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***Progress Report
(August - December 2012)***

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

UNDP Project Code: 00079669



Supported by the European Union

List of Acronyms

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
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

Project Name:	Strengthening Institutional Capacity of the National Parliament in Timor-Leste
Expected Outputs:	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 ins 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.
Target Beneficiary and National Counterpart:	National Parliament of Timor-Leste
Duration:	43 months from August 2011 to February 2015
Reporting period:	1 August – 31 December 2012
Location:	Dili, Timor-Leste
Total cost of Action:	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 mandate in overseeing the executive and legislation. 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, administration support and assistance to the Secretariat.

UNDP acknowledges the low delivery rate of the Project up to the end of 2012, which was largely due to parliamentary elections held in July 2012 and agreement between the National Parliament and UNDP, supported by the EU, that recruitments for the project would be put on hold until the establishment of the new legislature to ensure ownership of the new parliamentary leadership.

During the reporting period the Project, in regular consultation with the European Union Delegation, was able to engage with the leadership of the III Legislature and obtain a clear vision of what is required from the Project. This resulted in a revised Results and Resources Framework (RRF) for the EU-funded Project, which was formalized with the endorsement of the Project Steering Committee on 14 December 2012.

During the reporting period the original RRF applied and was followed as far as the new legislature agreed to the activities. The main activities completed and interventions carried out with substantive technical and financial support of the EU-funded Parliament Project were:

- Support to the capacity development of Secretariat staff in budgeting.
- Installation of the warehouse software that was procured under the project.
- Organizational support to the Mesa, Plenary and Parliamentary Support staff.
- Advisory support to MPs in their legislative functions.
- Support to the Committees in the preparation of their Annual Action Plans for 2013.
- Conduct of the training programme for Transcriber Internees and production of transcripts for the Journal of the National Parliament.
- Support for the Committees and National Budget Analysts to conduct the analysis and debate of the 2012 Rectifying State Budget Bill, the 2011 State Accounts, the National Parliament Budget for 2013 and the 2013 State Budget proposal.
- Preparatory work for GOPAC members to participate in the 2103 Global Conference in Manila.
- Complete revision of the RRF in consultation with the leadership of the III Legislature.

III. Introduction

On 30 July 2012, immediately prior to the start of this reporting period, the III Legislature was sworn in and the Members of Parliament subsequently elected a new Speaker (President) and members of the Mesa. Four political parties constituted their benches and seven standing committees of multi-party composition were formed. Of the 65 Members of Parliament (MPs), 39 are first time MPs and 25 are women, thus scaling up to 38% the female representation in the National Parliament.

At the start of their mandate, the leadership of the new legislature was thoroughly briefed on the EU-funded UNDP Parliament Project by the Project Manager in order to facilitate joint ownership and communication. UNDP also requested the National Parliament to revise and approve their Strategic Plan, so that there will be a solid foundation on which to base Project interventions. The new leadership has committed to finalizing the plan.

Upon subsequent review of the needs of the National Parliament and the provisions under the EU-funded Project Document, the leadership requested a review of the Project's interventions to better address the priorities they identified as being necessary for the strengthening of the current Legislature.

During the review process, the available resources, and the technical and advisory support requirements were negotiated, and the Project's RRF was revised to reflect the needs and priorities of III Legislature. In compliance with Article 9.2 of the General Conditions, the revision did not infringe on the basic purpose of the Project and each budget variation among different budget headings was kept below 15%.

A corresponding Annual Work Plan (AWP) for 2013 was also formulated following the final agreement of the RRF.

The new leadership committed to a Project Steering Committee and the first meeting for the year was held on 14 December 2012. At this meeting, the revised RRF and 2013 AWP were endorsed by the National Parliament, the European Union Delegation and UNDP. Consequently, UNDP officially invited the EUD to formalize the revised RRF through exchange of letters, on 19 December 2012.

The Project is now poised to deliver the required support in order to contribute to the stated outcomes in the revised RRF commencing in 2013.

IV. Progress and Achievements

Outputs, Activities, Results, and Challenges

This Progress Report highlights the outputs, activities, results and challenges during the period 1 August to 31 December 2012.

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

Activity result 1.1: Planning processes of the Parliament Administration Improved:

In the original RRF, a Senior Parliamentary Administration Specialist was to be recruited to support the interventions in Activity 1.1 commencing in 2012.

The new leadership discussed the requirement with UNDP during this reporting period and requested the recruitment of a Human Resources (HR) and Administration Specialist in place of a Senior Parliamentary Administration Specialist to provide support to administrative and HR functions. There was also a corresponding review of the activity result and the activity actions with a focus on improving HR management, including the provision of legal advisory support to the Secretariat on HR and administration related issues, update and implementation of the HR Strategy and support to the establishment of a career development regime for the staff of the National Parliament.

Accordingly, a Terms of Reference (ToR) for this position was drafted in readiness for the recruitment of this position in early 2013.

Activity result 1.2: Update and support implementation of the Secretariat's Administrative procedures:

Similarly, the new leadership discussed with the project the support requirements for the review and implementation of the Secretariat's Administrative Procedures Manual and this activity will also be the responsibility of the HR and Administration Specialist following recruitment of that position in 2013. Under the revised RRF, there are no changes to the activity result or activity actions.

Activity result 1.3: Support enhancing and operationalizing procurement and asset management system

The Management Consultant completed his six month contract under the EU-funded Project in May 2012, and the software and manuals for the warehouse management system were delivered by Alvo company in July 2012. The National Parliament requested the project to contract the Consultant for a further two months. As an extension was not possible in the framework of the EU-funded Project, the Consultant was thus extended under the UNDP Multi-donor Parliament Project, with the objective of completing the information system project for warehouse management, inventory and consumables, and thus give continuity to strategic interventions initiated under the EU-funded project.

Software installation and customization

For the successful installation of the warehouse management software on the National Parliament's server, it was fundamental that the National Parliament would grant access to the server and provide technical support to the installation process. Accordingly, the Consultant liaised with the Head of Divisão de Tecnologia de Informação e Comunicação (DITIC - Division of Information Technology and Communication) of the National Parliament and the Portuguese company that provided the software, Alvo, in preparation for the installation and customization of the software.

DITIC identified that one of the Parliament's servers had to be prepared to receive the software and after some technical difficulties, along with availability and capacity of staff to assist with the process during the period of induction of the new MPs, the software was installed at the end of August; three weeks after the process was initiated.

As was included in the contract for software provision, the software needed to be adapted to suit the National Parliament's Standard Operating Procedures (SOPs) and the information system. The Consultant developed a schedule for the customization of the software in consultation with the Head of DITIC and Alvo. This needed to be well coordinated given the time difference and the availability of Alvo staff to do the customization, and was also dependent upon Alvo having remote access to the server.

The remote access customization process was successful initially and the Consultant supported Alvo perform this work. The Consultant provided the necessary information to them, such as SOPs and vendor information, and also structured the catalogues that would be used by the internal customers in the National Parliament.

Remote access to the information system on the National Parliament's server subsequently proved to be difficult due to the internet connection and technical problems with the server. These delays had a negative impact on the planned schedule for the customization, and the Consultant negotiated a new schedule with Alvo. The customization process thus continued and was 85% completed when the connection to the information system on the server was completely disrupted. According to Alvo, the problem was with the SQL server installation (under DITIC's responsibility) while DITIC claimed the problem was due to the information system software, which was beyond their responsibility. At this point, the Consultant was also not able to access the software locally.

In consultation with the Project Manager, the Consultant proposed some alternative solutions to DITIC in order to overcome the access problem. One option was for Alvo to provide additional services (at an additional cost) to resolve what they believed was the problem. Another option was to use a competent, Dili-based IT support company to resolve the problem locally, but this option was not acceptable to DITIC.

As the parliamentary leadership was new at this time, all advisors under the project were conducting briefing sessions with them. During the Management Consultant's briefing, he highlighted his objectives and the constraints he encountered. The Project Manager also discussed with the parliamentary leadership about the possibility of the National Parliament taking responsibility for the additional costs for Alvo to try to resolve the issue with the server. As the leadership was still in the transition process of identifying their needs, they took on board the issues with IT and warehouse management and subsequently requested that

the project support a Procurement and Asset Management Specialist for a one year period and an IT Specialist for an 18 month period. These positions, included in the revised RRF to serve the new Legislature's emerging needs, will support the resolution of the server issue and completion of the warehouse management information system. In addition, the National Parliament has indicated that they want to further develop the full asset management system and will procure the software for this. The Procurement and Asset Management Specialist will be required to support this process and the full implementation of the asset management system. The IT Specialist will also support the development of IT systems to accommodate the increased demands on the IT infrastructure, as well as capacity development in DIPAL and DITIC.

The Management Consultant also produced and disseminated the manuals for the information system, adapted the software tutorial to be used as the basis for the user manual, prepared the index and glossary for the user manual that would be used with the menus and windows of the software when the customization process is completed and prepared the training on the warehouse software. This work will be finalized by the Procurement and Asset Management Specialist following recruitment of this position under the EU-funded project in 2013.

Reorganization of warehouse and system of codification

The Consultant supported the creation of a detailed plan to further develop the layout of the warehouse and implemented a system of codification for all items that would match the same system in the software. The Consultant provided direct coaching and on the job training to the DIPAL staff throughout this process.

Overall Results and Impact

The overall results and impact of the project interventions are as follows:

- Increased the skills and awareness of DIPAL staff to identify issues and manage them accordingly.
- Improved warehouse layout and use of space.
- Warehouse management information system software installed and 85% customized.
- Manuals for the information system produced.
- User manual prepared with additional information to be included upon finalization of the customization.
- Training on the information system prepared.
- Codification of items in warehouse.
- Creation of item catalogue for internal users.
- The National Parliament is taking responsibility for completion of the systems and is committed to implementing a full asset management system in 2013.

Challenges and Resulting Actions

The following challenges were encountered with the resulting actions as indicated:

- The window for Alvo (in Portugal) to do the customization remotely was limited as was the availability of national staff outside of normal working hours, however the

Consultant went out of his way to work with Alvo at the appointed times while the remote connection was working.

- The IT infrastructure was not able to support remote access to enable completion of the customization process.
- The National Parliament was not able to provide a technical solution to enable remote access to the server. The leadership acknowledged that capacity development support in IT is required and requested the project to provide an IT Specialist to support capacity and infrastructure development in 2013.

Activity result 1.4: Support Parliament Secretariat in improving its budgeting processes:

The Finance and Budget Specialist responsible for this activity result completed his 12 month contract in November 2012 and the National Parliament requested that his contract not be renewed. During the reporting period the Specialist supported the Secretariat's budgeting process as well as procurement activities.

Budget process

As was requested by the Divisão do Plano, Finanças e Aproveitamento (DIPFA - Division of Planning, Finance and Procurement) and the Secretary General, activities relating to budgeting were focussed on by the Specialist during this reporting period, prior to his departure on leave on 25 October 2012.

In general the Specialist supported the mechanisms and capabilities of the Secretariat in the budgeting process in order to improve the competencies of DIPFA staff in the process of budget management. Specifically, the Specialist reviewed the regulations pertaining to the budget, developed and disseminated a brochure for DIPFA staff and guided the preparation of the budget circular.

Budget training

The training module on budgeting was designed by the Specialist with the expectation that it would be delivered in September/October 2012 to coincide with the budget preparation for the 2013 State Budget. The objectives of the training were:

- Understand the applicable regulations.
- Understand the budget, its structure and contents, and responsibilities of the different actors involved in budget preparation.
- To be able to prepare an annual budget.
- Understand budget execution.
- Monitor budget compliance.
- Reporting on budget execution.

It was not possible for the DIPFA staff to be released for full-time training, therefore the Specialist used the opportunity to conduct on-the-job training as much as possible to contribute towards the capacity development objectives. The DIPFA staff were interested in budget management, and they showed progress in this area, particularly in terms of budgetary changes and the quality of budget execution reports.

For the duration of the assignment, the Specialist provided daily mentoring and on-the-job training to the staff of DIPFA as much as possible in all functional areas. The on-going capacity development interventions have resulted in some improvement in some areas, however, on-going support is still required.

Support to Procurement Activities

The Specialist was requested to support procurement activities relating to the purchase of vehicles for the new Legislature. The procurement SOPs are still not approved, which was highlighted to the leadership, who in turn requested copies of all SOPs and documents produced by Advisors from the Project in order to review them and expedite their approval. The SOPs and other documents, including the HR Strategic Plan from 2009, were duly submitted.

In order to address the issues related to centralized decision making and non-separation of procurement and payment functions, the new leadership has identified that procurement and finance should be in separate functional areas. This would better ensure transparency and accountability, and indicated that they intend to review the LOFAP accordingly in 2013.

The new leadership requested the EU-project's support for a Financial Management and Budget Specialist and a Procurement and Asset Management Specialist under the revised RRF in 2013, in support of the proposed structural changes in the Secretariat.

Overall Results and Impact

The overall results and impact of the project interventions are as follows:

- Some DIPFA staff demonstrated an interest in the budgeting process and this translated into an increased willingness to learn.
- The quality of monthly budget execution and financial reports continues to improve.

Challenges

The following challenges were encountered with the resulting actions as indicated:

- With the current structure (procurement and finance together) there has been resistance to change and adherence to procedures. Further change will be required in the Secretariat to separate procurement and finance functions, however, the revised structure will be supported by two different specialists under the Project.
- SOPs for finance management and procurement are still not approved but have been submitted to the new leadership for review in 2013.
- The position of Director of Administration was left vacant after the incumbent was elected to parliament, which made coordination difficult.
- Capacity and training needs are on-going in all areas of budgeting, procurement and financial management.

Indicator(s) under Output I and relevant during the period under consideration:

- *Warehouse management software installed*
- *Number of Secretariat staff trained in budgeting*

Progress on Indicator(s):

- *The warehouse management software was installed and 85% customized, but is still to be completed and staff are still to be trained on its use.*
- *Three finance staff were trained in budgeting procedures, and have been coached daily in budget execution reporting.*

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

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

During the reporting period, the National Parliament approved the recruitment of the Portuguese Language Teacher and the project completed the recruitment process in readiness for the Teacher to commence in January 2013. Under the revised RRF, this position will be provided for the remaining 24 months of the project instead of the 36 months that were originally planned.

The new leadership indicated they did not require a Translation and Interpretation Trainer and this position was taken out of the revised RRF.

The challenges faced by the National Transcriber Internees in comprehending the spoken Tétum of MPs and recording the speeches accurately in the transcripts prompted the UNDP Parliament Project to raise with the National Parliament the need for substantial support to the development of Tétum language in the National Parliament. Accordingly the parliament requested that a Tétum Teacher be provided by UNDP under the revised RRF. This position will be recruited in early 2013.

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

Capacity Building Specialist and Law Teacher

The establishment of the Parliamentary Training Centre is not a priority of the new leadership of the National Parliament. As a result, the current Legislature did not agree to the need of the originally envisaged Capacity Building Specialist and Law Teacher and these two positions have thus been taken out from the revised RRF

In place of these positions (and other positions also identified as not being required by the new Legislature), priority was placed on the provision of support in the following areas under Output II with reallocation of available resources:

- Tetum Teacher
- Policy Specialist (Infrastructure, Transport and Communications) for Committee E
- Extension for the Transcription Specialist
- Archive Specialist
- IT Specialist

Legal Advisors

In the Annual Work Plan, it was planned that four Legal Advisors would be recruited to commence their assignments by 1 July 2012. As parliamentary elections were held in July and the new legislature would be commencing in early August, the National Parliament decided, with the agreement of both UNDP and the EUD that new recruitments would be

done after the new legislature commenced. This enabled the new MPs to participate in the selection of the advisors who would be working with them.

As the UNDP Multi-donor Parliament Project provided three Legal Advisors until 31 October 2012, the recruitment process for the EU-funded Legal Advisors was scheduled to commence in August 2012. The Legal Advisor to the Mesa (Bureau) was recruited first and commenced in the Project on 8 October 2012. Two Legal Advisors to the Committees were recruited to start on 1 November 2012. Recruitment of the fourth Legal Advisor was postponed at the request of the National Parliament to revise the ToR and make it specific for a Legal Advisor to Committee B (Foreign Affairs, Defence and Security). This position was advertised in December 2012 for recruitment in early 2013.

The Legal Advisor to the Mesa was also appointed by the Parliament Leadership as Advisor to the Speaker, Plenary and Committee G (Ethics). Upon commencing his assignment, the Advisor conducted an assessment through intensive consultation and observation. The assessment served to identify the needs of the new legislature and the support staff in the Divisão de Apoio ao Plenário (DIPLN - Division of Plenary Support) and how to provide effective and efficient advisory services and capacity building intervention to support efficient functioning. From the results of the assessment, the Advisor has developed a work plan and capacity development plan, which will be presented to the National Parliament for endorsement after the approval of 2013 State Budget in January 2013 (due to the pre-occupation of MPs with the State Budget approval process).

The Legal Advisor to the Mesa has supported the newly elected President (Speaker), Vice-Presidents, Secretary and Vice-Secretaries to the Mesa in their understanding of their own and each other's roles and competencies and the mechanisms of coordination between them. He has briefed them on legislative and political oversight competencies, as well as legislation, regulations and technical explanations about the rights and duties of MPs.

Other support work to the Mesa and Plenary performed by the Advisor includes analysis of the 2012 Rectifying State Budget, monitoring of discussions and voting and support to the preparation of the corresponding parliamentary decree; analysis of the 2011 State Accounts and the opinion of the Court of Appeal, and the preparation of the two resolutions adopted following the debate; and analysis of the proposed State Budget for 2013. The Advisor supported the preparation of a technical note on admissibility and a draft resolution to ratify accession to the UN Convention on Law of the Sea, and conducted an analysis of issues related to a bill to amend the Law on Private Lawyers' Accreditation and Training, including support to drafting the final text for publication.

The Legal Advisor to the Mesa provided technical support to the Plenary particularly to the DIPLN support staff in order to improve and strengthen plenary procedures and sessions. The Advisor supported the establishment of weekly Parliament Leaders' Conferences, which is contributing to better organization and preparation of Plenary sittings. The Advisor further supported the preparation of meetings of the Plenary by assisting with the schedules, compiling supporting documentation and preparing notes on the topics to be covered during the meetings. The Advisor supported the introduction of administrative routines in DIPLN in order to increase the efficiency of routine tasks.

The Project recruited two additional advisors Legal Advisors who were assigned to Committee A (Anti-Corruption) and the other to Committee C (Public Finances). Upon

commencing their assignments, the Advisors were immediately involved in supporting the Committees in scrutinizing the 2011 State Accounts, the 2013 National Parliament Budget and 2013 State Budget. Questionnaires for the assessments of the Committee members and support staff were prepared and will be used to inform the development of their work plans in early 2013, following the debate and approval of 2013 State Budget in January 2013.

The Advisors commenced providing advisory and technical support to their respective Committees in reviewing the framework of the procedures and practices for committee operations, and also in the formulation of the Committee Annual Plans for 2013.

The Legal Advisor to Committee A supported the drafting of a resolution to be submitted for debate and voting, subsequent to the voting on the 2011 State Accounts, for the competent authorities to further investigate corruption allegations made in the reports from the Court of Appeal, the Chamber of Accounts and an independent auditor hired by the Government. The Advisor assisted the MPs to understand the aims and impacts of the resolution.

The Advisor provided legal advisory support to the Committee A members in legislation issues, including a review and comparison between the former Land Laws, which were approved by the II Legislature and vetoed by the previous President of the Republic, and the new versions drafted by the Ministry of Justice, which are under public discussion; and also a review of the bill to amend the Law on Private Lawyers' Accreditation and Training. The Advisor involved the National Legal Drafters in the research activities related to the review of the Land Laws as a familiarization exercise. Such involvement is also part of the Project strategic approach to further legal capacities of national staff in order to guarantee sustainability of interventions.

The Advisor also provided technical support to the Committee A members to increase their awareness and knowledge of the justice system in the country by accompanying them on their familiarization visits to the justice institutions to review the level of institutional development, training and capacity development plans and results, legislative plans, administration, budget planning and expenditure, and infrastructure development.

The Legal Advisor to Committee C has worked with the Finance and Budget Specialist to provide technical support to the MPs in relation to the Committee's report on the National Parliament's budget, and in particular, on the legal implications of the proposed subsidies and allowance to MPs.

All of the Legal Advisors have supported the preparation of talking points and drafting of speeches for the Presidents of Committees and other MPs, as requested.

National Legal Drafters

The National Legal Drafters, supported under the Multi-donor Project, completed their exposure visit to Brazil at the end of August, and returned with enhanced Portuguese language skills and knowledge of the Brazilian legal system.

Shortly after their return, the original three year support plan (2009-2012) for the training of the National Legal Drafters under the UNDP Multi-donor project reached its conclusion. The National Parliament requested the UNDP Multi-Donor Project to continue support for the

National Legal Drafters until the end of 2013, which, along with their continued contractual status as ‘Trainees’ has resulted in some uncertainty among them.

Prior to their return from Brazil, the National Parliament requested the support of the International Legal Advisors from the UNDP Multi-donor Project to formulate an evaluation process by which the level of skills and abilities of the Legal Drafters could be assessed in order to inform a decision on the path to be taken regarding their career development and possible recruitment into the National Parliament.

The ensuing discussions regarding the future of the National Legal Drafters evolved into a plan to allocate them to the Committees and other areas where the International Legal Advisors work and for their Legal Advisor counterparts to conduct individual capacity needs assessments as part of their overall capacity development responsibilities. Accordingly, the Legal Drafters will be allocated to the Committees, the Mesa/plenary and the Centro de Formação e Informação sobre Igualdade de Géneros (CEGEN - Centre for Gender Equality) in early 2013. As well as being tasked to perform legal research duties and prepare written submissions, they will work alongside the International Legal Advisors and learning on the job in the specific roles to which they have been allocated.

Overall Results and Impact

- Three Legal Advisors commenced their assignments and conducted capacity assessments, which are informing capacity development interventions.
- Procedures and activities during the plenary sessions showed improvement.
- DIPLEN staff are able to perform according to the plenary procedures and needs.
- DIPLEN staff have improved their ability to plan for plenary meetings in advance, including the preparation of agendas and scheduling of subjects to be addressed, and preparation of the relevant documentation.
- DIPLEN staff have improved their ability to provide standard services in responding to the needs of the Committees.
- Committees were supported in reviewing the framework of the procedures and practices for committee operations, and also in the formulation of their 2013 Work Plans.
- Speaker, Mesa and Committees were supported in their legislative and oversight work, and in improving their competencies in these areas.

Challenges

- Almost half of the MPs in the III Legislature are new without previous experience, which requires additional efforts in terms of capacity building.
- There were no national staff in DIPLEN or the Committees with both good legal background and Portuguese language skills, making transfer of knowledge more difficult. This will be rectified in 2013 when the National Legal Drafters will be allocated to the committees and CEGEN.
- Whilst DIPLEN is relatively well organised, it needs to refine and improve its procedures and methods of work in order to standardize and expedite the execution of their regular tasks. The Advisor to the Mesa is preparing procedures and a ‘road map’ to support increased efficiency.

- The Committees of the new legislature are adapting to their roles and understanding of their functions, however they are being well supported through this process by the Legal Advisors.
- There had been limited management, coordination and communication between the Secretariat and the National Legal Drafters, however the immediate future for the National Legal Drafters is now clear, but the long-term plan regarding their absorption has not yet been formulated by the National Parliament.

Activity result 2.3: Pilot transcription system developed and implemented

Transcriber Training

The EU-funded Parliament Project continued to advise and assist the Director of Parliamentary Support and the Secretary-General in the establishment of the parliamentary reporting service (transcription service) within the Divisão de Redacção, Audiovisual, Transcrição e Documentação (DIRAT - Reporting, Audiovisual, Transcription, Documentation Division). Considering the specialised skills and competencies required, and absence of qualified nationals for this job, the project agreed to support the recruitment of ten National Transcriber Internees under the UNDP Multi-donor Project. The training commenced on 1 August 2012 with the aim of creating a pool of qualified transcribers who could perform this function in the future. The training was conducted by the International Transcription Specialist funded under the UNDP-EU Project. This capacity development intervention aims at developing the Transcriber Internees' capacities in transcription skills, which involves listening to recordings of the plenary sessions, transcribing the material and producing final written transcripts of parliamentary debates in both Portuguese and Tétum.

Upon completion of the training, the Transcriber Internees who successfully pass the course will be eligible to be selected for the Transcription Unit within DIRAT, when the National Parliament conducts its recruitment process in 2013, as shared by the Leadership of the National Parliament during the Project Steering Committee held in December 2012. The Speaker has expressed full support to the operationalization of this Unit.

As not all of the Transcriber Internees were fluent in Portuguese, the Project initially supported the training programme with a Portuguese-Tétum interpreter from its existing Multi-donor project staff. As this was only a short-term solution, an external interpreter was found to provide interpreting services for an initial one month period utilizing funds from the UNDP Multi-donor Parliament Project.

The training programme initially focused on knowledge of the parliamentary institution and its Standing Orders, knowledge of transcription protocols, Portuguese and Tétum language, writing techniques and typing. The transcription equipment was delivered and installed in September 2012 and the Transcriber Internees were trained on use and care of the equipment. The Transcription Specialist carried out regular evaluations of the Internees' progress and training needs on an on-going basis, with adjustments and additional training where necessary.

Language Issues

The additional training needs that were identified included Portuguese language support and training in Tétum orthography, as most of the Internees are not fluent in Portuguese and were not familiar with the Tétum standards established by the National Linguistics Institute. The Project Management responded by contracting the interpreter to support the Transcription Specialist in the delivery of training and to support the production of transcripts in Portuguese and Tétum. The Project also recruited a part-time Tétum Tutor from the National University to support the learning of correct Tétum orthography. These language support positions were provided under the UNDP Multi-donor Project, to complement the capacity development interventions carried out under the EU-funded project.

As the training progressed, the difficulties in transcribing in Tétum language became more pronounced. The knowledge and use of official Tétum is limited, country-wide, as is the level of development of the language, itself. Tétum does not have a long history of being a written language and has not yet been developed as a modern, technical language. There is often a lack of structure in spoken Tétum. The National Transcriber Internees faced challenges firstly in comprehending the content of the speeches of MPs during the plenary sessions, secondly in being able to reproduce the spoken words in a written format and thirdly, in being able to write clearly in Tétum themselves. The overall result was that the speeches could not be recorded clearly and accurately in the transcripts.

These difficulties prompted the Project to raise with the National Parliament the need for substantial support to the development of Tétum language in the National Parliament, not only among the Transcribers but also the speechmakers. These difficulties were also discussed in detail with the known Tétum Language Specialists in the country and their views supported the need for long-term Tétum language development and support. Following these conclusions, the National Parliament requested the Project to provide a long-term Tétum Teacher under the revised RRF. This position will be recruited in early 2013.

In the meantime, the Tétum Tutor was contracted until February 2013 under the Multi-donor Project in order to continue to develop the Tétum language skills of the Transcriber Internees.

Editing and Revising

The Transcription Specialist developed a separate training programme and accompanying manuals for the Editor and two Revisers that will be essential positions in the National Parliament's Transcription Unit. These positions were not able to be filled by the National Parliament as originally envisaged, however following the performance evaluation of the Transcriber Internees, three of them were assessed as being outstanding and have been performing the Revisor and Editor functions. The Tétum Tutor was also called upon to review and significantly revise the written work produced by the Transcriber Internees.

In order to ensure there is sufficient depth in the pool of candidates from which the National Parliament will recruit personnel for its Transcription Unit when it is established, particularly with the 'temporary promotion' of the three Internees to Revisors and Editor, the Transcription Specialist recommended to the National Parliament that a further six internees need to be recruited and undergo the training. This request was subsequently made to the Project by the National Parliament. UNDP considered that the parliament leadership has

expressed a strong commitment to establishing the unit in 2013, therefore six more Transcriber Internees were recruited and commenced their training on 15 October 2012.

Production of Transcripts and Publication

As part of their training the Transcriber Internees recorded actual plenary sessions and produced transcripts in both languages, under the supervision and coaching of the Transcription Specialist, the interpreter and the Tétum Tutor. The final stages for the publication of the transcripts are for the MPs to approve the transcripts of their speeches and the publication in the Journal of the National Parliament. The mechanisms for finalization and approval, and also the format of the Journal proposed by the Transcription Specialist, are yet to be approved by the National Parliament.

Future Steps

The Transcription Specialist position was originally planned for a nine month period, which concluded on 31 December 2012. The Specialist departed on 15 December 2012 in order to use the remaining leave. Prior to this, the Specialist, the Project and the National Parliament discussed the on-going needs to support the development of the Transcribers and the establishment of the Transcription Unit. The National Parliament requested the Project to extend the contracts of the 16 Transcriber Internees under the Multi-donor Project for a further five months until 30 June 2013, by which time they expect to finalize the recruitment process. The contract of the Tétum Tutor covered the period until the end of the Internees' initial contracts, which was 31 January 2013, so could continue training in Tétum language development after the departure of the Transcription Specialist.

As part of the project review, the National Parliament requested the extension of the services of the Transcription Specialist in order to continue with the training of the Internees, the production of transcripts and training of the Editor and Revisors, and also to support the recruitment process for the permanent positions that are to be established and the complete operationalization of the Transcription Unit. Accordingly the position of Transcription Specialist was included in the revised RRF for a further 14 month period. The same Transcription Specialist has indicated that she will be released by the Portuguese Assembleia da República to return to Timor-Leste and continue the assignment in 2013.

Overall Results and Impact

- The Transcriber Internees recruited under the Multi-donor Parliament Project underwent training with the support of the Transcription Specialist.
- An additional six Internees were recruited and joined the training.
- Improvement in the use of INL standard Tétum orthography by the Internees.
- Improvement in the Internees' understanding of Portuguese.
- Improvement in work schedules and professional discipline of the Internees.
- The specialized transcription equipment was procured, installed and used by the Internees.
- 42 hours of parliamentary plenary sessions have been transcribed.
- Performance evaluations were conducted and the results showed that three of the Internees meet the requirements to fill the Editor and two Revisor positions when the recruitment is done by the National Parliament.

- A high level of commitment has been demonstrated by the National Parliament to ensure the full establishment of the Transcription Unit in 2013.
- Support to the establishment of the Transcription Unit will continue to be provided by the Transcription Specialist in 2013.

Challenges

- The Parliamentary Council of Administration has not yet approved the formal establishment of the transcription unit, however the parliamentary leadership has indicated commitment for this process to go ahead in 2013.
- The challenges to supporting the establishment of the Transcription Unit were multi-dimensional: lack of qualified transcribers; lack of language and writing skills; underdeveloped Tétum language; inadequate equipment; and space. The project strategy was to address the various challenges with the National Parliament with a focus on the overall result of helping the Parliament to establish a viable unit and preparing a pool of qualified transcribers to serve the Parliament needs..
- The majority of the Transcriber Internees are new to the parliamentary environment and have had limited exposure to issues debated in plenary.
- It was challenging for the Internees to comprehend MPs' speeches and transcribe those speeches in a structured format in writing.
- The standard of writing and speaking skills in Tétum continues to need improvement. To support the use and development of Tétum in the National Parliament, a Tétum Teacher will be recruited by the Project in 2013.
- Production of the transcripts has taken a lot of time, compared with a well-developed transcription service.
- The laptops provided by the Project aren't specialized for transcription or for Portuguese language. The Project provided technical information and cost estimates for the National Parliament to include new equipment in the Secretariat's budget for 2013.
- The space available for the training was inadequate and a suitable work space has not yet been allocated by the National Parliament in the plenary support area for the transcription service. The new leadership is exploring how to create space for the Transcription Unit.
- The draft *Manual of Procedures for the Preparation of the Journal of the National Parliament* has been prepared but not yet approved. The Transcription Specialist will raise this again with the leadership in 2013.
- There is limited coordination and communication between the Secretariat and the Internees regarding their contract status and future recruitment, and the uncertainty may lead to potential candidates leaving prior to the recruitment process. The Project and the Transcription Specialist provided information within their competence and authority and facilitated communication as far as practicable.

Activity result 2.4: Information Management services for Parliament strengthened

The new leadership indicated they did not require an Information Management Specialist and this position was taken out of the revised RRF. The recruitment of the Archive Specialist and IT Specialist included in the revised RRF will be conducted in early 2013.

Indicator(s) under Output II and relevant during the period under consideration:

- *Number of legislations initiated and drafted by the parliament*
- *Improvements of skills and capacities of legal drafters*
- *Number of plenary sessions transcribed and published.*

Progress on Indicator(s):

- *National Parliament supported in drafting legislation relating to 2012 Rectifying Budget and 2011 State Accounts; reviewing Land Laws; preparing bill to amend the Law on Private Lawyers' Accreditation and Training and drafting a resolution to ratify accession to the UN Convention on Law of the Sea.*
- *Legal Drafters allocated to Committees to undergo on the job training with international Legal Advisors.*
- *Transcribers training has progressed and 42 hours of plenary sessions have been transcribed, but not yet published.*

Expected Output III: The oversight capacity of the National Parliament is reinforced

Activity 3.1: Operationalization of the Supreme Audit Court supported

In the Annual Work Plan, it was planned that short term consultants would be contracted to organize workshops and technical briefings to raise the awareness of MPs on the role and mandate of the Supreme Audit Court (still the Chamber of Audit, as the Supreme Audit Court has not yet been established) and its relationship with the National Parliament. As the electoral calendar impacted on the availability of MPs to participate in any training activities, and because new MPs were expected to commence following the parliamentary elections, the parliament requested these activities to take place after the new legislature commences.

Activity 3.2: Improved mechanisms and capacities for Parliamentary oversight

The new leadership indicated they did not require an Oversight Advisor and this position was taken out of the revised RRF. However, the previously agreed interventions under this activity will not be undermined as they will still be carried out by the Finance and Budget Specialist and the Committee Specialists.

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

On 20 August 2012, the replacement Finance and Budget Specialist for Committee C (Public Finances) commenced her assignment in the Project. The role of the Specialist is to provide advisory and technical support to MP's during the discussion and approval of the annual State Budget proposals; provide support to the institutionalization of a Committee on Public Finances; conduct of capacity development interventions of MPs in macro-economic related issues; and conduct capacity development of the National Budget Analysts.

Immediately upon arrival, the Specialist was required to support the newly-elected Committee C members in their activities relating to oversight of public finances. This meant that the capacity assessment process was drawn out over the final months of 2012, however by working closely with the Committee members and the supporting National Budget Analysts, the Specialist was able to get a very clear idea of the interventions to be included in the work plan. This work plan was presented to the National Parliament and is awaiting approval in order to be implemented accordingly.

In mid-September 2012 Committee C organized a seminar with the substantial support from the Finance and Budget Specialist. The purpose of the seminar was to familiarize the new members of the Committee with the financial concepts that would enable them to perform their role of overseeing all aspects of public finances. All of the members of Committee C, the two Vice-Presidents of the National Parliament, the Presidents of the other six Committees and the National Budget Analysts of Committee C participated in the seminar.

A panel discussion was held on Public Finances, Budget Policy and Budget Process, and was facilitated by the Ministry of Finance. Topics covered included the macroeconomic framework, legal framework, taxes, audits and information on the Ministry of Finance portal. A further panel discussion was held on Monetary and Fiscal Policy and mechanisms of supervision. Topics covered included the role of the Central Bank and the World Bank, supervision of the banking system and Petroleum Fund revenues, external debt and public

finances, public loans and debt management, and the role of the Court of Appeal in oversight. These sessions were facilitated by the Governor of the Central Bank, the Director of the World Bank, the Director of the Asian Development Bank and the President of the Court of Appeal, among others. A report of the Seminar was produced by Committee C with the assistance of the Specialist and the event was publicized with a press release.

The Finance and Budget Specialist developed a Glossary of Terms of Economy and Public Finance, especially designed for the specific needs of the MPs of Committee C and the National Budget Analysts. The Specialist also made two presentations about State Budget and State Accounts to them. The Glossary is also being developed in Tétum, with full explanations of terms in Tétum, rather than just changing the spelling of the Portuguese words. The Glossary will be reviewed and finalized in early 2013.

During the reporting period, the National Parliament, and particularly Committee C, had a heavy programme, as follows:

- Analyzing, debating and voting the 2012 Rectifying State Budget, submitted to the National Parliament following the start of the mandate of the V Constitutional Government in August 2012, to cover the period until the end of the year.
- Analyzing, debating and voting the 2011 State Accounts, which were submitted to the National Parliament along with the 2011 State Accounts Report from the Court of Appeal.
- Analyzing, debating and voting the 2013 National Parliament Budget.
- Analyzing, debating and voting the 2013 State Budget proposal, which commenced in December 2012 and will continue until February 2013.

The analysis and debates were based on opinions presented by Committee C, which were developed with significant input and support from the Finance and Budget Specialist. The Specialist was required to review intensively all documents submitted by the Government, participate in discussions with the members of the Committee, some of whom were new to the parliament, and also provide on the job training to the National Budget Analysts.

The Finance and Budget Specialist was involved in the coordination of a ‘Gender Responsive Budgeting’ workshop that was conducted jointly between UNDP-UN Women for all MPs and Secretariat staff. The purpose of the workshop was to raise MPs’ awareness of gender considerations in state budgets.

Overall Results and Impact

- Capacity of MPs to conduct analysis and debates of public finances strengthened.
- Capacity of two of the National Budget Analysts to analyze budgets strengthened.
- Glossary being produced to assist MPs and staff with budget and finance terms.
- The 2012 Rectifying State Budget Bill, the 2011 State Accounts and the National Parliament Budget for 2013 were analyzed in detail and credible opinions presented by Committee C.
- The 2013 State Budget proposal analyzed with assistance from the Finance and Budget Specialist, beginning in December 2012 and concluding in February 2013.

- MPs supported in Gender Responsive Budgeting.

Challenges

- There was reluctance on the part of the other two National Budget Analysts to learn and undertake significant changes in the approach to work, due to lack of clarity of the roles and ToRs. The Project has been asked by the National Parliament to provide an HR & Administration Specialist to support the establishment of a career regime so all staff will be clear on their ToRs and supervisory responsibilities, and will have their performance evaluated.
- The day-to-day language used in the Committee is Tétum; Portuguese is rarely used, therefore communication was a challenge. In 2013, the Specialist will undergo Tétum language training with the Tétum Teacher, and the MPs and National Budget Analysts will commence Portuguese classes with the Portuguese Teacher.
- The capacity development and training needs are on-going. The capacity development programme will be implemented by the Finance and Budget Specialist from February to July 2013, after the 2013 State Budget approval by the end of February 2013, and will be targeted at MPs, National Budget Analysts, and Secretariat National staff.

Indicator(s) under Output III and relevant during the period under consideration:

- *Increase in the number of Parliamentary staff with specialized budgetary skills and responsibilities available to assist the Committees and MPs*
- *Number of recorded requests by the committees for specialized information pertaining to the budget process, the fiscal impact of legislation, or executive oversight*
- *Number of public accounts and audit reports considered by the Public Accounts Committee*
- *Oversight reports are produced on time and disseminated*

Progress indicator(s):

- *A seminar on Public Finances was conducted and on-the-job training and mentoring was provided to MPs (11) and National Budget Analysts (4) during the analyses and debates relating to public finances.*
- *Committees requested specialized information pertaining to the budget process and executive oversight throughout the process of analysis and debate of the 2012 Rectifying Budget, the 2011 State Accounts, the 2013 Parliament Budget and the 2013 State Budget proposal, all of which were attended to by the Finance and Budget Specialist.*
- *Oversight reports supported by the Specialist were submitted on time by Committee C.*

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

Activity 4.1 Protocol and international relations unit operationalized

As there was no longer going to be a Senior Parliamentary Administration Specialist provided by the project to be responsible for implementing the activities in this area, the National Parliament requested that a Protocol Specialist be provided in the second semester of 2013 for a period of five months. This has been included in the revised. The National Parliament already has a Protocol Manual, which is expected to be approved in 2013. The Protocol Specialist will support the implementation of the Manual.

Activity 4.2 International exchange and knowledge events attended by the GOPAC's National Chapter

In late 2012 the project was requested to support GOPAC activities in Manila (January 2013) and Brazil (November 2012). As the request came first for the Manila GOPAC Global Conference, the project agreed to support the participation of GOPAC members from the Timor-Leste National Parliament. Furthermore, with the funding available for activities next year, it was assessed to be a greater cost-benefit to support the Manila Conference, as six MPs could participate in it, rather than only two for Brazil.

The GOPAC Global Conference is a biennial event that brings together GOPAC members to inspire, educate and equip GOPAC Chapters and its individual members in the on-going fight against corruption. It provides an opportunity for parliamentarians from around the world to discuss their shared experiences in the fight against corruption and establish strong networks for the road ahead.

The theme for the 2013 GOPAC Conference is 'Good Leaders, Good Laws, Good Citizens', where the role of good leadership in achieving corruption free society will be emphasized.

The program for the Manila Conference includes workshops based on GOPAC's Global Task Forces on the United Nations Convention Against Corruption, anti-money laundering, parliamentary oversight and parliamentary ethics. There are also meetings scheduled to assess progress and explore new topics of common concern.

There has been limited exposure of Timor-Leste MPs to Pacific region parliaments. The fact that the GOPAC Global Conference is being held in the Asia Pacific Region (Philippines) and that Timor-Leste has a new Parliament (with new GOPAC members) is a good opportunity to start building inter-parliamentary relations with countries expected to participate in the conference, including the Philippines.

The previous GOPAC Chapter held a workshop in Dili and established a baseline of anti-corruption measures. It would be expected that MPs participating in the Manila Conference will take the lead in implementing the agreed anti-corruption measures in Timor-Leste and conduct subsequent assessments of progress against the baseline.

As the GOPAC Secretariat, TAF is finalizing the plans for travel of the MPs to the conference with the support of UNDP.

There was no change in this activity under the revised RRF.

Activity 4.3 Regional and international for a attended by women MPs' caucus

The UNDP Parliament Project did not support activities in this area during the reporting period. The new Legal Gender Advisor recruited under the UNDP Multi-donor Project in late October 2012 will assist this project to liaise with and identify appropriate study tours for GMPTL members and CEGEN staff, as well as support partnerships, coordination mechanisms and promotion of dialogue to strengthen gender equality.

There was no change in this activity under the revised RRF.

Activity 4.4 Support Strengthening Parliamentary relations with ACPLP

The UNDP Parliament Project did not support any ACPLP activities during the reporting period, however the National Parliament has indicated that it would like UNDP to support the organization of the inter-parliamentary assembly that will be held in Timor-Leste in 2014.

To support parliamentary relations with ACPLP, the Project had the UNDP Global Parliamentary Report (GPR) translated from English into Portuguese. The Legal Advisors under the Multi-donor Project finalized the technical review of the translation. The layout and graphics are being designed and finalized for printing and dissemination in 2013.

Overall Results and Impact

- Results and impact will be reported following the implementation of activities in 2013.

Challenges

- The National Parliament has not yet provided a clear indication of the specific support required for study tours and engagement with regional and CPLP parliaments in 2013. The Project will discuss the requirements with the leadership in order to utilize the available resources for the maximum benefit.

Indicator under Output IV and relevant during the period under consideration:

- *Participation of MPs in international meetings*
- *Exposure of MPs to other parliaments, countries and best practice.*
- *Outreach materials regarding CPLP in use and disseminated*

Progress on Indicator(s):

- *Timor-Leste Chapter of GOPAC to participate in the Global Conference in Manila in 2013.*
- *The Portuguese version of the GPR is to be shared with ACPLP when finalized.*

V. Project Management

Upon establishment of the III Legislature, the election of the new Speaker and establishment of the new committee structure, the Project Manager met with the Speaker, the members of the Mesa and with the Committees in order to brief them of the scope and activities of the two UNDP Parliament Projects. During these briefing sessions, the Project Manager introduced the team of Advisors and UNDP staff.

The Project also provided copies of the Project Documents and 2012 Annual Workplans to the new and continuing MPs to help increase their awareness of the projects and to know what support is available to them.

In general, there was a high level of interest shown by MPs in the two projects and the activities being conducted. The MPs requested further presentations by each Advisor in order to know in greater detail what work is being done and what are the challenges being faced. The briefing sessions were conducted in August and September 2012. Furthermore, the Project initiated consultations with the National Parliament regarding the development of the 2013 Annual Work Plan.

The consultation process revealed that the new leadership wanted to make significant changes to the technical and advisory support provided under the EU-funded Project. From the feedback received, and through further refinements during the course of the consultative process, the Project was able to formulate the revision of the RRF to meet the agreed needs for technical assistance. The Project also ensured that the EUD was consulted throughout the process in order to have the necessary endorsements before proceeding with the final version.

The Project has appreciated a good level of cooperation with and participation from the III Legislature, which has facilitated a positive change in expediting project implementation. Furthermore it was possible to schedule and hold the first Project Steering Committee Meeting for the year on 14 December 2012.

VI. EU Visibility

During the reporting period there was a press release on the support provided by the Finance and Budget Specialist for the Committee C seminar on public finances.

In addition, the Project undertook a revision of its Results and Resources Framework to respond to the new emerging needs and priorities of the current Legislature. This process was carried out in a consultative and participatory manner and involved representatives of the national Parliament, representatives of the European Union Delegation in Timor-Leste, and UNDP. The high level of inclusiveness of the revision process also contributed to the project's efforts of raising the National Parliament's knowledge and ownership of the EU-funded interventions.

VII. Monitoring

Annual Survey

The 2012 annual survey was conducted by the Project Manager during the reporting period to solicit feedback from the National Parliament on the quality and effectiveness of the project advisory support. The survey methodology was a series of interviews with the MPs and Secretariat staff who work most directly with the Advisors and Specialists, and/or are the recipients of the skills transfer and capacity development interventions made by those Advisors and Specialists. Similar information on the quality of advice and capacity development interventions is obtained through the performance evaluation system, however, the input for these evaluation reports came from a nominated national counterpart on the National Parliament side.

The survey results show that the Secretariat staff perceived the quality of advice and skills transfer from the Advisors and Specialists to be high, particularly regarding the Transcription Specialist and the Management Consultant. The Secretariat staff stated clearly that support to their capacity development is not effective through Advisors and Specialists delivering formal training programmes in a classroom alone, but must be reinforced through on the job training. The Directors within the Secretariat stated that the quality of the training programmes and on the job training needs to be maintained so that the Secretariat staff can meet the National Parliament's quality standard.

In a meeting with DIPFA staff during the reporting period, and outside the survey process, the project received some negative feedback on the quality of the advice and level of professionalism of the Finance and Budget Specialist to the Secretariat, which required additional coaching and support interventions to the Specialist, as well as close monitoring of the work performance and management of relationships with the national counterparts.

The survey results show that the perceptions of MPs regarding the quality of advice and support from the Advisors and Specialists within the committees has improved, particularly in regard to the Finance and Budget Specialist, as the other Advisors only joined the committees in November 2012. Furthermore, the MPs affirmed that since the Advisors and Specialists commenced their assignments, they have delivered a high level of advisory and technical support to the committees and MPs according to their needs and expectations. The Advisors and Specialists have also demonstrated a high level of coordination and consultations in delivering advisory services as well as enriching the MPs knowledge on the legislative and oversight mechanisms in the process.

The Advisors and Specialists also demonstrated high standards of professionalism in their interactions with the MPs and Secretariat staff, which creates an environment of mutual respect and trust in which the learning process can be supported and confidence built.

A recurring comment pertains to communication in the National Parliament. The leadership strongly support and promote the use of both Tétum and Portuguese among the MPs and Secretariat staff, however, because many of them do not yet speak or understand Portuguese well, they request that all Advisors and Specialists take Tétum language classes in order to be able to communicate at a basic level and for the Advisors and Specialists to understand what is being discussed in the committee rooms, the plenary debates and within the Directorates of the Secretariat.

VIII. Planned Activities for 2013

In light of the revised RRF, the following activities are planned for the first semester of 2013:

Output I:

- Review the HR Strategy and HR policies, mechanisms and procedures, make recommendations on further development and support the implementation of recommendations.
- Support development of a professional capacity development training programme.
- Review draft administrative procedures and support dissemination.
- Support establishment of rules and procedures for internal communication and reporting.
- Support the update of the procurement procedures.
- Complete the customization of the warehouse information management software and implement the training plan for the use of the system.
- Support the development and installation of asset management software and develop training for staff on asset management.
- Review budgeting and financial management systems, procedures and tools.
- Support training of Secretariat staff in planning, budgeting, management and reporting processes.
- Support dissemination and implementation of SOPs for finance management
- Support establishment of a financial management database and transparency portal.

Output II:

- Orientate the new Portuguese Language Teacher.
- Conduct a language assessment and commence the Portuguese language training programme for MPs and Secretariat staff, including National Legal Drafters.
- Support the development of written Tétum skills, particularly among the National Transcriber Internees.
- Jointly with the National Parliament, allocate the National Legal Drafters to the committees and functional areas.
- Conduct individual assessments of needs, commence on the job training alongside the Legal Advisors of the project and support development of a training programme.
- Provide support to the committees for the review of the 2013 State Budget, for legal analysis and research and for oversight activities.
- Recruit and deploy a Policy Specialist (Infrastructure, Transport and Communications) for Committee E.
- Support the committee in the oversight of infrastructure-related projects of the government.

- Recruit and deploy short term specialists for the provision of sector specific technical advice to the Committees, as requested by the National Parliament.
- Continue the training programme for the National Transcriber Internees, including support to the transcription of plenary sessions and production of the Journal of the National Parliament.
- Support the National Parliament to absorb the Internees.
- Recruit and deploy the Archive Specialist.
- Design an archiving system and commence staff training.
- Recruit and deploy the IT Specialist.
- Support the development of IT solutions for management systems.
- Develop and implement training for IT staff.

Output III:

- Start recruitment of a short-term Supreme Audit Institution consultant.
- Support the Committees in the conduct of their oversight activities.
- Support Committee C to conduct an analysis of the 2013 State Budget.
- Develop and implement the capacity development programme for national budget analysts.
- Plan for journalists' training.

Output IV:

- Start recruitment of a Protocol Specialist.
- Support the participation of GOPAC's National Chapter in the Manila Conference.
- Support study tours, development of partnerships, promotion of dialogue for the strengthening of GMPTL and Committee F.
- Support the participations of MPs in CPLP parliamentary activities.
- Support the finalization, printing and dissemination of the Portuguese version of the GPR.

Communication and Visibility

- Publicize the revised RRF.
- Publicize support to 2013 State Budget debate, participation of GOPAC members in the Global Conference and capacity development activities.
- Publicize support to language training and development in the National Parliament.
- Prepare and disseminate Project Newsletter.

Project Management

- Continue engaging with the leadership of the National Parliament on the implementation of the revised RRF and monitor and report on progress.
- Brief new advisors and continue supporting the coordination of their activities, including implementation of their capacity development plans.
- Implement recruitment plan in coordination with the National Parliament.

ANNEXES

1. Warehouse layout details
2. Software user manual and training outline
3. Assessment tools of the Legal Advisors
4. Final report of the Transcription Specialist
5. Sample Journal of the National Parliament
6. Draft Glossary of Terms of Economy and Public Finance
7. Updated Visibility Plan