



**PROCEEDINGS OF THE 8TH ANNUAL CONFERENCE OF
THE ASSOCIATION OF PARLIAMENTARY LIBRARIES
OF EASTERN AND SOUTHERN AFRICA
(APLESA)**

May 13 – 17, 2002
Hotel Africana, Kampala, Uganda

PARLIAMENT
OF KENYA
LIBRARY

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**PROCEEDINGS OF THE EIGHTH APLESA CONFERENCE
13TH-17TH MAY 2002, HOTEL AFRICANA, KAMPALA, UGANDA**

Opening Remarks

The Director of Library Research and Information Services, Uganda Parliament made the opening remarks. He welcomed the Speaker, Parliament of Uganda who was invited to open the conference as well as the delegates and other invited guests. He noted that the current venue was agreed upon in the last conference that was held in Gaborone, Botswana in 2001. Further it was observed that for the first time persons other than librarians were in attendance. It was hoped that the constitution would be amended to include them. The purpose of the conference was to finalise the APLESA strategic plan that is expected to guide the Association as it attempts to achieve its objectives. The plan would be called the Kampala Plan. The Speaker of Parliament was then called upon to open the conference.

The Speaker of the Uganda parliament presented a speech in which he told the delegates that Parliaments the world over were under pressure from the people to ensure good governance. In addition there was need to provide an environment where parliamentarians are able to make laws that are people sensitive. He noted that emerging technology such as the Internet provides a vast amount of information, which could be used to build capacity and help deliver services bearing in mind that it also provides timely information that reduces the cost of obtaining the information through other means. The Speaker wished the delegates a fruitful deliberation.

1.0 Report from the Chair

Mr. Raliile T.D the outgoing Chairperson of the Association presented the report. He reiterated that the purpose of the conference was to finalise the APLESA Strategic Plan. During the Strategic meeting, which was held in Kampala, tasks were assigned to various committees that were set up to ensure that the plan could be worked on prior to the current conference. The committees were expected to present their reports in the Conference. The committees that were set up were:

- APLESA Committee on Constitution/Policy Guidelines
- APLESA Committee on Training Needs/Capacity Development/Workshops/Attachments
- APLESA Committee on Proposals and marketing
- APLESA committee on Communication/Information Sharing and database

It was noted that three of the four committees had prepared reports. The APLESA Committee on the Constitution/Policy Guidelines did not have a report but rather laid platform for open discussion and subsequent review of the constitution.

The chair presented this report in accordance with Article IX, section 1 of the APLESA Constitution, which was read for him by the secretary. It was noted that the focus of the next five years would be:

- Promotion of co-operation and resource sharing
- Improvement of the constitution
- Promotion of Networking among members
- Information delivery Services
- Obtaining support for the association

Certain issues, which needed attention, included, amendment of the Constitution to include membership fees and research officers. It was observed that the Association had missed several funding opportunities because of failure to present reports to donors. The Parliamentary Centre, Canada had previously been hosting the Associations Website. Its contract expired in March 2002. The South Africa Parliament had agreed to take over the responsibility however owing to some administrative hitches in the Parliament, it was not

yet feasible. However if the Association were able to raise US\$ 300 the Website would be hosted by the South Africa parliament while the other administrative hitches are solved. The Chair also gave a financial report on some of the activities, which had taken place in the last year.

- Cost of hosting the Website was Canadian dollars 4,877.50
- Design of Association Logo US\$550
- Strategic Planning Workshop US\$20,756.50

An issue regarding the establishment of a headquarters for the Association came up. It was noted that the country, which hosts the secretariat, could also host the APLESA Website. There was concern about the financial implications of such a venture. However after a lengthy debate the delegates resolved that they should come up with a membership fee, which would be used to offset urgent financial obligations. This would have to be included in the Constitution.

2.0 Report from Committee on Training needs and Capacity Development

The Chair of the Committee, Ms. T. C. Mtine from Zambia Parliament made the presentation. Assignment had been given to members from Zambia, Kenya, Tanzania and Botswana. However the contribution from Tanzania parliament was pending.

Table: Proposed training courses

Course	Purpose	Duration
Managing Libraries and Document Centres	To Enable APLESA members to manage information more efficiently	3 weeks
Managing Electronic Records	To train APLESA in records management system	3 weeks
Internet and Electronic Communications	Understand the concepts of Internet and E-mail	3 weeks
Database System Design and Management	To develop corporate computer based databases	4 weeks
Attachment Programmes	to visit various Parliaments	2 weeks
Participation in IFLA and other Professional Association Meetings	To enable members keep abreast with developments in Information Management.	Two weeks

2.1 Facilitation and funding

Facilitation and funding of courses was a major bottleneck in the whole effort. Members noted that some of the courses might not be appropriate for all of them. So it was agreed that a questionnaire be sent out to solicit ideas from members in regard to areas in which they felt they needed training. In house-training as well as regional training institutes such as ESAMI were considered as ways in which the courses could be delivered to members.

2.2 Inclusion of a course for researchers

It was suggested that since researchers were to be co-opted as members of APLESA there should be a course tailored specifically for them. However the exact content would be left to them to decide.

2.3 Duration of Courses

The conventional time frame for such course(s) would vary between one and two weeks.

2.4 Structure of Course

Amendments were suggested in respect of the structure of the courses. The course on records management and communication should only cover records management since communication related issues were covered under other suggested courses.

The content of the course entitled Internet and Electronic Communication should include e-governance.

3.0 Reports from the Committee on Communication/Information Sharing and Database

Members of the Committee did not discuss the assignment. To that effect, one member, Mr. Simon Engitu from Uganda, made the contribution as follows:

3.1 Computer Literacy

This arose as a result of the fact that there was a communication problem, which most probably arose as a result of inadequate IT skills. He suggested that there was need for the members to obtain training in that field.

3.2 Website

The Website needs to be constantly updated. Members were urged to give/provide information about their parliaments so as to enrich the Website with relevant information.

3.3 Database

He suggested that a database be set up containing various fields of interest to APLESA.

4.0 Report from Committee on Proposals and Marketing

The Secretary Mr. Simon J Engitu read the presentation, which was sent via e-mail, on behalf of the chairperson who was unable to attend the Conference. The Committee members were unable to meet/ discuss the assignment. Thus the report reflected the views of only one person. The committee could not come up with any concrete document because it required getting information from the other Committees. Proposals could not be drawn up without knowledge about what was required. The relevant Committees were also drawing up their reports and until they are ready the Committee could not start its work.

5.0 Presentation of Report from Committee on the Constitution

As noted earlier the Committee was unable to make a report primarily due to communication breakdown among members. The only committee member present requested the members to permit him to go through the Constitution Article by Article so that the Plenary could help suggest possible amendments. The members agreed to help out. All comments were to be noted and they would be voted upon on Wednesday 15th 2002. Several members made useful contributions. At the end of the day the following amendments were suggested.

Article I

Name

Despite the fact that there were other groups that showed interest in joining the Association, the name would not be changed.

Proposed amendment

The acronym APLESA was said to be lacking in the name clause so it should be included.

Article II

Purpose and objectives of the Association

The current structure in the Constitution was not appropriate. During the Strategic Planning Workshop members had come up with new objectives. The delegates adopted some of them with amendments.

Proposed amendments

- ***To promote co-operation and resource sharing among members of Parliaments (APLESA).***

- ***To promote communication and networking among APLESA.***
- ***To promote capacity building among members.***
- ***To promote best services in service delivery.***

Article III

Membership

Section 1

Proposed amendment

The membership of the Association shall comprise of national and regional Parliaments of Eastern and southern African Region.

Section 2

Observer status may be accorded to the libraries of legislatures in the African region on the vote of current members of the Association at an annual conference.

Section 3

Proposed new section

Associate membership shall be open to provincial legislatures

Article IV

Meetings

Section 1

Proposed amendment

Meetings shall be attended by professional librarians and research staff working in Parliament.

Sections 2 and 3 were left intact.

Article V

Funding

The statement in the constitution was not appropriate. It was agreed that the article be amended as follows:

Proposed amendment

- ***There shall be a membership fee of US\$50 and an annual subscription of US\$100.***
- ***There shall be a registration fee of US\$100 (per member parliament participating in the annual conference) or (any such amount) as may be determined by the Executive from time to time.***
- ***The Executive shall solicit more funding from member Parliaments etc.***

Article VI

Voting

Current provisions left intact

Article VII

Officers

Section 1

Left intact

Section 2

Proposed amendment

Election of office bearers shall be for two years and each officer shall be eligible for re-election for one successive term.

Article VIII

Powers

- Left intact
- Article IX
 - Annual Reports*
 - Left intact
- Article X
 - Casual vacancies*
 - Left intact
- Article XI
 - Affiliation*
 - Left intact

- Article XII
 - Amendments*
 - Left intact
- Article XIII
 - Winding-up*
 - Left intact

New sections

Preamble, Mission and vision were suggested for inclusion into the amendments in the APLESA Constitution.

6.0 Organisation of the Library, Research and Information Services Department (LRIS) in Parliament of Uganda

By Aloysius Makata, Director LRIS.

The Members of Parliament in Uganda are elected on the basis of individual merit. The parliament therefore does not consist of MPs elected on party basis. Originally the Parliament was based on the Westminster structure that pertains in the House of Commons. Currently however the structure is a mix of the House of Commons and the American Congress. The Parliament comprises of six other departments including:

- Budget Office
- Finance and Administration
- Sergeant At Arms
- Legislative Counsel
- Office of the Clerk
- Office for Parliamentary Professional Development

The idea to have a Budget office was adopted from the American congress. Through this office Parliament is able to obtain independent budget enquires. Legislative Counsel provides legislative drafting services to MPs who wish to table a Private Members Bill as well as effecting amendments made by the house to Bills that were tabled by the Executive.

6.1 Structure

The LRIS Department, which is headed by a Director, is divided into three sections viz.

- Library section
- Research Section
- Information Technology Section

Each section is headed by a specialist in the field and then at the top is a Director. The Director has to be knowledgeable in the three areas but not necessarily skilled since there's a specialist in the given area, heading each section.

6.2 Research Section

The section is responsible for carrying out research for use by Parliament. It is made up of an interdisciplinary group of 12 professionals. This is so that they can give an analysis in their own speciality. The section is further divided in four subsections namely:

- Science and Environment
- Social Services
- Legal and Political
- Financial and Economic

Research Officers may be requested by committees or individual MPs to get information from ministries and other relevant sources. Analysis is made objectively without any bias.

6.3 Library Section

This section is responsible for collecting, processing, storing and disseminating information. There is a digital cataloguing system in place using WINISIS application

software. Research reports are available in paper form and shall soon be available on the Intranet. The service does not only act as a depository it also offers proactive services. It announces conferences, programs and also works with the researchers. In addition, the library is a Resource Centre where MPs can freely access Internet services and any other activities involving use of IT.

6.4 Information Technology Section

Currently the section has 4 members of staff. There are about 150 computers on the network. The staff is responsible for development of information systems as well as maintenance of equipment.

APPENDIX I



**ASSOCIATION OF PARLIAMENTARY LIBRARIES
OF EASTERN AND SOUTHERN AFRICA
(APLESA)**

CONSTITUTION

**As amended at the
8TH APLESA Conference**

**April 13 – 17, 2002
Hotel Africana, Kampala, Uganda**

**By
APLESA Delegates
Hosted by the
Parliament of Uganda**

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CONSTITUTION OF THE ASSOCIATION OF PARLIAMENTARY LIBRARIES OF EASTERN AND SOUTHERN AFRICA (APLESA)

As amended at the Eighth Annual General Meeting, May 2002 in Kampala, Uganda

Preamble

We the members of APLESA:

Realising the need to exchange and share experiences as Librarians of Parliamentary Libraries in the Eastern and Southern African Region do hereby give to ourselves this Constitution

Article I *Name*

Section 1

The name of the Organisation shall be the ASSOCIATION OF PARLIAMENTARY LIBRARIES OF EASTERN AND SOUTHERN AFRICA (APLESA) (hereinafter referred to as the "Association").

Article II *Interpretation*

Section 1

In this Constitution, unless the context otherwise requires-

"Associate Member" refers to Librarians from other Parliaments.

"Association" means APLESA.

"Executive Committee" shall be the governing body of APLESA.

"In Good Standing" means a Member Parliament that pays its dues in full

"Parliamentary Researcher" means a researcher fully employed by Parliament.

"Successive term" means two consecutive terms of office in the same capacity.

"Working Committee" means a committee appointed by the Executive Committee.

Article III *Objectives*

The objectives of the Association shall be:

Section 1

To promote co-operation and resource sharing among members of Parliaments (APLESA)

Section 2

To promote communication and networking among APLESA

Section 3

To promote capacity building among members

Section 4

To promote best services in service delivery

Article IV *Membership*

Section 1

The membership of the Association shall comprise of APLESA Member Parliaments.

Section 2

Associate membership shall be open to other Parliaments.

Section 3

Observer status may be accorded to libraries of legislatures on the invitation of the APLESA Executive Committee.

Article V *Structure of Association*

Section 1

There shall be an Executive Committee elected by the Members of the Association. It shall comprise of the Chairperson, Vice-Chairperson, Secretary and two other Members.

Section 2

The term of office for the Executive Committee shall be for two years. A member shall be eligible for re-election for only one successive term.

Section 3

The Executive Committee may establish Working Committees as and when the need arises.

Section 4

In the circumstance where a position of an executive member falls vacant between Annual Conferences, it may be filled by a postal ballot of members to be conducted by the remaining members of the Executive Committee within 30 days

Article VI *Secretariat*

Section 1

There shall be a Secretariat for the Association located in a member country agreed upon by the members

Section 2

The Secretariat shall be comprised of the Treasurer and the Office Administrator

Article VII

Meetings

Section 1

Meetings shall be attended by professional Librarians. Parliamentary Researchers may attend.

Section 2

Such meetings shall be held annually.

Section 3

A quorum for the transaction of business shall consist of representation from at least, two-thirds of the Member Parliaments.

Article VIII *Voting*

Section 1

Voting at annual meetings shall be by member participants and each Member Parliament in good standing shall be entitled to cast one vote on any procedural question or

questions affecting the operation of the structure of the Association regardless of the number of delegates present from that Parliament.

Article IX *Powers*

Section 1

The Chairperson, on the authorization of the Executive Committee, shall issue statements and/or enter into negotiations on behalf of the Association

Section 2

Where the Chairperson undertakes such activity without the prior consent of the two-thirds majority of voting members, any statements or undertakings shall be subject to ratification at the next conference.

Article X *Funding*

Section 1

Members shall pay a membership fee of **US\$100** and annual subscription of **US\$50**.

Section 2

Associate Members shall pay a membership fee of **US\$150**.

Section 3

Participants shall pay a registration fee at annual meetings as may be determined by the Executive Committee.

Section 4

The Executive Committee shall solicit the required funding for **APLESA** activities from respective Parliaments, donor agencies, etc.

Article XI *Annual Reports*

Section 1

The Chairperson shall present an annual report of the Association's activities at the annual General Meeting.

Section 2

In the event that the Executive Committee raises any funds from any source, the Chairperson shall give a financial report on how these funds have been used.

Article XII *Affiliation*

Section 1

The Association may co-operate with or establish relationships with such other groups, public or private as may seem most likely to advance the purpose of the Association.

Article XIII *Winding up*

Section 1

The Association shall be wound up if the members, at a duly constituted meeting, resolve that it be wound up.

Article XIV *Amendments*

Section 1

The association, at any meeting may amend its Constitution by two-thirds majority vote of all members present and voting provided that a notice of such amendments be filed with the Executive Committee, at least, seven days prior to the meetings.

APPENDIX II

Meeting of APLESA Executive held on Thursday 16th May 2002, Hotel Africana, Kampala- Uganda

Members Present

1. Florence Butale/ APLESA chairperson (Botswana)
2. Grace Mwakio/ APLESA Vice Chair (Kenya)
3. Simon J. Engitu / APLESA Secretary (Uganda)
4. T.C Mtine/ Member (Zambia)

Agenda

1. Communication from the Chair
2. Work Committees; APLESAS Website hosting, APLESA Attachment Programme, APLESA Funding and Marketing materials
3. Communication to the Clerks
4. 9th Annual Conference 2003
5. A.O.B

Minute 1: **Communication from the Chair**

- a) The meeting was called to order at 5:56 p.m.
- b) The Chairperson congratulates members upon being elected to the Executive Committee and called upon members to work hard to make the Association a success.
- c) The Chairperson informed members that the Executive will embark on the unaccomplished tasks which the previous executive did not
- d) She cited the hosting of the APLESA website as one of the most crucial as the time for which Parliamentary Centre Canada had assisted the Association has expired

Minute 2: **Work Committees**

- a) Unfinished activities of the APLESA committees were reviewed and identified as follows:
 1. **Training Needs Analysis/ Capacity Development/ Organising workshops/ Attachments Committee:**

It was agreed that:

 - i. The Training Needs Questionnaire be designed as soon as possible and be distributed to all APLESA Member Parliaments to facilitate identification of the training needs of members.
 - ii. The APLESA Attachment Programme be followed up by the Executive Committee.
 - iii. The Committee identifies Workshop for the APLESA after the Training Needs Assessment and the possible sponsors for members to attend professional Conferences such as IFLA, FID, etc.
 2. **The Constitution and Policy Guidelines Committee**
 - i. Under this item it was agreed that the Committee embarks on compiling the APLESA Policy Guidelines.
 3. **Communication, Information Sharing & Database Committee**

- i. Following the winding-up of the Parliamentary Centre Project on Hosting of APLESA Website, members agreed to follow-up of the South African pledge to host the Association's Website on their server and/ or identify other assistance altogether from any other possible partner.
- ii. It was resolved that the new Executive is to intensify demand from member parliaments for country profiles for uploading into the APLESA Website.
- iii. Members also saw the need to refine the fields for the data of the Members profiles in the APLESA Website.

4. Proposals & Marketing Committee

- i. Under this item, members called for an immediate action from members of the committee to commence work on the drafting of the APLESA marketing materials. The materials included brochures and the APLESA Newsletter
 - ii. Members also called upon members of the committee to compile the new APLESA activities, categorise the according to the particular donor interests and send them to the donors
- b) The Executive resolved to head the Committees and the incumbent chairmen to become vice chairpersons as follows;
- i. Training Needs Analysis/ Capacity Development/ Organising workshops/ Attachments Committee to be chaired by T.C. Mtine and assisted by Augustine Lubozhya as vice chair.
 - ii. The Constitution and Policy Guidelines Committee to be chaired by Innocent Rugambwa and assisted by Nelson Masawi as Vice Chair.
 - iii. Communication, Information Sharing & Database Committee to be chaired by Simon J. Engitu and assisted by Gottfried Tsuseb as Vice chair.
 - iv. Proposals & Marketing Committee to be chaired by Florence Butale and assisted by Duncan Mboma.

Minute 3: Communication to the Clerks

- a) Having amended the APLESA Constitution, members recommended that the amendments should be communicated to the Clerks/ Secretaries to Member Parliaments.
- b) The issues to be communicated to the Clerks/ Secretaries to APLESA Member Parliaments included:
 - i. That APLESA has set-up a Secretariat in Kampala, Uganda.
 - ii. That the New Executive has been elected.
 - iii. That the various fees would be paid by member parliaments.
 - iv. That members of the Executive will need to meet in the APLESA Conference Host country two days before the commencement of the conference.
 - v. That the Executive does appreciate all the support member parliaments do give to APLESA and look forward receiving continued co-operation.

Minute 4: 9th Annual APLESA Conference 2003

- a) Kenya announced that they were ready to host the 9th APLESA Conference next year 2003.

- b) Members put Swaziland to be on standby should Kenya turn down the offer.

Minute 5 A.O.B

- c) There being no other business the meeting was adjourned.

Secretary: _____ *2-13*

Chairman: _____

APPENDIX III
LIST OF PARTICIPANTS OF THE 8TH APLESA CONFERENCE HELD ON
13- 17 MAY 2002 HOTEL AFRICANA, KAMPALA- UGANDA

1	Miguel Pedro	Angola
2	Florence Butale	Botswana
3	Charles M. Brown	Ghana (Observer)
4	Grace Mwakio	Kenya
5	T.D. Raliile	Lesotho
6	Julio da Silva	Mozambique
7	Silvija Katanga	Namibia
8	Albert Ntunja	South Africa
9	Ms Veronica Kekana	South Africa
10	T. C. Mtine	Zambia
11	Sarah Kagoda	East African Community Assembly (Observer)
LOCAL STAFF LIST OF PARTICIPANTS		
	NAME	STATUS
12	Aloysius Makata	Director, LRIS
13	Innocent Rugambwa	Librarian
14	Valerias Bibanganma	Principal IT Officer
15	Charles Tuhaise	Ag. Principal Research Officer
16	Simon J. Engitu	Senior Asst. Librarian/ APLESA Secretary
17	John Bagonza Mugabi	Ag. Senior Research Officer
18	Brenda Walusimbi	Assistant Librarian/ Conference Rapporteur
19	Barbara Munube	Research Officer/ Conference Rapporteur
20	Robert Maate	Research Officer
	Rechard Ssendege Mubiru	Research Officer
	Susan Katono	Research Officer
21	Lillian Mpabulungi	Research Officer
	Charles Owor	Research Officer
22	Grace Mbabazi	Library Assistant
23	Charlotte Kyomuhangi	Library Assistant
24	Jane Nantogo	Secretary

APPENDIX IV

PROGRAMME FOR THE 8TH ANNUAL CONFERENCE FOR APLESA, HOTEL AFRICANA, KAMPALA, UGANDA

DAY	TOPICS
Mon. 0900-1030	<ul style="list-style-type: none"> • Preliminaries: Registration, Introductions, Official Opening; Administrative Issues
1030-1100	TEA BREAK
1100-1130	<ul style="list-style-type: none"> • Presentation of a report by the APLESA Chairman in respect to Article IX, section 1 of the APLESA Constitution
1130-1230	<ul style="list-style-type: none"> • Discussions and Reactions to the Presentation
1230-1400	LUNCH BREAK
1400-1430	<ul style="list-style-type: none"> • Presentation of a Report by Chairman of APLESA Committee on Constitution/ Policy Guidelines
1430-1530	<ul style="list-style-type: none"> • Discussion and Reactions to the Presentation
1530-1600	TEA BREAK
1600-1700	<ul style="list-style-type: none"> • Delegates tour Parliamentary facilities.
Tue. 0900-0930	<ul style="list-style-type: none"> • Presentation of a Report by Chairman of APLESA Committee on Training Needs/ Capacity Development/ Workshops/ Attachments
0930-1030	<ul style="list-style-type: none"> • Discussions and Reactions to the Presentation
1030- 1100	TEA BREAK
1100-1230	<ul style="list-style-type: none"> • Discussions on the way forward on the implementation of the APLESA Strategic Plan
1230- 1400	LUNCH BREAK
1400-1430	<ul style="list-style-type: none"> • Presentation of a Report by Chairman of APLESA Committee on Proposals and Marketing
1430-1530	<ul style="list-style-type: none"> • Discussion and Reactions to the Presentation
1530-1600	TEA BREAK
1600-1630	<ul style="list-style-type: none"> • Presentation of a Report by Chairman of APLESA Committee on Communication/ Information Sharing and database
1630-1730	<ul style="list-style-type: none"> • Discussion and Reactions to the Presentation
Wed. 0900-1030	<ul style="list-style-type: none"> • Review and amendment of APLESA Constitution
1030-1100	TEA BREAK
1100-1230	<ul style="list-style-type: none"> • Amendments to the Constitution
1230-1400	LUNCH BREAK
1400- 1530	<ul style="list-style-type: none"> • Election of the New APLESA Executive
1530 – 1600	TEA BREAK

1600- 1730	<ul style="list-style-type: none">• APLESA New Executive to hold an Exclusive Meeting (Agenda to be drawn by New Executive)
Thurs. 0830- 1700	<ul style="list-style-type: none">• Visit to a selected site within Uganda
Fri. 0900- 1030	<ul style="list-style-type: none">• Formulation of APLESA Resolutions
1030 - 1100	TEA BREAK
1100- 1230	<ul style="list-style-type: none">• APLESA Resolutions Ratification and Closing
1230- 1330	LUNCH BREAK <ul style="list-style-type: none">• Delegates have a free afternoon for preparations to travel back

