors from Multi-donor project, providing capacity development, advisory and technical support to the respective units of the NP. All advisors have been implementing their work plans and capacity development plans which had been approved by Secretary General of National Parliament. The advisors who have just completed one year of their contract were required to present annual reports focusing on achievements, progress, challenges and recommendations.

The State Budget for the year 2014 was approved by the National Parliament on 18 February 2014. The project provided intensive advisory and technical support to the budget process. The project advisors and specialists worked with respective Committees to provide support in analysis, scrutiny and proposal of amendments to the budget. Efforts were made to use this process as a capacity building exercise for the national technical staff supporting Committees, which led to visible results, with the national budget analysts leading some of the meetings/briefings on budget discussions for the first time. They were able to handle all questions from the MPs.

The National Parliament's capacity in oversight improved markedly over the last few months, evident in the fact that the State Budget Law was passed in February to include mandatory quarterly reports and reviews of the State Budget implementation by government, especially from respective ministries and departments. Thus, the National Parliament with the support of international advisors started implementation of the respective Law and reviewed and discussed the status of the State Budget 2014 execution and results of the first and second quarter activities. The NP approached nine Ministries and Secretaries of State including Ministry of Health, Ministry of Industry, Commerce and Environment, Ministry of Public Works, Ministry of Social Solidarity, Ministry of Education, Ministry of Justice, Ministry of State Administration, Coordinating Vice Prime Minister for Social Affairs, Secretary of State for Policy on Professional Training and Ministry of Agriculture and Fishery. The recommendations from these meetings will be followed up by the respective Parliament Committees in the next quarter report on the budget execution. Significant contribution to this process was made by the International Advisors by preparing policy briefs, analysis and technical questions for all relevant Committees and MPs. While the first quarterly review of the State Budget execution was really successful, it became obvious that additional workload requires enormous efforts for the analysts of the respective unit GAPA (Research and Analysis Unit).

Another significant achievement has been the increased institutionalization of IT usage in the National Parliament complemented by increased IT skills among staff. In many areas, software has been introduced aimed at improving efficiency of the NP operations; records management, human resources, archive, asset management, fleet management software, consumables and warehouse management. In addition, the IT Service Desk has been established and the NP Website, launched in January, this year has been maintained with regular update of contents. Intensive training programmes were conducted by all advisors, as

well as data compilation for the first migration into the respective systems. Records Management and Archive software are already being implemented under the guidance of Archive, HR and IT Specialists.

As the year 2014 is the final year of project implementation, measures were introduced by the project to ensure sustainability of capacity development interventions and to better capture results. As such, all international advisors were instructed to focus more on capacity building activities of their work plans and capacity development was further systematized through assigning at least 1 national staff to each advisor whose capacity needs will be identified, and targeted training and mentoring will be provided so that increased capacity of these individuals could be tracked for better monitoring of results. This approach shows promise as an effective method as an evaluation conducted by the HR Advisor to identify progress and further capacity development needs of the staff shows that all staff under guidance of the advisors have increased capacity to carry out their functions.

While there was good progress in the first half of the year, the Project faced some challenges in implementation. The main challenge continues to be the lack of national professional and technical staff to support all 7 Standing Committees and key Secretariat departments, which hinders targeted and sustainable capacity development and knowledge transfer by the international advisors. This is further exacerbated by the limitations in Portuguese language fluency, which makes it difficult to analyze laws or complex documents. There are 4 Budget Analysts, 10 Legal Analysts and 3 Sector Analysts which have been trained by project; however they are not yet able to work completely independently and require close guidance and support from international advisors

Following ROM (Results Oriented Monitoring) Mission report 2013's recommendations, and as part of the efforts to strengthen project management, facilitate decision making and monitoring, as well as address emerging challenges and opportunities, technical meetings were held between the NP, EU and UNDP. The meetings were chaired by the Secretary General of the National Parliament. The Project Steering Committee meeting took place on 24 February 2014 and the next meeting scheduled for May/June 2014 was rescheduled to July 2014 due to unavailability of members of the PSC. During the PSC meeting in February, the members endorsed the Annual Work Plan for 2014 and recommended more frequent performance evaluations of the advisors and speeding up the remaining recruitments.



#### IV. Progress and Achievements

##### **Outputs, Activity Results, and Challenges**

This report highlights the progress towards outputs and results as well as challenges faced during the period 1 January to 30 June 2014 against each of the expected outputs.

##### ***Expected Output I: Institutional capacities of parliamentary administration to provide non-partisan and professional expertise strengthened***

##### ***Summary Results Indicators and Progress***

<b>Indicator(s) under Output I and relevant for AWP 2014</b>	<b>Progress on Indicator(s):</b>
Number of vacancies filled in the Secretariat with sex disaggregated data	10 out of 11 Chiefs of Divisions recruited (3 female, 7 male)
Number of HR related procedures drafted and implemented.	5 forms introduced (examples include training evaluation forms, template for interview minutes, templates for written tests)
Number of financial SOPs and other internal documents developed and implemented;	7 SOPs and guidelines developed. Including: 4 SOPs developed on fleet management, vehicle accidents, vehicle usage developed, and Internal procedure for Committee E (infrastructure) for monitoring visits 2 Technical notes on procurement processes issued; 1 Quick reference guide of all relevant public procurement regime laws
Progress towards installation and utilisation of Asset Management software	The procurement process has been completed. Operationalisation and implementation are being planned for second half of 2014.

##### **Activity result 1.1: Human Resources processes of the Parliament Administration improved**

During reporting period with the support of the HR Specialist the NP managed to recruit Chiefs of ten NP divisions, out of 11. The HR specialist provided technical support during the entire recruitment process including, pre-selection, short-listing, preparation of written tests, interviews of candidates and contracting candidates.

As the NP has identified the mandatory requirement for the selection of Chiefs of Divisions to have past parliamentary experience, all newly appointed Chiefs are former national staff of various Divisions, most of them former Chiefs a.i. Thus, the newly appointed Chiefs of Divisions required only short inductions in their respective areas.

In addition, the NP initiated in June the internal recruitment process (33 positions) to fulfil technical staff positions for the NP and the external advertising is planned for the second semester (47 positions).

The process of recruitment provided the opportunity to build institutional and technical capacity in Human Resource area, particularly for the secretariat staff. The respective HR procedures were thoroughly reviewed, forms modified, and new templates developed for further use of the HR unit.

During the reporting period the National Parliament invited two experts from the respective department of the NP in Portugal to assist in the development of the Career Development Regime for the National Parliament. There was substantive and advisory support provided by the HR Specialist. At the moment the draft of the Regime is being reviewed by the NP for approval this year.

Furthermore, the HR management software was introduced, customized and implementation initiated with technical assistance to the HR division. The HR Advisor provided extensive support during development of specification, purchase and installation. The Chief of HR Division and 2-3 national staff of the division will have technical training on the use of the software. The initial training will be conducted by the provider with the support of the HR Specialist (planned for July 2014).

Capacity in HR knowledge and skills has been further improved through on-the-job training for the respective staff of the HR unit, in the area of recruitment and management of various staff contracts. As a part of on-the-job training all HR-related forms of the NP were updated and briefings conducted. In addition, one national staff of the Secretariat attended one week training in Portugal on Correspondence Management in January 2014. The new head of division of HR has also received on-the-job training by the HR advisor.

#### Activity result 1.3: Procurement and asset management system of the Parliamentary Secretariat enhanced and operational:

With support from the project, various interventions focusing on institutional development of procurement and asset management in the NP has been completed during the reporting period. Standard Operating Procedures on fleet management, Vehicle accidents and Vehicle usage, driver rules and best practices have been developed and the Parliament's Procurement/Fixed assets Guidelines are being updated to include new procedures such as information system procedures. In addition, two technical notes on procurement processes and a quick reference guide of all relevant public procurement regime laws has been produced and is available in Tetun. Support was provided to the procurement process of acquisition of the ERP software detailed guidance was given on the requirements to customisation and further adaptation of the software.

Procurement staff capacity was improved through on-the-job training and a series of briefings, including intensive technical support and guidance to several large and strategically important procurement cases including procurement of IT hardware and software for the NP. On-the-job training sessions were conducted on the review/compilation of technical specifications, sourcing of suppliers, tendering, evaluation, etc. The briefing sessions covered different aspects of procurement, fixed assets, and fleet management, resulting in a better knowledge of some themes and principles in these areas. Moreover, the project provided technical and advisory support to the Council of Administration on matters related to procurement, management of fixed assets and fleet management. Technical support and guidance was also provided to implementation of sites codification and initial assessment of assets belonging to the National Parliament in official residence. This process was also one of

the preparatory steps for data compilation for the fixed assets software that is currently being rolled out. The software, the SOPs and the targeted training will result improved control and accountability for assets within the NP.

Activity result 1.4: Budgeting and financial management processes of Parliament Secretariat improved:

The Finance and Budget Specialist joined the project in May 2014. During the reporting period the Specialist conducted the initial assessment and developed the Individual Work Plan and Capacity Development Plan. The documents are being discussed and reviewed by the respective counterparts and the Project Manager.

***Expected Output II: Legislators, national staff, civil servants and legal experts enabled to perform their functions***

***Summary Results Indicators and Progress***

<b>Indicator(s) under Output II and relevant for AWP 2014</b>	<b>Progress on Indicator(s):</b>
<p>Number of written legal opinions, laws and resolutions initiated and drafted by MPs.</p>	<ul style="list-style-type: none"> <li>• 8 bills, legal opinions and resolutions. These include:</li> <li>• Legal and policy opinion &amp; reports on:               <ul style="list-style-type: none"> <li>▪ 2014 State Budget bill</li> <li>▪ Media Law bill</li> <li>▪ Oe-Cusse Administrative Special Region bill</li> <li>▪ Proposal for Resolution No 4/III (2<sup>nd</sup>) - Ratification of Conventions Nos. 100 and 111 of the International Labor Organization</li> <li>▪ Proposal for Resolution No 5/III (2) - "Agreement between the Government of Japan and the Government of East Timor on cooperation in education and training in the areas of humanitarian assistance and relief operations"</li> <li>▪ Proposal for Resolution No 6/III (2) - "Agreement removing visa for diplomatic and service passports between the Republic of East Timor and the Republic of Indonesia"</li> </ul> </li> <li>• New bills:               <ul style="list-style-type: none"> <li>▪ A bill to amend the Law Life Pension for President of Republic, Members of the Legislature and Executive (“Pensão Mensal Vitalícia”)</li> <li>▪ Draft Law No. 11/III (2<sup>nd</sup>) - Organization of Criminal</li> </ul> </li> </ul>

	Investigation
Number of training on Innovative procedures for management and organization of debates conducted for Plenary Support Unit staff	On-the-job training for 8 staff of the Plenary Support Division on implementation of procedures and documentation of plenary support. Specific training activities planned for July and August 2014 on “Legal activities of State Organs”.
Progress towards publishing Plenary transcriptions for public access.	The transcription manual not yet approved, therefore transcripts not available to the public yet.
Number of units in the National Parliament using electronic registering system	During reporting period all 18 units of the NP were trained in the use of the electronic records management system and the archive unit has begun using it.
Number of documents of the National Parliament registered and uploaded in the electronic software	More than 500 records have been entered in the system.
Level of functioning of National Parliament website	Launched on 7 January 2014, contents updated regularly
Number of National Parliament Staff attending Portuguese and Tetun Languages	123 staff members and 30 MPs attended Portuguese Language lessons Tetun language classes were mainly for the Transcription unit
Transcribers Unit transcribed fifty one (51) plenary sessions in Portuguese and Tetun	51 plenary sessions transcribed in Portuguese and Tetun. The head of transcription unit has been appointed and it has been fully functioning

Activity result 2.1: Language skills among MPs and Secretariat staff, particularly the national legal drafters, enhanced

***Support to the staff and MPs to strengthen their knowledge of Portuguese language***

As in 2013, the comprehensive Portuguese language training program tailored to meet the needs of MPs and Secretariat staff has been duly implemented. There are different language level groups (beginner/basic to advanced) and lessons were held four days/week for staff. The sessions for the Members of Parliament were held one hour/ week.

Regular quarterly language tests revealed progress in language skills including acquiring more complex language structures in written and conversational Portuguese, and producing more accurate and error-free documents. The MPs show improved understanding of different types of texts in Portuguese and discuss them in the sessions.

There are 32 staff members attending the advanced classes. There are 60 staff members attending an intermediate level of Portuguese, also showing confidence in the oral and written production. After the end of the parliamentary session, some of the members of this class will be moved to the advanced class and after Parliament recess they will join the advanced class. During recess, classes will focus in specific writing and speaking skills. There are 36 (5 more than in 2013) in the beginner’s level since members of police and civil service have asked to

join the class and were welcomed. Their tests also show a slow, but consistent progress. Now the number of staff members attending lessons has increased from 123 to 128.

Furthermore, there are 22 MPs enrolled in the course, who also participated in the progress tests and it is observed that they participate in the plenary using Portuguese language and are confident in the skills they have been acquiring.

Extra lessons are given to the Secretariat staff concerning specific writing skills and for practicing writing of proceedings, reports, letters and other official documents. On-going on-the-job support was provided to the national staff in preparation of documents and revising them. These extra lessons for the Committees' technical staff were introduced this year and very well accepted, and the practice will continue during the second semester as well. It has been noted that, as a result, of extra lessons the quality of documents are generally better and the national staff are able to draft more complex reports.

As a part of the work plan for this year, and as an incentive for staff to increase efforts to master Portuguese, a language award was announced to the two best students (one from beginners group and one from advanced). Based on the results of a comprehensive test two staff members will have an opportunity to attend an intensive language course in Portuguese university. The test is planned for July 2014. The NP agreed to finance additional two staff members towards end of the year.

#### ***Support to the staff and MPs to strengthen their knowledge of Tetun language***

Efforts continued to improve the Tetun spellchecker for Word for Windows developed last year. In addition, a Tetun Writing Manual is being developed at the request and in consultation with the NP for further approval and implementation. The Manual, which will be ready by the end of the year, will contain sample letters and templates of other documents. It will provide guidance for transcribers, legal drafters and other staff of the NP and will help to standardise and improve use of the national language. Publishing and wider dissemination of the Manual depends on the approval of the new Tetun spelling.

A significant part of the work of the Tetun teacher is linguistic advisory services to the NP. At the request of the President of the National Parliament, he is developing documents for the spelling reform to be submitted to the Parliament. This includes the draft Law and its annexes, as well as detailed explanation of the content of the Law with examples of the new spelling and a complete list of Tetun words (including the Portuguese loanwords used in Tetun). It is expected that afterwards the document will be used as a spelling guide as well.

#### **Activity result 2.2: Capacity of MPs, legal and other sector analysts and technical staff enhanced to enable them to scrutinize, debate and amend bills, analyze and present policy implications as well as initiate and draft legislation**

The project's four Legal Advisors provided legal advisory services to the NP on policy, legislation, oversight, research and analysis on a broad range of issues, including extensive support to the State Budget for 2014. In addition, on-the-job and event based training activities to build capacity of the national staff and MPs were held. Below is a summary of legal advisory support:

#### ***Legal Advisory support provided to Mesa, President of the Parliament, and Plenary Support Unit***

During reporting period quality and timely legal and technical support was provided to Mesa as required including written legal opinions, manuals and specialised studies. The main objective of the support was to build institutional and technical capacity to support efficient functioning of plenary sittings, and meetings of Conference of Parliamentary Leaders. Some key areas of support include:

- ✓ Drafting and/or analysis of 12 Bills (including Bill on the Special Administrative region of Oecussi, Draft Law on modification of Anti-Corruption Commission Law, and State Budget 2014), resolutions (e.g. Resolution on creation of *ad hoc* committee to analyze the “law on land rights”, Draft resolution on procedures about appointment and requirements of members to the Consultative Council of Petroleum Fund) and deliberations;
- ✓ Improving institutional preparations for plenary discussions including introducing roadmaps of discussions and voting procedures (National Budget and debates with ministers);

Support was also provided to build capacity of Mesa, MPs and staff on parliamentary procedures, organisation of parliamentary meetings and debates, preparation of analytical documentation and administrative documents (e.g. organising of plenary agendas, preparation of legal texts required for plenary and conference of parliamentary leaders’ meetings). This contributed to better understanding of political parliamentary oversight tools and improvement of parliamentary mechanisms and procedures (voting, speech time management, etc.). The plenary meetings now are better organised, well prepared for and the time spent on discussions of similar topics are less leading to increased efficiency of meetings.

As knowledge of parliamentary procedures and functions is very important for the provision of quality services in the unit, the Advisor is continuing capacity development interventions for the support staff of MESA. On-the job training and event based training has been provided in the areas of business processes, basic administration and organisational skills (organising meetings, letter writing, etc), workflow, use of templates and documents such as election ballots, maps, letters, proposals, synopsis, agendas as well as simple technical tasks.

In addition, to increase competency of Plenary Support Unit staff, training activities have been completed by the Advisor in the following areas:

- ✓ Roadmap of debates with ministers approved to be used during the legislative session;
- ✓ Compilations of legislation and two manuals (map of legislative and non legislative processes and the manual on legal activity of State sovereign organs)
- ✓ Five formal training sessions were held by the Advisor for the Mesa national staff.

**Committee A (Constitutional Affairs, Justice, Public Administration, Local Government and Anti-corruption)**

During reporting period the Legal Advisor provided legal advisory support to the Committee, guided national staff on how to scrutinise bills, conduct effective public hearings and engage the public in discussion. Technical guidance was given on how to produce quality reports on bills and draft amendment proposals.

The drafting and discussion of the Oversight Plan and Calendar 2014 was an opportunity for training, both the Committee supporting staff and Committee members; it was used to review tools, procedures and rules related to oversight function by the parliamentary committees, as

set out in the Rules of Procedure (Standing Orders) and interpretation and integration of such Standing Orders.

On-the-job training was provided along with the Advisor's support during:

- Analyses and opinions (legal and policy issues) on bills and other subjects (written and oral) during the quarterly report of state budget execution;
- Committee's reports on bills;
- Opinions and guidance on parliamentary procedures, committee's operations and practice, committee's functions and powers;
- Amendments on bills under committee scrutiny (e.g. 2014 state budget bill).

Some examples of key support provided in policy and legislation are given below:

*Support provided through Research and analysis on key issues including:*

- Desk research on comparative Organizational models of criminal investigation in preparation for the scrutiny of a bill on criminal investigation police, which will be soon submitted to the Parliament.
- Guidance and support provided to drafting of a brief on "Key Policy and Legislation Issues for the Designing of an Assets and Interest Disclosure System"

*National Integrity and fight against Corruption*

- Draft presentation for Committee A representative's participation at the Round Table on "Integrity as a Key in the Fighting Against Corruption". The paper presented by Committee A representative was titled as "*National Integrity System and the Fight Against Corruption*". This paper discusses the concept of "Integrity System", its relevance in the building on national integrity system, and suggests the conduction of an assessment to the Timorese national integrity system, in order to identify its weaknesses, strengths and recommend improvements.

*Petitions to Parliament*

- Paper on national legal framework for redressing grievances and the role of and procedures for petitions to the Parliament: "*O PARLAMENTO E O DIREITO DE PETIÇÃO: O Exercício do Direito de Petição, Queixa e Reclamação nas Leis e no Regimento do Parlamento Nacional*". The paper was produced in two languages (Portuguese and Tetun) and delivered to all members of the Committee A. It includes recommendations to the President of Parliament regarding the approach and procedure for petitions addressed to Parliament.

*Support provided to scrutiny and approval of legislation including:*

- *Media Law bill:* Legal Advisory support provided to the Committee A for the entire process of approval of the Media Law Bill, starting from the research and comparative analysis of the various issues pertaining to the content of the bill and the structure of the report to final public hearings. The Advisor assisted the Committee during the discussion and approval of the report on the bill and in the drafting of report's sections on "Conclusions" and "Opinions".
- *Special Administrative Region of Oe-cusse bill:* The Advisor assisted Committee A in analysing the bill and producing a report on the bill for the second reading at Plenary. Support was provided in the debate and approval of the bill's report by the Committee A.

Other support provided to National Parliament include support to the Electoral Observation Mission to Guinea-Bissau in April and May including support to drafting relevant documents such as TOR, Code of Conduct, the observation reports and mission reports.

### **Committee B (Committee B on Foreign Affairs, Defence and National)**

Legal Advisor to Committee B provided extensive support during review and approval of the State Budget 2014. The Advisor supported drafting of proposals for amendments to the State Budget Bill, based on the discussions and recommendations of the Members of the Committee B.

During the reporting period the Advisor provided intensive support to build capacity of the Legal Drafter assigned to the Committee. The Advisor provided bibliographic guidelines on various matters and guided him on a daily basis on the work of the Committee in the area of legal advice, in particular the area of Criminal Procedural Law and Criminal Law was covered.

There were several other important documents issued by the Committee with the direct support of the Advisor (advisory and technical inputs, as well as training and capacity development activities for MPs and national staff), including:

- ✓ Proposal for Resolution for Ratification of Convention 100 and 111 for the International Labor Organization;
- ✓ Report and Opinion on Proposal for Resolution on “Agreement between the Government of Japan and the Government of Timor Leste on cooperation in education and training in the areas of humanitarian assistance and relief operations”;
- ✓ Participation in the IPU assembly in March 2014

### ***Committee E on Infrastructure, Transport and Communications***

During months of January and February the Infrastructure Specialist to Committee E provided technical and advisory support to review, discuss and approve the State Budget 2014. As his contract was not renewed, a new recruitment took place and the new Specialist to the Committee E assumed his duties at the end of March 2014. The Individual Work Plan as well as Capacity Development Plan was developed by the new Specialist, covering the period from April to December 2014.

During the period of April to June, the project focused on building capacity of the National Parliament on exercising oversight of state infrastructure projects and initiatives. With support of the Specialist, institutional capacity of the NP was improved in the area of oversight; the internal procedure outlining preparatory steps and follow up actions aimed to improve quality of monitoring visits to infrastructure sites was developed. The procedure contains procedures to prepare technical visits, internal and external communication procedures, and reporting procedures as well as approaches for follow up to the recommendations.

Furthermore, advisory support to MPs and Staff of Committee E was provided in the development of Land Management and Special Planning documents and regulations.

During the period under review several monitoring visits were conducted with the technical support of the Infrastructure Specialist to check the status of about 30 projects for construction and rehabilitation of bridges, roads, schools, hospitals, social housing, irrigation



systems, power plants, etc in 6 districts (including a large number of sub-districts), namely Oecusse, Covalima, Manufahi, Baucau, Liquica, and Bobonaro. Based on the results of field visits, the Specialist came up with several proposals to improve quality of oversight visits. The proposal included systematic preparation for the visits, checklist of matters to review during the visit and follow-up actions after the visit. The oversight visits reports were compiled and discussed with the relevant government ministries during the discussions on the quarterly report on budget execution.

The Specialist in close collaboration with the Committee E started preparation of seminars on the need to develop regulations in the area of construction, public contracting and project management. Events are planned for the next quarters.

The Specialist conducted a study of 70 largest on-going road and highway construction/rehabilitation projects with the analysis of the current status and progress in execution. The paper was presented to the Committee for discussion and development of recommendations to the Government. The purpose of this paper is to demonstrate how the work of the Parliament, especially Committee E, could support in improving the road conditions of the country through increased oversight and advocacy.

With support from the project, a working visit was organized to Japan to build the skills of the MPs in analyzing investment opportunities, advocacy and negotiations. The MPs met with and made presentations to 20 potential investors about the country and the infrastructure.

In addition, the Infrastructure Specialist provided on-the-job training and day-to-day advisory support to the Committee E to improve their performance in the area of monitoring of infrastructure, transport and communications including technical and legal aspects.

Skills of the MPs were further strengthened in the area of Public Private Partnerships through the organisation of an International Seminar on PPP in May 2014. The objective of the Seminar was to increase and strengthen the knowledge of MPs in the areas of PPP in the Timor-Leste context, in light of experience of other countries. There were about 140 participants at the two day Seminar held in Baucau, including all MPs, technical staff of the NP, and representatives of related Ministries. Two eminent international experts from Portugal and Philippines were invited as resource persons, which enabled useful exposure, information exchange and experience sharing. The event was very important as it is the first step to facilitate discussions for further developments in this direction. Follow-up discussions were held in Committees upon completion of the event (Committee D, E, C) and the report has been drafted for submission for discussion in upcoming months.

### Activity result 2.3: Pilot transcription system developed and implemented

#### ***Support to Transcription Unit and Legal Drafters***

During the reporting period the project continued providing capacity development support to Legal Drafters and the Transcription Unit. At the moment the Transcription unit provides services to the NP transcribing plenary sessions as well as other meetings. As per observation by the Tetun teacher, the quality of the documents produced by the unit has improved significantly over the last few months. All Legal Drafters contracted by the NP are assigned to the International Advisors for further on-the-job coaching and mentoring.

Project support was provided through provision of Portuguese and Tetun lessons, specifically for the unit at their request, ongoing support to production of Parliamentary Journal through

assistance to revision of texts produced, review of outsourced translations, and ongoing support in vocabulary questions. In addition, to the language support, the project in consultation with the NP is in the process of drafting a Terms of Reference for the short-term expert on specific transcription technical training. It is also planned to organise training abroad for three editors from transcription unit.

#### Activity result 2.4: Information Management services for Parliament strengthened

##### *Strengthening of Archive Division*

During the period under review the support of Archive Specialist to the parliament was two-fold: 1) support was provided to introduce electronic management systems; and 2) support to the process of migration of audio-visual documentation (electronic tapes, digital files) to ensure that these historical documents are well recorded in the respective systems.

The Specialist is in the process of development of a special training programme in the area of Archive and is in the process of negotiation of Parliament and the Central Archives of Portugal. The training will be financed by the NP.

In house capacity on using two databases - *historical and photographic archives* – was developed with the support of the project advisor. Two national staff (one archive staff and one librarian) is now able to use the software and work independently. Thus far, more than 500 records have been entered in the system. In addition, to support the above databases there were several procedural documents developed and training provided. The documents include Procedures for the work of the Library, Archive Procedures for the NP and Procedures for the Photographic Archive.

Training is required for other units of the Parliament for “Manual de Incorporações” on how to incorporate archives in Archive Unit and how to use archive documents. This training will be conducted upon arrival of archive materials (the NP allocated US\$ 76,000 for purchase of materials in 2014, the procurement process has been finalised and now receipt of goods is pending).

Archive Specialist finalized compilation of the list of books to be procured for the NP based on the current needs of the NP. Currently the tender is being launched.

##### *Support to IT*

Two main areas of focus for IT support were the establishment of the Service Desk and the website. Two national staff were assigned for each area and are being mentored and trained by the IT advisor. They are responsible for the functioning of the NP local area network, mail service and other IT infrastructure.

There is currently no staff with higher education in the area of IT, therefore specialised training is essential and the IT Specialist is in the process of identification of relevant training programmes. In addition, special training programmes on installation, configuration and maintenance of the NP Intranet is being developed by the IT Specialist and the training is planned for September 2014.

A key development in IT in 2014 is the introduction of the Service Desk software in April. It has enabled systematic IT support to all of the NP. Requests can be registered and resolutions monitored for better quality. Since the introduction of the software 64 requests have been registered and addressed.

The website was launched on 7 January 2014 during discussion of the State Budget 2014. The contents of the website are updated regularly by the IT technician, with support from the IT advisor. Contents are provided by the various units.

During the reporting period all units of the NP were trained on the use of electronic document registering system with support from the Archive and IT Specialists. The training covered overall principles of records management system and the documents to be registered in the system, maintenance and use of the system, and technical side of the software. The national staff of various units of the Secretariat is now able to upload incoming and outgoing correspondence, properly file it in the electronic system and use search engines to locate/trace the documents.

Proper use of the system by the NP will contribute to the efficiency of work of different units, as well as strengthen collaboration between them. In addition information was provided on the archiving regulation and training was conducted for the staff. The Manual on Administrative Archive Procedures was developed and is being used now by several units, and will be made available in Tetun.

With the implementation of the above software, the importance and reliability of the IT infrastructure and quality of IT support in the NP has become even more crucial. These software packages are expected to improve effectiveness of the work of various units of the NP and partially address the problem of lack of qualified staff in the NP. In the next semester of 2014 the project management unit will pay closer attention to, and will discuss further, capacity building activities of the International IT Specialist and other advisors in support of institutionalising IT usage in the NP.

***Expected Output III: The oversight capacity of the National Parliament is reinforced by improving internal capabilities, contributing to the development of the external institutional and legal environment and mobilizing greater civil society inputs in the Parliament's work***

***Summary Results Indicators and Progress***

<b>Indicator(s) under Output III and relevant for AWP 2013</b>	<b>Progress on Indicator(s):</b>
Number of Committees members have quality plan for oversight activities and monitor its implementation	All members of Committee A, B, C, D, E
Number of oversight reports disseminated	7 reports for Committee B 4 reports for Committee A 5 reports for Committee C
Number of Public Audiences conducted and initiated by MPs	More than 114 public audiences held (but mainly with state representatives).

**Activity result 3.1: Increased awareness of the role of the Supreme Audit Court, cooperation is facilitated**

Thus far, good progress has been made in the National Parliament's efforts to oversee the operationalization and functioning of the Supreme Audit Court. With the direct support of International Finance and Budget Specialist the Committee C invited the Supreme Audit Court for a meeting to discuss the Court's Annual Activity Plan for 2014, the report of 2013, and the results of the 2 audits conducted during the year 2013 at the request of the NP (The National Authority of Petroleum and The accounts of UNTL).

**Activity result 3.2: Improved mechanisms and capacities for Parliamentary oversight**

In addition, this year, the NP accepted the proposal of Committee C to request the Supreme Audit Court to audit accounts of the Ministry of Agriculture and Fishery for the years of 2011, 2012 and 2013. In May 2014, the Committee C organised a briefing with the ANP (National Authority of Petroleum of TL) to prepare for and to conduct an oversight visit to Bayu Undan Platform of natural gas and petroleum exploration with the support of the Finance and Budget Specialist.

With the idea of improving the quality and outcome of oversight field visits, the Finance and Budget Specialist supported the NP to develop new rules and procedures for such visits that would ensure in the future that oversight visits are properly planned, organised, reported and followed-up.

All Legal Advisors, Finance and Budget Specialist and Infrastructure Specialist advised and assisted respective Committees and guided national staff on how to review and analyse the state budget proposal and annual action plan of departments and agencies. This support was comprised of:

- ✓ Legal and substantive analysis of the 2014 budget proposal and annual action plan;

- ✓ Committee's report on the budget proposal;
- ✓ Assistance in Drafting of amendment proposals.

In addition, Public hearings methodology improved to some extent through the introduction of a schedule for these hearings and a more systematic approach regarding the collection of evidence from participants. Interventions of participants were made according to listed subject topics. In the previous hearing participants used to be invited to intervene, one-by-one.

As mentioned earlier in the report, the NP has developed a more systematic approach to oversight visits with the support of project advisors. Advisory and technical support was provided to have better preparations before the visit and improved follow up after visits. This has resulted in better quality reports and recommendations submitted to the Parliament, which are also being used in monitoring budget execution. .

### Activity result 3.3: In-house capacity for budget analysis to support regular budget discussions and reports strengthened

In the first half of the year, capacity development for budget analysis focused on developing the skills of the budget analysts and technical staff through targeted training in specific topics and on-the-job training on a daily basis.

One month's training for two Budget Analysts in Portugal was conducted in the areas of their competences including sessions with the Assembly of the Republic of Portugal (Committees), the Court of Accounts; the Council of Public Finances of the Ministry of Finance, the Technical Unit of Budget Oversight, the Bank of Portugal, and the Technical Unit for the Oversight of the Contracts of PPP.

One week training for 20 national staff of the NP (researchers, budget analysts, technician of the committees and legal drafters, etc.) was organised in Baucau by the Specialist in researching data bases of parliamentary and legislative information. There were two international parliamentary researchers from Parliament of Portugal with the extensive experience in the area as well as teaching experience invited to conduct this training. The training has contributed to increasing the technical capacity of researchers of the NP in accessing institutional international databases of parliamentary and legislative information, production of comparative reports about economic statistics, macroeconomic indicators, laws, studies, etc. The national staff had hands-on exercises on the use of available online resources and how these can be used for comparative and analytical research. The assignments included concrete tasks to review and analyse data from the statistics reports of the Government of Timor-Leste as well as other countries.

Technical and advisory materials were provided to the members of the Committee C before each public debate in Plenary with ministers regarding the scrutiny of the budget execution and received budget execution analysis which improved the quality of debate in plenary.

The Finance and Budget Specialist is in the process of developing a Manual for "Production of Technical Institutional Reports and Recommendations". The manual will include technical steps to prepare the most common reports required by Committees. It is planned to organise two-days training for the national technical staff of the NP on the use of the Manual.

***Expected Output IV: Inter-Parliamentary relations improved with Portuguese speaking countries and Pacific Region countries***

***Summary Results Indicators and Progress***

<b>Indicator(s) under Output IV and relevant for AWP 2013</b>	<b>Progress on Indicator(s):</b>
Progress towards establishment of Protocol division with clearly defined rules and procedures for Protocol department	Protocol division chief recruitment underway, expected to be onboard by July (initial process unsuccessful due to lack of qualified candidates)
Progress towards development and implementation of Protocol manual	Protocol Manual developed, trainings conducted
Number of protocol procedures established for the CPLP events	Regarding CPLP event of 9 – 11 April. Organization Committee established with procedures 7 areas (e.g. Communication, International relations, protocol, security, etc)

Activity result 4.1 Protocol and international relations unit operationalized

Institutional and human resources capacity in protocol improved notably during the reporting period. In the lead up to the AP CPLP event in mid April 2014, the opportunity was taken to intensify inputs in the area of protocol; Protocol Manual was finalised and presented to various units of the NP, 4 training events for the national staff of the NP and MPs were conducted on parliamentary protocol, official Liaisons, parliamentary diplomacy as well as on-the-job training.

In addition, the Protocol Specialist reviewed the mandate and staffing needs of the Protocol and International relations Division and developed Terms of References for the Division and proposed structure.

Activity result 4.4 Support Strengthening of parliamentary relations with PA CPLP

The main support to the PA CPLP was in the area of protocol and is described above. The event is very important for the NP as it enhances cooperation between Parliaments of Portuguese speaking countries.

In addition to the area of protocol, the project, through its international advisors actively contributed to the preparations and hosting of the event through technical inputs and logistical and administrative support. All expenses were covered by the NP.

Activity result 4.2 Support National GOPAC's national chapter, IPU Timor-Leste national delegation and ASEAN

The National Parliament, with the project support, organised a workshop in February 2014 and invited two international experts (from Singapore) to discuss the feasibility and benefits of Timor-Leste's membership in ASEAN. The event was very important for the NP and the

country as it the membership is one of the determinants of the country's position in the region. The participants of the workshop were MPs, members of the Government, UNDP and EU Delegation to Timor-Leste. The event was organised with the direct support of Finance and Budget Specialist to Committee C and Economic Advisor to Committee.

### ***Overall Challenges and Management strategies***

The following challenges were encountered during the reporting period with corresponding management strategies and mitigating actions:

- Ensuring sustainable capacity development remains challenging due to limitations in transfer of knowledge and skills to national counterparts – many positions remain vacant (including key technical positions such national specialists on infrastructure, telecommunications, economics), and TORs for some of the technical staff are still being developed In addition, due to limited availability of translators, it is difficult to get training materials and respective NP administrative regulations to be translated in to Tetun. The project HR Specialist has been providing continuous support to the NP to speed-up recruitment process.
- Project activities in the areas of Archiving and Library were hindered due to space constraints, as on-the-job training for archiving and transfer of books to the library require physical space which is currently not available. With some additional minor construction works limited space is planned to be assigned for Library and Archive and the Specialist is in consultation with the NP on the matter.
- The State Budget 2014 contains new requirements for the NP political oversight over budget execution of the Government including quarterly review of the budget execution. As this is unprecedented, the NP has been facing challenges in implementing this initiative. It requires increased technical understanding and additional time and resources by GAPA as well as understanding of the role and functions of the GAPA within the NP. The Finance and Budget Specialist has been focusing on capacity development of the existing national staff as well as making available draft samples of analyses that need to be done during quarterly review of the state budget execution.
- There is continued limited engagement of civil society in parliamentary discussions as there is no precise mechanism to ensure wider participation and consultation. Currently public audiences are limited to mainly Ministries and government representatives. The project, through its advisors, provides support to facilitate engaging relevant CSOs in, for example, committee discussions.

## **V. Project Management**

During reporting period the project made significant progress in improving its monitoring of activities. During the period of April – May 2014 the project management unit conducted meetings with all advisors to review the progress towards implementation of individual workplans and to manage challenges faced by advisors and implementation risks.

Following the ROM recommendations the project organised two technical meetings with participation of the National Parliament, UNDP and EU. During the meeting participants

discussed programmatic and operational issues with the purpose to improve overall project performance

During the Project Steering Committee (PSC) meeting held on 24 February 2014, the President of the National Parliament proposed to conduct performance evaluation of Advisors more often (than the current practice of annual evaluations) in order to have an official forum to review achievements and challenges and reflect on any changes to the initially agreed work plans. Following this decision, the Project Management Unit in consultation with the respective units of the NP conducted mid-year performance evaluations for all Advisors.

The project continued the practice of presentations of Individual Work Plans and Annual Reports on the results achieved at the meetings with participation of the Secretary General and respective units of the National Parliament.

## **VI EU Visibility**

- Certificates with EU logo distributed to participants of the training on research tools.
- Certificates with EU logo distributed to participants of the training organised by Archive Specialist.
- Visibility banners were placed during ASEAN workshop in the Parliament at the workshop location
- 2013 and 2014 events were posted on UNDP website with the logo of EU





1.2.1 Personnel at rate a	month			-	-				-
1.2.2 Personnel at rate b	month	99	11,000	1,089,000	805,860	175	11,000	432,989	323,399
1.2.2 Personnel at rate c	month	24	6,000	144,000	106,560	40	6,000	72,120	53,866
<b>1.3 Travel and DSA</b>					-				-
1.3.1 Travel	flight	16	3,000	48,000	35,520	25	3,000	10,017	7,482
1.3.2 DSA International	day	285	450	128,250	94,905	340	300	7,822	5,843
1.3.2 DSA International	day			-	-	340	100		-
<b>1.4 Training, Workshops and Conferences</b>	event			50,000	37,000			4,695	3,507
<b>1.5 Grants/Seed money</b>	scholarship				-				-
<b>1.6 Printing and Publications</b>	set			21,000	15,540			-	-
<b>1.7 Sub-contracts</b>	sub-contract				-				-
<b>1.8 Equipments</b>	equipment			10,000	7,400				-
<b>Sub-Total</b>				<b>1,490,250</b>	<b>1,102,785</b>			<b>527,643</b>	<b>394,097</b>

**Output 3: The oversight capacity of the National Parliament is reinforced by improving internal capabilities, contributing to the development of the external institutional and legal environment and mobilizing greater civil society inputs in the Parliament's work**

<b>1.1 Personnel (Short-term)</b>									
1.1.1 Personnel at rate a	month				-				-
<b>1.2 Personnel (long-term)</b>					-				-
1.2.1 Personnel at rate b	month	12	11,000	132,000	97,680	29	11,000	66,060	49,340
<b>1.3 Travel and DSA</b>					-				-
1.3.1 Travel	flight	2	3000	6,000	4,440	8	3000	5,310	3,966
1.3.2 DSA International	day	90	450	40,500	29,970	188	400	21,482	16,045
<b>1.4 Training, Workshops and Conferences</b>	event			25,000	18,500			10,441	7,798

<b>1.6 Printing and Publications</b>	set			10,000	7,400				-
<b>Sub-Total</b>				<b>213,500</b>	<b>157,990</b>			<b>103,293</b>	<b>77,150</b>
<b>Output 4: Inter-parliamentary relations improved with Portuguese speaking countries and pacific-region countries</b>									
<b>1.1 Personnel (Short-term)</b>									
1.1.1 Personnel at rate a	month	12	10,083	121,000	89,540	16	10,000	27,040	20,196
<b>1.3 Travel and DSA</b>					-				-
1.3.1 Travel	flight	9	3,000	25,500	18,870	17	3,000	4,177	3,120
1.3.2 DSA International	day	84	450	37,800	27,972	145	400	-	-
<b>1.4 Training, Workshops and Conferences</b>	event			15,000	11,100			734	548
<b>1.6 Printing and Publications</b>	set			5,000	3,700				-
<b>Sub-Total</b>				<b>204,300</b>	<b>151,182</b>			<b>31,951</b>	<b>23,864</b>
<b>EU Communication Strategy</b>									
<b>1.6 Printing and Publications</b>	month	n/a	n/a	18,000	13,320			2,675	1,998
<b>Sub-Total</b>				<b>18,000</b>	<b>13,320</b>			<b>2,675</b>	<b>1,998</b>
<b>Project Management</b>									
<b>1.2 Personnel (long-term)</b>									
1.2.1 International OM	month	12	15,000	180,000	133,200	38	16,500	103,333	77,179
1.2.2 National Programme Manager 50%	month	12	1,700	20,400	15,096	41	1,500	15,034	11,229
1.2.3 International PO 50%	month	12	7,500	90,000	66,600	24	6,300	62,499	46,680
1.2.4 National Finance Officer				18,000	13,320			8,163	6,097
1.2.5 Naional Project Officer				18,000	13,320			12,853	9,600
<b>1.3 Facilities and administration</b>					-				-
1.3.1 OfficeExpenses	supply	n/a	n/a	21,000	15,540	n/a	n/a	4,299	3,211

<b>1.9 Translation Costs</b>				15,000	11,100			1,393	1,040
<b>1.10 Miscellaneous</b>				10,000	7,400			712	532
<b><i>Sub-Total</i></b>				<b><i>372,400</i></b>	<b><i>275,576</i></b>			<b><i>208,285</i></b>	<b><i>155,568</i></b>
<b>Contingency Reserve</b>									
<b><i>General Sub-Total</i></b>				<b><i>2,712,450</i></b>	<b><i>2,007,213</i></b>			<b><i>1,033,308</i></b>	<b><i>771,778</i></b>
<b>UNDP Recovery Costs (7%)</b>				189,872	140,505			72,332	54,024
<b>TOTAL</b>				<b>2,902,322</b>	<b>2,147,718</b>			<b>1,105,640</b>	<b>825,802</b>

## ANNEX 1

### **2013 Project Survey (Conducted: February 2014)**

UNDP Ref: 00079669

EU Ref: FED/2011/267-807

#### ***Background***

The current phase of UNDP support to the National Parliament consists of two projects: the Multi-donor and the EC funded projects. The main objective of both projects is to strengthen institutional and human resources capacity of the National Parliament.

This Annual Project Survey is within the framework of the EC-funded project. The objective of the survey is to assess the effectiveness and relevance of the technical assistance and capacity development interventions provided by the project as perceived by Members of Parliament and NP Secretariat Management and counterpart Staff. The survey will also help the National Parliament, EU and UNDP to get feedback from the National Parliament on ways to improve results of current interventions. The survey is administered by the project manager of UNDP Parliament project at the end of each year.

#### ***The Survey***

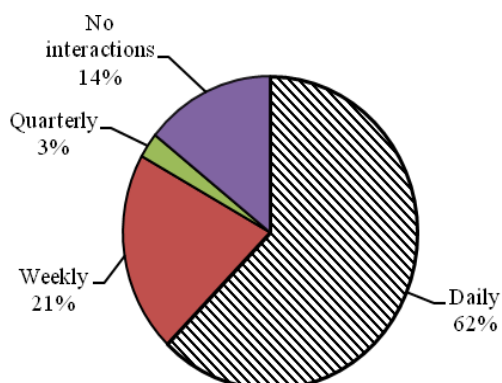
The Survey Questionnaire (Annex I) was developed by the Project Implementation Unit and shared for inputs with the EU Delegation to TL, UNDP Country Office, and Offices of the Speaker and the Secretary General of the National Parliament. The Questionnaire was in both Tetun and Portuguese language.

The Survey was anonymous and questionnaires along with envelopes were distributed to the MPs and the staff of Secretariat on February 10, 2014. Sealed envelopes were collected during two days in the sealed box located in the Project Implementation Unit. The sealed boxes were opened at a small official opening ceremony held on February 14, 2014 by Sr. Adelino Alfonso de Jesus, Director of the National Parliament Affairs. The ceremony was attended by Ms. Zindu Salih, Programme Officer, UNDP and UNDP Parliament project team including Mr. Cesar Dias Quintas, Project Manager, Aijan Isamadyrova, Operation Manager, and Carlito Da Costa Bobo, Project Officer.

The total number of respondents was 87. 10 questionnaires were incomplete, and thus were excluded from the review. 34 MPs and 43 national staff of Secretariat participated in the survey.

**Results of the Project Annual Survey:**

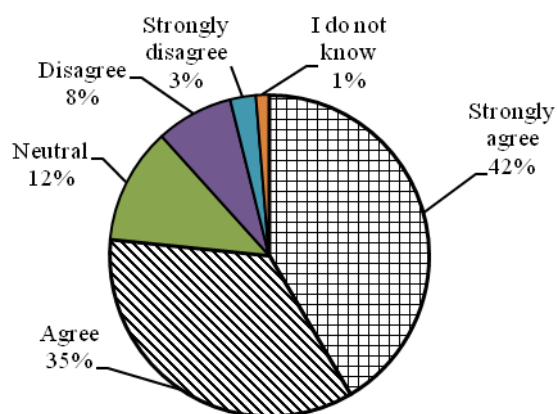
**1. How often do you typically interact with the project staff and project advisors?**



Daily	48	62%	83%
Weekly	16	21%	
Quarterly	2	3%	
No interactions	11	14%	

The results show that there is frequent and regular contact between the project and the parliament members and staff. 62% of respondents interacted with the project on a daily basis and 21 % of respondents interact on a weekly basis.

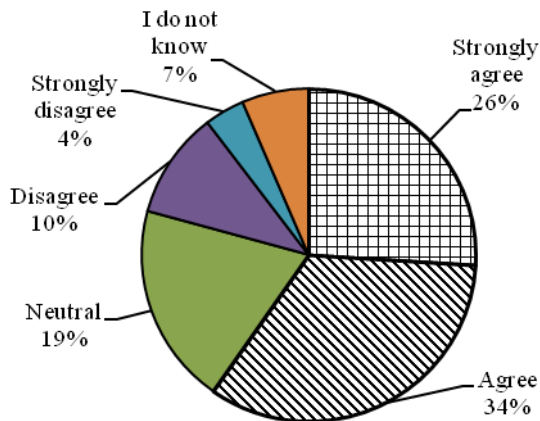
**2. The technical assistance and advisory support is relevant to your work**



Strongly agree	32	42%	77%
Agree	27	35%	
Neutral	9	12%	
Disagree	6	8%	11%
Strongly disagree	2	3%	
I do not know	1	1%	

The result is positive and 77% of respondents have said that technical assistance and advisory support is relevant to their work. There are 11% who have said they Disagree/ Strongly Disagree and 1 % have said that they do not know. Close review of those revealed that 45% of both categories are those, who do not have any interactions with the project. The remaining respondents in this category recommended the project and international advisors to closely look at the scope of the training and match it with the needs of the National Parliament.

**3. There is sufficient level of knowledge transfer from international advisors to the NP**

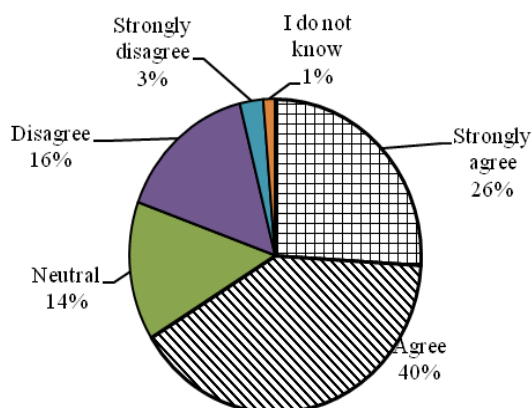


Strongly agree	20	26%	60%
Agree	26	34%	
Neutral	15	19%	19%
Disagree	8	10%	
Strongly disagree	3	4%	
I do not know	5	6%	

Overall the responses are positive: 60% of total respondents have said that they Strongly Agree/Agree that there is sufficient level of transfer of knowledge, and 19% of respondents are Neutral. There are 14 % who Disagree/Strongly Disagree. The review of the respective applications revealed that 45% of those who disagree are those who do not have any interactions with the project. The review of remaining 55% revealed that staff are expecting more intensive capacity building activities. It can also be noted that expectations of some of people in this category is that advisors should assist the National Parliament to draft quality laws, while this is the secondary objective of the project (the primary objective is capacity building).

As the total percentage of Neutral and those who do not know is 21%, and it is considerable, one of the assumptions is that there is a lack of information on the primary role of the international advisors and the project objectives.

**4. The technical assistance and advisory services provided in a timely manner**

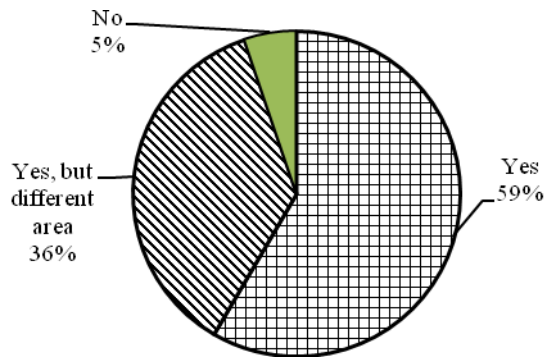


Strongly agree	20	26%	66%
Agree	31	40%	
Neutral	11	14%	
Disagree	12	16%	19%
Strongly disagree	2	3%	
I do not know	1	1%	

While the overall score is positive, 66% of respondents have said that they Strongly Agree/Agree that the technical assistance and advisory services are provided in a timely manner, there are still 19% of those, who have said that they Disagree/Strongly Disagree. Review of this questionnaires revealed that 42% of this 19% are those who do not have any

interactions with the project. The remaining respondents have commented that capacity building activities should be based on the needs of the respective units and the quality of these activities should be improved.

**5. Do you think that the NP needs further technical and capacity building support**



Yes	45	58%	95%
Yes, but different area	28	36%	
No	4	5%	

The responses to this question show that there is obvious need for further support to the National Parliament. 36% have said that there support should be in different areas. Review of these questionnaires revealed the following areas for the future support:

- Language trainings: English, Portuguese;
- Support to transcription division: further training in the area of transcription, editing;
- Research and analysis of the state budget;
- Legal advisory support: legislative process, review and interpretation of laws, regulations, procedures;
- Management and leadership training activities;
- Thematic areas: Gender, Human Resources, Infrastructure, Anti-corruption.

It can be noted that although these are given as different areas for project support, in fact these are areas in which support is already being provided under the project, illustrating a need for greater dissemination of information about the project to the NP members and staff.

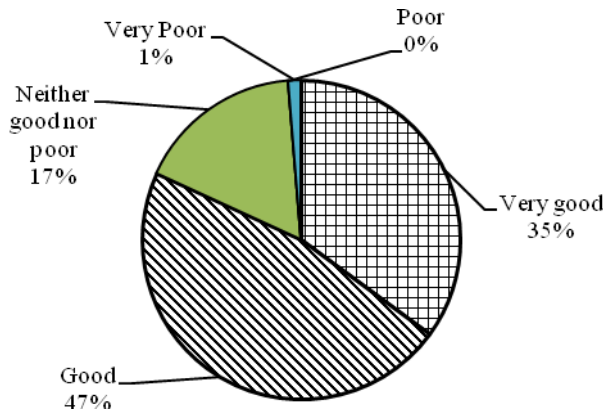
Review of comments of four respondents who have said that there is no need for further support to the NP revealed the following:

- One of the respondents has said that current number of advisors should be maintained, there is no need for greater number of advisors;
- Another one has said that efforts have to be put to substitute international advisors with the national advisors;
- Other two respondents referred to the different quality of training programs of different advisors, thus recommended improving recruitment of advisors and better monitoring their activities.



**6. Please rate below how good was the project support in 2013 in the area of:**

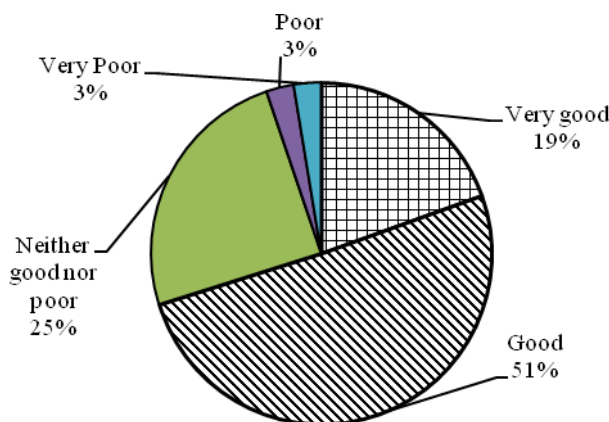
**6.1 Technical and Advisory Support**



Very good	27	35%	82%
Good	36	47%	
Neither good nor poor	13	17%	
Poor		0%	
Very Poor	1	1%	

The overall responses are very positive, 82% of respondents have said that the project support in the area of Technical and advisory support was Very Good/Good. And only 1% (1 person) has said it was Very Poor.

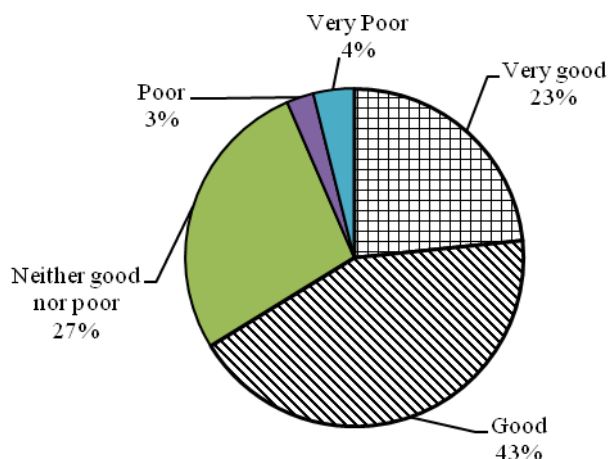
**6.2 Formal Training Events**



Very good	15	19%	70%
Good	39	51%	
Neither good nor poor	19	25%	
Poor	2	3%	6%
Very Poor	2	3%	

Overall responses to this question are positive, 70% of respondents have said that the project support in the area of formal trainings was Very Good/Good and only 6% have said that it was Poor/Very Poor. Further review of these 6% (4 people) revealed that two of them did not have interactions with the project and wished to have opportunity to attend the training events organized by the advisors.

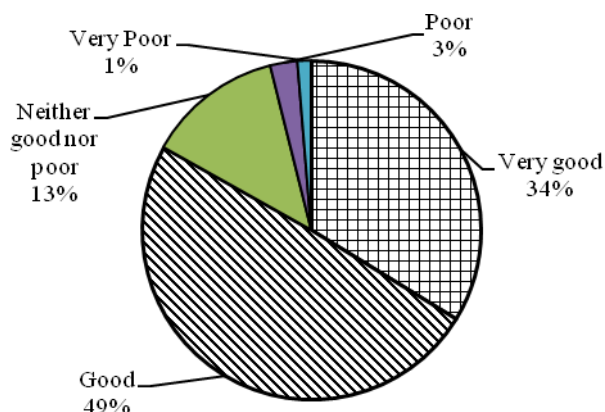
### 6.3 On-job Training



Very good	18	23%	66%
Good	33	43%	
Neither good nor poor	21	27%	
Poor	2	3%	7
Very Poor	3	4%	

Overall the responses are positive, and 66% of respondents have said that the project support in the area of on-job-training was Very good/Good and only 7% have said it is Poor/Very Poor. Review of negative responses revealed that 2 respondents out of 5 were those who due to nature of their works did not have interactions with the project. The remaining 3 were not satisfied with the quality of training programmes and attitude of advisors.

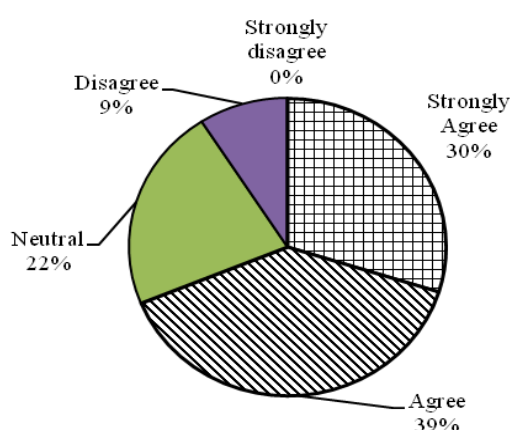
### 6.4 Coordination/ Communication



Very good	26	34%	83%
Good	38	49%	
Neither good nor poor	10	13%	
Poor	2	3%	4
Very Poor	1	1%	

The responses to this question are very positive, 83% have said that project support in the area of communication/coordination was Very Good/Good. Only 4% (3ppl) have said that it was Poor/Very Poor. Of these 3 respondents one of them did not have any interactions with the project and the two others were not satisfied with the attitude of the international advisors to the national staff.

## 7. I am satisfied with the overall effectiveness of support in 2013



Strongly Agree	23	30%	69%
Agree	30	39%	
Neutral	17	22%	
Disagree	7	9%	
Strongly disagree	0	0%	

The majority of responses are positive, 69% consider that the project support in 2013 was effective. Only 9% Disagree/Strongly disagree. This 9% represent 7 ppl, and 6 out this 7 are those that did not have any interactions with the project. A closer review of those who were neutral or disagreed revealed that some of these respondents had no opportunity to attend project training events and the remaining are those who were not satisfied with the attitude or quality of training programmes.

## 8. Any additional comments/feedback/recommendations

A summary of the qualitative feedback to this question shows that there is overall satisfaction with the project and the respondents expressed appreciation for the work of the project. The survey has revealed that there is obvious need for further technical support to the National Parliament. Also, there are recommendations for improvement and/or further support in various areas, including:

- Better coordination and communication of project activities, especially during design of training programs;
- The quality of capacity building activities should be improved;
- Training programs should be better tailored to the needs of the NP;
- There is a need for a Management Advisor to improve management in the NP
- Increased language trainings: English, Portuguese
- Support to transcription division: further training in the area of transcription, editing
- Further support for research and analysis of the state budget
- Legal advisory support in areas of legislative process, review and interpretation of laws, regulations, and procedures
- Increased technical support in thematic areas: Gender, Human Resources, Infrastructure, Anti-corruption

### Conclusions and recommendations:

While overall the survey results are positive and show that the project is relevant and effective, areas for improvement can be identified as below:

- Increased communication to MPs and staff about project's primary objectives and role of the international advisors
- Increased information sharing on project's achievements and areas of support (as many areas noted by respondents as 'different areas' for future support are already included in the project)
- Future surveys should also include gender disaggregated data

**EU-funded project****“Strengthening institutional capacity of the National Parliament in Timor-Leste.”****2013 PROJECT ANNUAL SURVEY**

*This survey, which is required by the above mentioned project, will help the National Parliament, EU and UNDP to assess the effectiveness and relevance of the technical assistance and capacity development interventions provided by the project as perceived by Members of Parliament and NP Secretariat Management and counterpart Staff.*

The survey is anonymous. You are only requested to indicate the group you belong to. Please mark X in the relevant boxes below

- Parliamentarian/ Committee/Bureau/MESA

- Secretariat/

**1. How often do you typically interact with the project staff and project advisors?**

- Daily

- Weekly

- Quarterly

- No interactions

**2. The technical assistance and advisory support is relevant to your work.**

- Strongly Agree

- Agree

- Neutral

- Disagree

- Strongly Disagree

- I do not know

**3. There is a sufficient level of transfer of knowledge from the international advisors to the National Parliament.**

- Strongly Agree

- Agree

- Neutral

- Disagree

- Strongly Disagree

- I do not know

**4. The technical assistance and advisory support is provided in a timely manner.**

- Strongly Agree

- Agree

- Neutral

- Disagree

- Strongly Disagree

- I do not know

**5. Do you think that the National Parliament needs further technical and capacity building support?**

- Yes, similar support

- Yes, but in different area: Please specify

\_\_\_\_\_

-No further support needed

**6. Please rate how good was the project support in 2013 to the National Parliament in the areas below.**

	Very Good	Good	Neither Good Nor Poor	Poor	Very Poor
1. Technical/Advisory Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Formal training events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. On-job training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Coordination/Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7. I am satisfied with the overall effectiveness of support in 2013**

- Strongly Agree

- Agree

- Neutral

- Disagree

- Strongly Disagree

- I do not know

**8. Any additional comments/feedback/recommendations (please write in block letters)**

*Thank you for your time and feedback!!!*