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PARLIAMENT  
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KENYA NATIONAL ASSEMBLY

NINTH PARLIAMENT - SECOND SESSION

REPORT ON

THE STUDY TOUR BY THE LIBRARY  
COMMITTEE TO THE PARLIAMENTS OF  
ZAMBIA AND UGANDA, NOVEMBER 03-21, 2003

Clerk's Chambers  
National Assembly  
NAIROBI.

NOVEMBER, 2003

**REPORT ON THE STUDY TOUR BY THE LIBRARY  
COMMITTEE TO THE PARLIAMENTS OF ZAMBIA  
AND UGANDA, NOVEMBER 03 - 21, 2003**

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**ZAMBIA – November 03 – 07, 2003**

The Hon Wycliffe Osundwa, MP      -Leader of the Delegation  
The Hon S. Mwanacha Okioma, MP  
The Hon. David Sudi, MP  
The Hon. Owino Likowa, MP  
The Hon. Benson Mbai, MP  
The Hon. Peter Munya, MP  
The Hon. Lukas Chepkitony, MP  
Ms. Christine Mwambua              - Principal Clerk/Delegation Secretary  
Mr Peter F. Iraya                      -Senior Library Assistant

**UGANDA - November 16 – 21, 2003**

The Hon. Wycliffe Osundwa, MP      - Leader of the Delegation  
The Hon. Samuel Moroto, MP  
The Hon. Macharia Mukiri, MP  
Ms. Christine Mwambua              - Principal Clerk/Delegation Secretary  
Mr Peter F. Iraya                      -Senior Library Assistant

## **INTRODUCTION**

The Kenya National Assembly Library was established in 1910 as a reading room for the Legislative Council, then meeting in a temporary building, which later became the bank of India. The library then stocked a few colonial reports, minutes of the Legislative Council, official Gazette, statutory documents and some periodicals from overseas.

On February 16<sup>th</sup>, 1954, the Parliament Building was opened at its present site, and two-rooms were reserved on the ground floor for reading purposes. A library assistant was appointed to organize the stock. A library committee was appointed to make recommendations on the basic stock. At independence in 1963 the members of the two houses had equal access to the library facilities. In 1967, the separating wall between the two reading rooms was removed to form one reading room, where the library in the main Parliament Buildings stands today.

## **ADMINISTRATIVE STRUCTURE AND STAFFING**

The National Assembly Library is one of the Divisions in the Kenya National Assembly. The Librarian is answerable to the Clerk of the National Assembly through the Deputy Clerk in-charge of Committees, Research and Library Services. Currently, the library has a skeleton staff of ten (10), placed in the following Cadres:-

Librarian 1	-	3
Assistant Librarian	-	1
Senior Library Assistant	-	2
Clerical Officers	-	2
Typist	-	1
Subordinate staff	-	1

## **THE LIBRARY COMMITTEE**

The Library Committee was first appointed in 1954 when the Library moved to its present site. Its mandate was to make recommendations on the basic stock.

Today the Library Committee, which is a standing select committee, is constituted by the House Business Committee at the commencement of every session. Its life span, therefore, corresponds to that of a session of Parliament.

This committee is established and operates under the provisions of standing order No. 149, which states as follows:-

149. (1) *There shall be a select committee to be designated the Library Committee comprising the Deputy Speaker as Chairman and not more than ten other Members.*
- (2) *The functions of the Library Committee shall be –*
- (a) *to consider and advice on such matters concerning the Library as may be referred to it by the House from time to time;*
  - (b) *to make proposals and consider suggestions for the improvement of the Library;*
  - (c) *to assist Members of the National Assembly in fully utilizing the services provided by the Library.*

### **MEMBERSHIP**

The Members of the Committee are:-

The Hon. David Musila, MP - Deputy Speaker and Chairman  
The Hon. Wycliffe Osundwa, MP  
The Hon. Elias P. Mbau, MP  
The Hon. Benson Mbai, MP  
The Hon. Lukas Chepkitony, MP  
The Hon. Owino Likowa, MP  
The Hon. Peter Munya, MP  
The Hon. Samuel Moroto, MP  
The Hon. Macharia Mukiri, MP  
The Hon. Mwanicha Okioma, MP  
The Hon. David Sudi, MP

In accordance with the provisions of Standing Order No.149, 2, (a) - (c) the functions of the Library Committee are interalia: -

- (a) **To consider and advice on such matters concerning the Library as may be referred to it by the House from time to time.**



- (b) To make proposals and consider suggestions for the improvement of the library.
- (c) To assist Members of the National Assembly in fully utilizing the services and facilities provided by the library.

The proposals and suggestions made by the committee are forwarded to the Clerk of the National Assembly for implementation.

### **FACTORS LEADING TO THE TOURS**

It is a fact of life that as a society becomes more developed, so does the need to update laws and facilities to cater for the new pressures on all public institutions. For Parliament, this means that legislative programmes become overloaded. Once changes occur as they do very fast in modern society, legislative programmes and processes must keep pace. Recent developments within the legislative set up of the National Assembly have put pressure on the meager facilities available in our library, hence the need to reform and expand them. The development in (ICT) Information Communication Technology for example, has made more Members want to be trained in computer skills, provided with computer and e-mail facilities so that they could conduct their own research on line among other things. All these developments require adequate space, equipments, expertise and reading material.

The National Assembly library currently has very limited room for expansion, has buildings scattered all over the place, and as such, there is need to harmonize the services and facilities provided to Members by the library. The Library Committee conducted a tour of the available facilities within the Parliamentary Library and the unfolding scenario was quite disturbing to Members. Their observations were as follows: -

#### **(i) The Main Parliament Buildings**

Only a limited stock of books ie 5,000 books since 1984, periodicals, newspapers, were kept there. This is due to the severe lack of space to accommodate more stocks. There was also an acute lack of trained Personnel in the Library.

(ii) **County Hall Basement**

The space was currently being used as a store for computers and printers, and that the room needed to be renovated especially to control permeation of water into the room when it rained so that equipment could be safely fixed therein. The room was also suitable for archival records.

(iii) **Continental House**

There is a fair space reserved for the library, which is not furnished or stocked.

None of the above library rooms were purposely designed nor built to serve as library. Based on the foregoing factors, the committee resolved that before any reforms could be undertaken towards the development and improvement of the library and facilities therein, it was necessary for the members to undertake study tours to other Parliamentary Libraries within the African set up and see what those libraries entail, and what facilities were available to Members of Parliament in those parliaments.

It was then resolved that the committee undertakes study visits to the Parliaments of Zambia and Uganda respectively, to see what facilities were in their libraries and how information retrieval and dissemination was done there. Thus the membership to the visiting delegations was divided into two groups, one group visited Zambia while the other visited Uganda.

The delegation that visited the Parliament of Zambia comprised of the following:-

The Hon. Wycliffe Osundwa, MP, - **Leader of the delegation**  
The Hon. Mwanacha Okioma, MP,  
The Hon. Benson Mbai, MP,  
The Hon. Owino Likowa, MP,  
The Hon. Lukas Chepkitony, MP,  
The Hon. David Sudi, MP,  
Ms. Christine Mwambua , - **Principal Clerk/Delegation Secretary**  
Mr. Peter Fred Iraya - **Senior Library Assistant.**

The delegation arrived in Lusaka Zambia on Monday November 03, 2003 and begun its programme on Tuesday, November 04, 2003 up to Friday, November 07, 2003 when the delegation left for Nairobi.

## EXECUTIVE SUMMARY

# ZAMBIA

## MEETING WITH THE CLERK OF THE NATIONAL ASSEMBLY

Mrs. Doris Mwinga, the Clerk of the National Assembly, held discussions with the delegation and briefed the members as follows: -

The Parliament of Zambia has no calendar of events – it is the prerogative of the President to decide when Parliament should be dissolved, opened or prorogued.

There are 150 elected members and 8 nominated, who can be appointed into the cabinet – currently all the 8 nominated MP's are Ministers.

There are also Ministers appointed from among opposition members – they sit and address the House from the opposition side. Every member has a permanent seat marked by his/her name in the chamber.

## CONSTITUTION

The current constitution was undergoing review by a commission, which was appointed by the President. The commissioners were currently going round the country collecting views of the people. The old constitution was found to contain a lot of flaws that made implementation difficult. The people also felt that the constitution was not approved by them, hence the need for the review.

## CONSTITUENCIES

There are 150 constituencies. There is no fixed period for review or redrawing of the boundaries.

## COMMITTEE PROCEEDINGS

Committee proceedings were opened to the public at the beginning of the year. Radio coverage of parliamentary proceedings extends for a radius of about 4km. Thus people in Lusaka town could follow proceedings of the House from their radios.

## **COMMITTEE OF PRIVILEGES AND ABSENCES**

The Committee of Privileges and Absences deals with Members' privileges and those who were absent from sittings of the House for a long time. If a Member is absent for a long time, the Committee will write to him/her and draw the Member's attention to that fact. The Deputy Speaker chairs the Committee.

## **THE HOUSE OF CHIEFS**

The House of Chiefs is made up of 3 representatives from each of the 9 provinces in the country. This House has 27 Members (chiefs). All the Chiefs in each province come together and elect 3 of their colleagues to represent the province in the House.

The Chiefs are paid a subsidy allowance, which is not a salary. Councilors also get subsidy allowances, not salaries.

The local councils pay these subsidies. However the Minister for Local Government has appointed a Committee to chart the way forward on this issue, whether councilors should continue receiving subsidy allowances or whether they should be paid salaries.

## **THE CHAMBER**

The Chamber stands atop the crown of a hill, and is significantly located near the then residence of a former powerful headman called Lusaka, after whom the city of Lusaka is named. There sits in the chamber 150 elected Members, and 8 nominated, totaling 158 Members. The press gallery is situated right above Mr. Speaker's chair.

The Chamber is decorated with elephant tusks, a lion and leopard which show the richness of the country's wildlife. These signify the authority of the House in accordance with local traditions. Local hunters presented them to Parliament as gifts.

The chamber is fitted with electronic voting machines, which are also used for timing, as they are cheaper and faster to operate.

The Head of State attends Parliament only once a year - during state opening of Parliament. He sits on a special pink chair that depicts the color of copper.

Facilities for the disabled are yet to be provided, as there are none at the moment. The issue was being addressed.

The House sits on Tuesdays to Thursdays afternoon and Friday mornings.

There are no sittings on Mondays and Weekends.

## **RESEARCH DEPARTMENT**

The idea of establishing a Research Department was mooted in 1970, but its operations were approved in 1971. The department was established to provide information and facilities to backbenchers who did not enjoy the same facilities as were enjoyed by Ministers and their deputies. This created a gap in the dissemination of information to members. Information provided to members by research officers is controlled by the needs of the members. Officers operate in close co-operation with Government ministries, which have Parliamentary liaison officers who liaise with Government departments to obtain information and pass it on to Parliamentary Research Officers.

Information is also obtained through liaison exchanges with other Parliaments in Africa and beyond, and through attachments to which the Zambia Parliament attaches great importance.

There are no researchers attached to committees although the idea has been floated. Researchers are currently doing research for members generally, but may be later on researchers will be attached specifically to committees to conduct research for them.

Anticipatory research is done on a small scale possibly may be due to financial implications, but mostly research is carried out only when information is requested by members. Research Officers then prepare write-ups, which are first discussed by staff before they are forwarded to management.

### **Establishment**

The research Department has a staff component of 14 officers placed in the following cadres:-

Chief Research Officer	-	1
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Deputy Chief Research Officer	-	1
Research Officers	-	2
Assistant Research Officers	-	8
Senior Research Officer	-	1
Research Officer		<u>1</u>
<b>TOTAL</b>		<b><u>14</u></b>

### **Minimum Qualifications**

The minimum requirements of a research officer include a first degree in any field e.g. Economics, Finance, Law, Anthropology, Agriculture etc A post-graduate qualification will be an added advantage.

Once employed, the Research Officers are trained through exchanges and attachments to other Parliaments, since Parliament attaches a lot of importance to attachments.

### **Limitations**

The research department has a number of limitations in that officers do not have enough equipment to do their work.

For example, there is only one computer to be used by all of them. The only telephone line is insufficient and the department is not computerized. They also rely on pool transport, while accessibility of information from Government departments was not easy unless the research officers have a personal understanding with the personnel in those departments and offices.

### **LIBRARY**

#### **Background information on the Parliamentary Library of Zambia**

The Parliamentary information and Research Library of Zambia was established in 1953. In 1963, the Legislative Council adopted the report of the Standing Orders Committee on the formation of a new Session Committee to deal with matters relating to the Library of the Assembly and this led directly to the formation of the Library Committee, consisting of the Speaker of the National Assembly as the Chairperson and four Members appointed by the Speaker at the beginning of every session.



## **The Library Building**

The building, which measures slightly larger than a football pitch in size, was purposely designed and constructed to serve as an information center and specifically, a Parliamentary Library.

## **Provision of Information Service**

Information is important for Members of Parliament because they not only need to be equipped with factual knowledge but also should have up-to-date knowledge of what is going on in the country and the world around them.

The Zambian Parliamentary Library is, therefore, both a “special” and a “general” one in provision of information service. **Special**, in a sense that it is at times required to make available specialized information service to special Parliamentary Committees or even to individual Hon. Members.

The Library is also **general**, because Hon. Members are generalists. They are expected to solve problems both in the House and in their Constituencies, on any given subject.

## **Collection development**

The Library Department is responsible for the intake, processing and arrangement of the main collection of books, pamphlets, newspapers and periodicals, as well as all Parliamentary Papers and other official publications, domestic and foreign.

The Library also receives books and periodicals through donations. The Zambia Parliamentary Library has a current stock of approximately 50,000 books, which are from all subject disciplines.

## **Acquisitions /book orders**

The need to provide relevant information to Parliamentarians is the major determining factor in book selection. The Librarian and his/her professional staff do the selection of books and periodicals.

Most of the Library materials with the exception of Government publications, Parliamentary papers and local newspapers are acquired from abroad through purchase and subscription. Selection is made with the use of selection tools.

Production of the acquisition list is circulated to Hon. Members before any purchase is made to ensure that all members are in agreement with what is being purchased.

### **Processing/Arrangement of Books**

The Library uses AACR II Code for cataloging. Classification is done using the DDC Scheme.

### **User Education**

This is offered especially to those Members of Parliament who are not trained in computer and would wish to access electronic information by use of computers, e.g. internet browsing and on-line information searching.

### **Computerizing the Library Functions**

Automation and digitalization of information retrieval and dissemination is given priority.

A consultant has been contracted to carryout a research/analysis on how to digitalize the entire stock of the Library.

The Library is currently collecting and compiling information in electronic format.

Such information includes: Bills, Acts, Biographies and the Laws of the country.

### **Data base for Information Management**

A database has been created to enable prompt retrieval of all documents, including Committee reports. Hansard reports, Bills, (both those debated and those that have been passed) all these records are being digitalized, such that contributions of a Member in the House can easily be retrieved on the spot the check at the database.

All services in the Library are in the process of being computerized through a donor-funded project

### **Division of the building structure**

The building structure has three main divisions i.e. the Basement, Ground floor and the First floor.

- (i) The basement of the building houses the Archival Section of the Library and the printing department.
- (ii) The ground floor space is entirely utilized by the Library Department.
- (iii) The first floor of the building houses the Research Section

### **The Library Entrance**

A security desk is placed strategically at the entrance and is manned at all times to facilitate admission of the right clientele in the Library. Clock rooms are found here as well.

The entrance of the Library and the front wall is made of clear glass to enable one to see the inside of the Library while one is outside.

### **The Reception area**

A reception is the first area in the Library and is manned by a Library Assistant who conducts quick and short interviews to those accessing into the Library.

Photocopying services are also offered at the reception area.

### **The Cyber Café**

This is the latest service being offered by the Library and is situated next to the reception near the entrance of the Library. All Internet services are carried out.

There are about five or more lap tops computers used here for Internet services.

### **The Data base area**

This is the most popular area within the Library.

A database for reports written by staff/workshops, training and in-house attachment is found here.

Newspapers indexing and obituaries for MPs who died in service are also found in this area. **A role of honor** is also found here.

The database enables easy retrieval of all reports.

### **New arrivals zone**

At this zone, there are two display racks on which newly acquired publications are placed mainly to advertise them before they are shelved.

A list is prepared consisting of all the newly acquired publications and circulated to all the MPs as well as all senior Officers.

The Library maintains a Card Catalogue System based on DDC scheme of classification.

It is hoped that the computerization of the system will greatly improve on the provision of services in the Library.

### **Reference Area**

Copies of Parliamentary reference materials such as the Erskine May are found here.

The newest editions of most reference materials are now purchased in CD Rom, format as one way to digitalize the Library holdings.

### **Reading cubicles**

The Library has 32 lockable cubicles measuring approximately 2 meters squared and a "shoulder" high, which are situated, in center of the Library.

Ten out of the 32 cubicles have computer laptops for use by the Members while doing private work.

The last zone in the Library consists of:

- Periodicals
- CPA and IPU materials
- Reports from Government Ministries and Parastatal Organizations

### **The Hansard**

The Library has debates dating from 1956, which are all in verbatim.

MPs can borrow these debates.

Binding of the hansards is done almost immediately by the printing section.

The latest bound copies are of 1999.

### **Human Resource**

At the moment, there are two professional Librarians in possession of Masters degree.

The Chief Librarian is currently undertaking an additional degree in law in order to meet the challenges of interpreting law queries emanating from legislatures.

The rest of the staff is:

- Two Diploma holders
- One Certificate holder and one Library Clerk

All the Library staff have undertaken basic training in the use of internet browsing technology and are skilled in word processing.

### **Material Resources**

There are 40 computer laptops, which were donated by the Chinese Government for use in the Library, 30 of these are placed, one in each of the cubicles for use by Members of Parliament.

### **Access Policy**

Access to the Library is strictly reserved for MPs but arrangements are underway to allow the public e.g. university students and lecturers to access the Library facilities.

### **Collection Development Policy**

There is a collection development policy in place approved by the Library Committee.

The Chief Librarian has the overall duty to enforce the instruments of the policy.

## **Legal Depository Law**

No legal depository law is in place, however there are arrangements to develop such policy.

## **Observation**

**Multimedia**, which forms a vital section in the modern Library institution, has not been developed.

## **Problems**

A Parliamentary Library is an important facility and should therefore receive a generous allotment of resources this is far from the case with the Department of the Library.

There is lack of good photocopy services, and a fountain situated in the middle of the Library which served as cooling system no longer functions due to lack of funds to repair it.

Though there is a printing department attached to the Library, the equipment in use is limited to certain jobs and therefore binding of Library documents is done by private organizations.

The Parliamentary Archive has no specialized trained/skilled staff to ensure that documents in the archive are treated with expertise.

There is shortage in the recruitment of human resources especially that of trained personnel who should carry out anticipatory evaluation and repackaging of information.

In general, the inadequate financial resources hinder the realization of the potentials of the Department.

## **Summary of Strengths and Weaknesses**

The Zambia Parliamentary Library is in a unique position, which enables it to acquire publications from ministries, departments, agencies and international organisations without much difficulty.



The Parliamentary Library can influence the application of the legal deposit and copyright regulations so that preference can be given to the Parliamentary Library in the acquisition of documentary and non-documentary information materials.

## UGANDA

The Committee visited the Parliament of Uganda in Kampala between November 17 and 21, 2003. Members arrived in Kampala on Sunday, November 16, 2003 and began the Programme of visit on Monday, November 17, 2003. The Delegation returned to Nairobi on Friday, November 21, 2003.

Unlike the delegation that visited the Parliament of Zambia, the visit to Uganda Parliament was undertaken by a delegation of fewer Members including the following:-

The Hon. Wycliffe Osundwa, MP	- <b>Leader of delegation</b>
The Hon Samuel Moroto, MP	
The Hon. Macharia Mukiri, MP	
Ms. Christine Mwambua	- <b>Principal Clerk /Delegation Secretary</b>
Mr. Peter F. Iraya	- <b>Senior Library Assistant</b>

The delegation's mission to the Uganda Parliament was solely to study and establish what facilities existed in the Library, Research and Information Technology (IT) Department with a view to incorporating the findings in their project at home as the democratization and reforms on the library, research and IT facilities take root. This will help the Committee plan and equip the Library with the relevant facilities and equipment, in accordance with the Committee's mandate.

### TOUR OF PARLIAMENT BUILDINGS

The delegation was taken on a guided tour of Parliament Buildings and made the following observations:-

The buildings have four (4) wings:-

- The North wing
- The South Wing
- The West Wing
- The East Wing

An overhead bridge connects the North to the South Wing. The buildings were constructed by the British Government just before independence and handed over to the Government at independence. The Building Complex used to house all

Government Ministries, including the offices of the President and that of the Vice-President.

Currently, only the staff of the Vice-President's office are still occupying offices in the building – others have moved away to pave way for expansion of parliamentary facilities and programmes. These will be expected to move away for reasons stated above.

### **THE CHAMBER**

The Chamber accommodates 305 Members, although it was originally meant for only 80 Members. Renovations have been made so that it can accommodate a bigger number. Elected Members in the Seventh Parliament represent some 214 constituencies, while others represent various special interest groups as follows: -

Constituencies	214
District Women Representatives	56
Workers Representatives	5
Persons with Disabilities (PWDs)	5
Youth Representatives	5
Army Representatives	5
Ex-officio	<u>10</u>
<b>Total</b>	<b><u>305</u></b>

Proceedings are broadcast live from a broadcast station housed at the basement of the building.

There is no Library Committee. The Parliamentary Commission oversees the issues of the Library along with the services of staff. The Parliamentary Commission purely deals with matters of the Members of Parliament, since the staff is still employed by the Public Service Commission. Parliament only pays them a compensatory allowance.

The membership of the Commission is made up of: -

The Speaker	-	Chairman
The Clerk of National Assembly	-	Chief Executive
The Prime Minister		
Leader of Government Business		
3 Back Benchers		

Heads of Sections are members of the board that is responsible for implementation of the Commission's decisions.

Senior Government appointments are subject to ratification by Parliament through the appointments Committee, which is chaired by the Speaker. The Committee may decline to ratify some appointments if Parliament finds the appointees unsuitable for the posts they may have been appointed to.

### **THE BUDGET COMMITTEE**

The Budget Committee scrutinizes the budget before it is presented to the House.

All chairpersons of Parliamentary Committees form the membership of this Committee. It was established through the enactment of the Budget Act 2001, which was a result of a Private Member's Bill. Parliament cannot increase a budget on any issue – the most it can do is to reduce it.

The Committee was formed to control the whims of the executive on budget matters. It was felt that Budget was not a matter of the executive giving decrees on what should be done. It should take into account various issues affecting the people of a country. Before the enactment of the Budget Act the relationship between the Committee and Ministers was cordial. Later it turned antagonistic. Ministers report to the Committee what the Finance Minister has not seen as a priority. The Committee then mediates for the Ministers, sometimes even the Minister for Finance himself if he found himself with projects he was unable to fund.

The Committee provides for 3% latitude to the Minister for Finance to re-allocate funds without coming back to Parliament. This was later overruled by the Civil Contingencies Fund Act, which removed all re-allocations without reverting back to Parliament. The Finance Act governs the Civil Contingencies Fund.

The Budget office has a support staff of 12, who are experts in various areas of Finance e.g. macroeconomics, Budget, Statistics, Economists, Computer, etc.

The staff also support committees on accountability e.g. Parliamentary Accounts Committee. Local Government Accountability Committee, etc in budget analysis, analysis on the impact of taxation, court awards, etc.

## DEPARTMENT OF PARLIAMENTARY, PROFESSIONAL DEVELOPMENT (DPPD)

The delegation called on the Director of DPPD, Mr. Manuel Pinto, who briefed the Members as follows: -

The Department focuses on development in three dimensions: -

- Development of the Members of Parliament
- Staff Development
- Development of the General Populace

It is responsible for the capacity building for MPs – develops its programmes through the Business Committee, which is chaired by the Speaker and has all chairs of various committees as members. The department also works very closely with the Parliamentary Commission, the Speaker and Parliamentary staff.

It also liaises closely with donor agencies in an effort to solicit donor funding for development projects in Parliament.

As a result, over 50% of Parliaments Development and 90% of the re-current budget is donor funded. AWEPA was also currently sponsoring capacity building programmes in Parliament. That Parliament had not moved far with the doctrine of separation of powers – the Executive was still keeping a tight hold. In order to move away from executive control, there is need to strengthen information systems in the region, so as to keep pace with the changes and developments in other parliaments.

The delegation learned that the UN Department of Economic Development had just obtained some US\$4 million to improve information systems in eight African countries including Kenya, Uganda, Tanzania, Ghana, Mozambique, Cameroon, Angola and Rwanda. Each country will receive US\$350,000 for this project. Parliament should take advantage of these funds to strengthen the IT systems for the benefit of its Members and staff.

Each department plans its own training budget, which is centrally controlled by the Human Resource department. Scholarships are available for staff training even at post-graduate level locally and abroad.

The department acts as a vital link between Parliament and the civil society with whom as much information as possible is shared and cordial relationships maintained.

### **MEETING WITH THE DEPUTY SPEAKER**

The meeting with the Deputy Speaker, Ms. Rebecca Kadaga was characterized by general discussions on political developments in the two countries and Parliaments e.g. Strides made by the Parliamentary Service Commission, Constitutional review, Laws on *Harambee* etc. The Deputy Speaker underscored the importance of having Members of Parliament computer literate, and connected to the Internet, since recent developments globally have resulted in so much information on the Internet, which Members should be enabled to access.

Every MP in Uganda is connected to the Internet and they all have e-mail addresses.

Members of Parliament have offices within Parliament Building but constituency offices were yet to be developed, the same was the case obtaining in Kenya.

About 90% of development projects, are funded by donors while no donor funding has existed in Kenya since 1991.

### **PROCUREMENT**

All Government Departments operate under the Procurement Act. The Contracts Committee, whose Members are appointed by the Clerk of the National Assembly and approved by the Commission, replaced the Central Tender Board which existed before.

The Members so chosen to serve in the Committee do so in their personal capacity. They cannot, therefore, delegate powers to someone else to represent them and are held responsible in their personal capacity.

The Purchasing Unit derives authority from the Contracts Committee to make programmes of purchases. Individual departments can do minor purchases, while major purchases must be made through the procurement officer, who sends out quotations, with the approval of the committee.

All purchases above a certain limit will call for tendering either locally or internationally. The tendering committee strictly restricts all purchases to the rules,



such that one cannot just procure anything. Computer specifications have to be made clearly so that compatibility is possible.

### **COMMITTEE ON GOVERNMENT ASSURANCES**

The Committee follows up on assurances or promises made by Ministers on the Floor of the House, thus committing Government. A Minister is bound to report action taken by the Government on any assurance made by him/her on the Floor of the House to the Committee within four (4) months, failing which the Minister will be liable to censure by the House, in line with article 118 of the Constitution. Ninety-nine (99) signatures of Members of the House would validate the censure. The number has now gone up to 114 such signatures that would be required. Once the House censures a Minister, the matter is left to the President to drop the Minister. All those who have ever been so censured have been dropped.

The Committee on Government Assurance is quite unpopular with the Government. No wonder then that it operates with very little or no official facilitation. The committee was established as a result of assurances made by the Minister for Finance previously without much being done about the promises/assurances made. This angered Members of Parliament and they resolved to establish a committee that would follow up on the promises made by Ministers in an effort to make Ministers more responsible and accountable for their utterances, hence the Committee on Government Assurances.

### **INFORMATION TECHNOLOGY**

This section assists all other sections and departments to function. It is therefore an essential component of the Library Department.

Though it is part of the library department, plans are underway to detach it from the library so that it becomes a department on its own. This will make it possible to fulfill the need for networking information technology in the East African Region so that the Parliaments of the three countries are accessible to each other's information systems without difficulty.

There are 150 computers, all connected to the Internet, with all Members of Parliament and staff accessing Internet through their own e-mail addresses.

An internal workstation, (Intranet), is being developed to facilitate inter-office communication. MPs with computers at home are also connected to the Internet. Internet facilities are provided free of charge by Uganda Telecom to all Ugandans.

Telecom then subsidizes this through telephone bills. This has enabled Parliament to operate and manage its 150 computers and the IT and internet facilities outside donor presence without any problem. Most donors have also agreed to provide Parliament with funds rather than equipment so that it can buy what is relevant to the Parliamentary situation.

## **RESEARCH**

Most research is targeted for Members of Parliament, individual officers come later. Committees also take precedence. Research is undertaken on anything or area, be it small, major etc. that needs to be analyzed. Research material is basically for the consumer – the person who requested for it. Research on committee reports is done for the committees and others as well. There is no anticipatory research done, but only on what has been requested for.

Research officers are recruited from various disciplines so as to handle research topics from the relevant areas e.g. law, agriculture, social sciences, economics, finance, history, anthropology etc.

## **LIBRARY**

### **Back ground information on the Parliamentary library of Uganda**

The current Parliamentary Library of Uganda was established in the year 1999 and is located on the third floor of one of the wings of Parliament Building. Unlike the Zambia Parliamentary library, which is purpose, built, the Uganda parliamentary library room was formerly an office for the Police (finger prints department).

The Librarian and his staff reorganized the stock after refurbishing the room, 10 bookshelves are in the library and hold approximately 914 Book Titles, Government reports; books and other materials that survived destruction from the army regime of dictator Idd Amin constituted the first library stock.

### **Access to the Library**

The Library is strictly accessible by Honorable Members and the staff of the National Assembly, however plans are under way to allow students from the university and other colleges who are pursuing courses relevant to politics to access the library without restrictions.

### **Acquisition/Book Orders**

There is little acquisition of new books done in Uganda Parliamentary library due to funding constraints. This has however, prompted an immense reliability on digital information service, which is acquired through Internet and other methods of information super highway as well as inter-library resource sharing.

### **Processing of Information Materials**

The Library is currently using the AACR II Cataloguing system and the D D C. classification scheme for arrangement of its collection. It was observed that due to the availability of many researchers who are employed in every discipline ranging from lawyers to engineers the library does not perform any research services to the Members of Parliament unlike the case in Kenya.

### **Computerization Services**

The Ugandan Parliament maintains a website which holds most of the information on Parliament ranging from Members' biodata, research papers and Hansard contribution. The library has approximately fourteen computers, which have Internet facilities to enable Members to browse without congestion. A database for information management has been created for by the director of Research and information service to facilitate prompt retrieval of all documents including the constitution of Uganda, Committee reports, the Hansard e.t.c. It was observed that the library does not maintain permanent reading cubicles for individual MPs like the case in Zambia.

Finally, the library has utilized its limited resource and space to the satisfaction of the current Parliament, which has 305 Members.

### **OBSERVATIONS AND RECOMMENDATIONS**

1. The members observed that nearly 90% of MPs in Uganda were computer literate, and that all the members of parliament and senior staff have e-mail addresses. The committee therefore recommends that all members and staff of parliament should be fully computer literate and accessible to the Internet. This will make accessibility of information easier, even from other parliaments. However, this will only be possible if the parliament website is operational. It should therefore be established without any delay.

## 2. Training and user support

- (i) It is recommended that a computer training facility be established to conduct regular computer skills training programmes for members and staff especially for new members.
  - (ii) Staff should also be afforded opportunity to attend short courses and workshops to develop their IT skills and keep a breast with new developments.
  - (iii) Staff exchange programmes with other parliaments be encouraged.
  - (iv) The acute manpower shortage in the library should be addressed urgently in line with the new envisaged developments and expansion of the library facilities.
3. A general overhaul of all software available should be carried out with a view to replacing old/obsolete equipments.
  4. Research officers in the relevant disciplines should be recruited as a matter of urgency. The, members observed, made research more focused, thus enabling the members to make informed decisions /contributions in the house.
  5. IT hardware should be standardized by limiting the number of brands. This will minimize maintenance costs.
  6. Information Technology strategy should be developed in line with one obtained from the Uganda Parliament found in Appendix 3. The committee recommends that the paper, where applicable, be implemented wholly.

## Appendices

1. Briefing notes on the background, structure and work of the Research Department
2. Program for the study tour by the Library Committee of Kenya National Assembly to Zambia and Uganda
3. Information Technology Strategy Paper for the Library of Uganda

4. Functional Structure for the Parliament of Uganda

Signed

  
.....  
CHAIRMAN

Dated

..... 10. 12. 03. ....

**BRIEFING NOTES ON THE BACKGROUND,  
STRUCTURE AND WORK OF THE RESEARCH  
DEPARTMENT ON THE OCCASION OF THE  
VISIT OF THE LIBRARY COMMITTEE OF  
KENYA, 5<sup>TH</sup> NOVEMBER, 2003**

**National Assembly  
Research Department  
LUSAKA**

**November, 2003**



## **INTRODUCTION**

This document is an information brief on the operations of the Research Department. In it, is the rationale for the establishment of the department and the services it renders to both the establishment and the Members of Parliament, and other organs of the National Assembly.

It is adapted from our training manual for officers in the department and those on attachment programme.

## **HISTORY**

At the Eighth meeting of the Standing Orders Committee held on July 1970, a resolution was adopted that Members of Parliament should be provided with research services. The Department was to be established after the recognition of the following:-

1. that in parliamentary democracy Members of Parliament needed to be well informed by the provision of readily processed and factual information to enable them carry out their duties; especially that Members were too busy to do their own research given their multifarious functions; and
2. that information was power because it was necessary in decision making and that research services were therefore weapons that Parliamentarians could use against the challenges which threaten parliamentary democracy.

However, it was not until 15th May 1971 that the Research Department was established with the appointment of the Research Officer.

The Hon Mr Speaker prescribed the following duties as part of the job description of the department:

- (i) provision to Members of Parliament of precise information connected to their duties, which normally would require a written reply;
- (ii) provision to Member of Parliament of oral or written information on the multifarious matters or subjects that come before the House; and
- (iii) provision of research work on international affairs and preparation of background papers on any legislation due to be introduced in Parliament.

The Research Department, therefore, added an important and new dimension of services offered to the parliamentarians which were previously restricted to those available through the expertise of the Librarians.

With the growing demand on the services provided by the Department, partly due to the growing number of Members of Parliament over the years, there has been an increase in the number of the recruited and possessing various qualifications in economics, law, political science, history, public administration, etc.

## STRUCTURE OF THE RESEARCH DEPARTMENT

The Research Department in the National Assembly of Zambia is one of the thirteen departments under the Office of the Clerk of the National Assembly.

The Department has a hierarchical structure with the following members of staff:

- Chief Research Officer (1)
- Deputy Chief Research Officer (1)
- Research Officers (2)
- Assistant Research Officers (8)
- Senior Research Assistant (1)
- Research Assistant (1)

In addition, the department has supporting staff as follows:

- Research Clerks (2)
- Secretarial Staff (3)

The important point about the research services in the National Assembly of Zambia are based on the fact that:

- (a) the research staff, like all other members of staff are non-partisan; and
- (b) the research services are mainly targeted at the back-benchers and not the front-bench. This is because, the back-benchers have no

access to public offices, therefore, the only way they can lay their hands on certain information is through the Research Department. Furthermore, the front bench are normally served by their officials in their respective ministries or departments.

Notwithstanding this, the front bench is also entitled to use the various services offered by the Research Department.

### **LOCATION OF THE RESEARCH DEPARTMENT**

The Research Department is situated in the adjacent Building located to the south-west of the main building and its offices are on the first floor of the southern wing of the Library Building.

### **RESEARCH SERVICES**

As stated earlier in the introduction, the provision of research facilities as a service to Members of Parliament started on 15th May, 1971. The duties of the Research Department as outlined by the Hon Mr Speaker are:-

- (i) to provide to Members of Parliament oral or written information on the multifarious matters or subjects that come before the House;
- (ii) to provide Members of Parliament with precise information on subjects connected with their duties as Members of Parliament, and which information deal with long or often more involved queries which would normally require a written reply;

- (iii) to research on international affairs - this includes preparation of background papers on topics that are discussed at various international conferences, such as the Commonwealth Parliamentary Association, the Inter-Parliamentary Association, the Inter-Parliamentary Union, etc, and
- (iv) preparation of background papers on any legislation due to be introduced in Parliament.

The Department's services to Members of Parliament are based on the following guidelines; namely:-

- (a) that all work must be prepared in a scrupulously factual and modern form;
- (b) that only those enquiries, which are directly connected with the work of Members of Parliament, in their official capacity ought to be entertained; and
- (c) that officers should not entertain requests, such as the preparation of press statements, writing of papers which may express a Member's opinion on an issue or writing speeches for Members of Parliament.

In order to realise the objectives set out in Mr Speaker's instructions, the Department undertakes the following activities:

1. dealing with Parliamentary information requests from Members of Parliament which involve both short reference assignments and long papers requiring in depth research;

2. background papers which are prepared for the Commonwealth Parliamentary Association, the Inter-Parliamentary Union, Parliamentary Conferences and Seminars;
3. writing speeches for various functions and occasions;
4. exchange of views, notes for the Hon Mr Speaker and senior members of staff when required to brief a visiting delegation;
5. preparing country briefs used by the Hon Mr Speaker and senior members of staff to brief Zambian Parliamentary delegations;
6. preparation of Parliamentary Sessional Reviews and other reports as may be required by the Hon Mr Speaker;
7. anticipatory - research in any matter or issues that might be of interest to the Hon Members; and
8. any other miscellaneous research work as may be required.

### **Background Papers**

These are documents containing detailed information written on topical issues and subjects that appear on agendas of Parliamentary Conferences and Seminars for Members of Parliament and Senior Management staff especially those organised by the Commonwealth Parliamentary Association (CPA), and the Inter-Parliamentary Union (IPU) and other parliamentary fora. In addition, background papers are also prepared on legislation due to be introduced in the House.

## **Source and Organisation**

Data for background papers is normally collected from the National Assembly Library, the University of Zambia Library, the Zambia Library Services, the National Archives, the United Nations Information Centre and Government Ministries. The normal way of requisition and collection of this data is by way of writing letters to these various sources and consequently make some follow-ups on them. When data is collected, then processing begins by firstly classifying or synthesizing it, then analyse, evaluate, interpret and possibly recommend solutions to the hypothesized problems; in the main, an outline of the pros and cons of the subject matter is given and, brought to the fore depending on the what the subject matter entails.

### **(i) Lay Out**

Each paper begins by stating the title which forms the subject matter. This is followed by the introduction under which a brief historical background is stated and then there follows the main outline which embodies all aspects of relevant to the subject matter and its implications. Finally, a conclusion whose contents may vary from one paper to the other is made. It is recommended that at the end of each paper, a summary of the paper's main points is given.

### **(ii) Exchange of Views**

The department prepares notes for the exchange of views for any person playing the role of Chairperson when a visiting delegation has to be briefed on the Zambian parliamentary system. The

exchange of views occurs when two or more parliamentary delegations representing different parliaments exchange ideas on the working of their respective parliamentary and political systems.

### Contents

The Exchange of Views usually begins with acknowledging the bilateral relations that exist between the two Parliaments. The Chairperson acknowledges the relationship that Zambia has with the other Parliament and how the country has benefited therefrom.

The document then states the history of the Zambian Parliament. It shows how it has evolved to what it currently is. This includes the changes that the Zambian Parliament has gone through to suit the local conditions rather than the Westminster system inherited at independence.

The exchange of views also shows how the Parliamentary system works in Zambia. This includes bringing out the work of the committee system, the procedure on the passage of bills from presentation to assent, etc.

The document concludes with the administration of the Zambian Parliament. This part outlines out the departments in the National Assembly of Zambia as well as the services offered to the Members of Parliament and to Parliament itself.

The mode of presentation, however, depends on the Chairperson of the delegation. What is stressed also varies depending on which delegation is visiting. The Chairperson may wish to stress the



political ideology of the Zambian Government or the co-operation between the two governments.

### **Parliamentary Information Requests**

One of the major functions of the Research Department has been the handling of requests from the Members of Parliament. Requests from Hon Members to the Research Department are received in a variety of ways. They can be on any subject matter and either be embodied in a letter written by a Member to the Department, through a telephone call by a Member or through a third party. Sometimes the requests are received by the Library staff who in turn refer them to the Research Department or through a visit by a Member to the Research Department after a personal conversation or indeed a casual encounter between a Research Officer and a Member. They can also take the form of short reference assignments or may require writing long papers involving in depth research.

For record purposes, any Member who directs any request to the Department is required to fill in a stereotyped form stocked by the Department itself. Every request is then entered into an assignment register. Although individual Research Officers may work directly with the Members, major projects and sensitive

assignments must have the approval of the Chief Research Officer or indeed the Deputy Chief Research Officer.

It has been learnt through experience, that requests received indirectly, more often than not, fail to accurately reflect the nature of a Member's requirements. It is from this background, therefore,

that a convention has developed whereby it is a cardinal principle of the Department's mode of operation that there should be direct personal contact whenever possible between the Hon Member and the Research Officer to whom the request has been referred. Consequently, the Research Officer's first task when embarking upon a new assignment is to seek a personal interview with the Member, to discuss the project or request. Communication between Members and the Research Department are at all times, confidential. The sources and nature of discussions held are never revealed. This arrangement serves to make members have reason to rely on the discretion of the staff and to help them dispel any fears they may be harbouring about any leakages.

### **Speeches**

Writing speeches has increasingly become a major function of the Research Department. Speeches are written for various occasions, including Conferences and Seminars, receptions, farewells, graduation ceremonies following Parliamentary Attachment courses, Official Opening of Parliament to mark the beginning of a new Session, and any other occasion where such speeches may be required as directed by the office of the Hon. Mr Speaker, the Hon Mr Deputy Speaker, and the Clerk.

It is the requirement of the Department that the speeches are original i.e mindful of the audience, the characteristics of the person to deliver such a speech, the nature of the functions, and the time factor.

There are times when the Hon Mr Speaker is invited to officiate at functions outside Parliament and the inviting hosts prepare draft

speeches for the Speaker. These draft speeches are then submitted through the office of the Speaker to the Research Department. Officers are assigned to study the speeches and make necessary adjustments that are closely related to Parliamentary issues where possible.

### **Country Briefs**

#### **What do they contain?**

This document contains basic facts and information about a particular country which a Zambian parliamentary delegation may visit. The information covered include, the brief history of the country, political system, parliamentary system, weather condition, economy, bilateral and multilateral relations with Zambia; and any other important statistics about the country to be visited.

The country briefs are used to enlighten the visiting Zambian delegations about the countries they are to visit.

The department also prepares other briefs on organisations having any association with the National Assembly. The briefs are meant to enlighten Zambia parliamentary delegations which attend workshops, seminars and conferences organised by such organisations.

### **Source and organisation**

The main source of information for the preparation of Country or Organisation Briefs are Embassies/High Commissions through the Ministry of Foreign Affairs. The processing of data meant to be for a brief is the same as that of the background paper. As the title of

the paper suggests, all data collected is completed into summary form.

### Lay out

A brief is introduced by stating the country in question and the delegation that is expected to travel to that country. After the introduction, a geographical description of the country is stated. This is followed by the type of Government; the area or extent of the country; the population; main languages; some local divisions i.e union territories or districts; main cities of the country; religions; that country's national day; its flag; the currency especially the rate that prevails at that particular moment of the conference or seminar; the weather that prevails there; brief historical background; the type of Parliament -unicameral or bicameral; major political parties; economy/trade; bilateral relations and lastly major international organisations to which both countries are members and to which only the host country is a member.

### Anticipatory Research

As the name suggests, anticipatory research involves researching into issues that are likely to be discussed by the House. Many issues of importance which make up current affairs in the press, may be potential topics for anticipatory research. Research Officers anticipate the subjects of importance likely to be covered by the House during a particular session.

There is no limit to the topics on which anticipatory research can be carried out as the issues that can possibly concern Members

are many and varied. Officers have to use their discretion and general knowledge in deciding what is likely to concern the Members. These topics can either be directly connected to business likely to come up on the floor of the House or simply matters of national and international interest.

This kind of research may take different forms. One of these is the production of dossier files which take the form of the compilation of press clipping.. An example is the multi-party political debate in Zambia. A dossier file has been kept in the Department on the issue.

All articles that have appeared in the daily press since the beginning of the debate have been cut, pasted and filed. A similar file was kept on the Gulf Crisis. These have been kept both for historical purposes and for quick retrieval of information on the issues.

Another form of anticipatory research is that of Library Research. An example of this would be on issues connected to the constitutional bill that had been under discussion. As Members may not be well versed with information about it, it is likely that the Department may be called upon to give out the information. In short, therefore, the Department is expected to be equipped with information for use by Hon Members even before they request for it. Individual officers pick topics that they would like to research on. However, the Head of Department is informed before the officer knows exactly who has the information. This kind of research is particularly interesting and challenging because the officer works on his own discretion and usually on issues of personal interest to him.

## Field Research

The other area of activity carried out by the Research Department is Field Research. The term itself Field Work implies that aspect of Research carried outside the office.

In carrying out Field work, Research Officers leave their offices for other primary sources of information such as the United Nations Information Centre, the University of Zambia Library, the British Council, the American Information Centre, the Government Ministries, etc, to collect data of various kinds.

Prior to visiting such institutions, letters of request for information are sometimes sent to the institutions concerned in advance. This is common especially with regard to the Government Ministries. Whereas with regard to libraries, the Research Officers simply walk in the Library and start collecting their information/data.

There are a number of problems that Research Officers face with regard to Field Research. Some of these problems include the unwillingness of some respondents to give information, letters of requests sometimes reach respondents late due to poor postal services, lack of understanding and appreciation of the role of the Parliamentary Research Department, and sometimes the general uncooperative attitude of some bureaucrats.

Through request by the Members and Field Research, the Research Department has been able to:-

- (a) provide Members of Parliament with oral and written information on the multifarious matters or subjects that come before the House, and
- (b) provide Members of Parliament with precise information on subjects connected with their duties as Members of Parliament. To this end, therefore, it has been the responsibility of the Research Department to ensure that:-
  - (a) all work is prepared in a scrupulous, factual and current form;
  - (b) only matters/issues which are directly connected with the work of Members of Parliament, in their official capacity as Members of Parliament are entertained by the Department; and
  - (c) officers do not entertain requests such as the preparation of press statements, writing of papers which may express a Member's opinion on an issue or writing speeches for Members of Parliament.

Deadlines are strictly adhered to, this is due to the fact that information or data requested if not used at the time it is asked for serves no purpose to the Hon Member.

Information or data that has been provided by the Research Department has assisted Hon Members in making the frontbench more accountable especially with regard to Question Hour.

## Miscellaneous Responsibilities

Apart from all the issues mentioned above, the Research Department is often called upon to carry out work on what we can term miscellaneous issues.

These include:

(a) **Bio-data of Hon Members.**

This is the Members' personal information written on Bio-data forms kept in the Department, which give all vital information on Members. The Hon Members are required to fill in these forms at the beginning of each Parliament. The Bio-data is a handy means for writing the Members Curriculum Vitae or in the case of death of a Member an obituary, speech for the funeral as well as when some general information is required.

(b) **Draft rulings for the Speaker**

The department can be called to produce a draft ruling on a point of order for Mr Speaker. Normally these draft rulings would require extensive research.

(c) **Publishing of Articles.**

The department undertakes the writing of articles for publication, for example in the Parliamentarian.



(d) **Sessional Reviews**

Each Parliament is divided into different sessions. The "Sessional Review" contains the summary of the work of the House in a particular parliamentary session. The documents cover information on Official Opening of Parliament, Questions dealt with in the House, Bills, Motions, Rulings by the Chair, Announcements, Ministerial Statements and any other matter of great importance covered by the House. The document serves as reference material for Members and any other users.

The reviews may at times be sent to the CPA for publication in The Parliamentarian.

These among others are the miscellaneous duties the department undertakes. There is really no limit to what an officer in the Department can be required to work on. For this reason, officers are required to be flexible in attending to the various assignments.

(d) **Miscellaneous Research**

The department may also be asked to conduct any other miscellaneous research work as may be required by the Office of the Hon Mr Speaker, the Hon Mr Deputy Speaker or that of the Clerk of the National Assembly or a Member of Parliament;

## IMPORTANCE OF THE SERVICES THE DEPARTMENT RENDERS

In the first place, it is important to state that these services serve not only as tools but also factors meant to facilitate the development and smooth administration of Parliament.

A country brief, for example, would give the conference participant some knowledge of what prevails in the host country. He/she would have knowledge of the type of government, currency, weather, Zambia's relations with that country and other essential elements that make up a brief and consequently, introducing that country to the participant. A background, on the other hand, paper enables the participant to contribute adequately, efficiently, effectively and proficiently at a conference or seminar.

## DISSEMINATION OF INFORMATION ON PARLIAMENT

Since early 1993, the Research Department has discharged some public relations functions for the National Assembly of Zambia. In this respect, the department prepares Parliamentary Procedure Abstracts for public consumption; including publication of pamphlets cum books on the Zambian Parliament.

## **CONCLUSION**

The Research Department, since its inception in 1971, has grown both in its structure and scope of operations. Increasingly, the Department is taking measures to accomplish those tasks such as writing books on the

legislative process, practice and procedure etc, anticipatory research and briefs on intended legislative measures which have hitherto been less prominent in its services to the National Assembly.

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5/11/2003

EBCM(4)/dcm

**PROGRAMME FOR THE STUDY TOUR OF THE  
LIBRARY COMMITTEE OF KENYA NATIONAL  
ASSEMBLY - HON. WYCLIFF OSUNDWA, MP -  
LEADER OF DELEGATION; HON. S.  
MWANCHA OKIOMA, MP; HON. DAVID SUDI,  
MP; HON. LUKAS CHEPKITONY, MP; HON.  
OWINO LIKOWA, MP; HON. BENSON MBAI,  
MP; HON. PETER MUNYA, MP, MS CHRISTINE  
MWAMBUA – PRINCIPAL  
CLERK/DELEGATION SECRETARY; AND MR  
PETER F. IRAYA – LIBRARIAN FROM 3RD TO  
6<sup>TH</sup> NOVEMBER, 2003**

(158) MBS  
8 Administered  
Opposition

MONDAY, 3<sup>RD</sup> NOVEMBER, 2003

- 1140 hours : Arrival at Lusaka International Airport at 1140 hours by flight No. KQ 422.
- To be met by a Member of the Library Committee, the Chief Librarian, Deputy Principal Clerk (Training) and Officers From the Public Relations Department.
- Accommodation at a Five Star Hotel
- 19:00 hours : Private dinner

TUESDAY, 4<sup>TH</sup> NOVEMBER, 2003

- 09:45 hours : Call on the Principal Clerk (Training) (In Committee Room 3) —
- 10:00 hours : Call on the Clerk — (Doris)
- 10:15 hours : Conducted tour of Parliament Buildings
- 11:00 hours : Courtesy call on the Honourable Mr Deputy Speaker
- 11:30 hours : Banking and other logistics
- 13:30 hours : Lunch at the National Assembly Motel
- 14:30 hours : Attend sitting of the House
- 16:15 hours : Conducted tour of the Library

WEDNESDAY, 5<sup>TH</sup> NOVEMBER, 2003

- 09:30 hours : Meet the Deputy Speaker (Chairperson) of the Committee on Privileges, Absences and Support Services.
- 11:00 hours : Briefing by the Chief Librarian and the Chief Research Officer : on the operations of the Library and Research Services.
- 13:00 hours : Lunch at Parliament Buildings
- 14:30 hours : Briefing by the Principal Clerk (Social Committees)

THURSDAY, 6<sup>TH</sup> NOVEMBER, 2003

- 09:00 hours : Visit Department of choice → Tour - Kariba dam
- 11:00 hours : Reserved for Kenyan High Commission
- 13:00 hours : Lunch at the National Assembly Motel
- 14:30 hours : Evaluation of the study tour by Hon. Eric Silwamba, MP, Chief Whip, Member of the Privileges, Absences and Support Services Committee.
- 19:00 hours : Private Dinner

FRIDAY, 7<sup>TH</sup> NOVEMBER, 2003

- 1225 hours : Departure for Nairobi by flight KQ 422
-

## Proposed Programme for visit of MPs from Kenya

### November 16, 2003

Departure for Kampala

### November 17, 2003

- 0900 - Courtesy call at Kenya High Commission
- 1000 - Tour of Library and IT facilities
- 1100 - Courtesy call on the Speaker
- 1100 - Lunch with Presidential and Foreign Affairs Committee
- 1400 - Visit to Source of the Nile

### November 18.2003

- 0900 - Hold Discussions with Director Library, Research and IT, Librarian and Principal Research Officer.
- 1100 - Tour of other Parliament facilities.
- 1200 - Courtesy call on the Clerk to Parliament
- 1230 - Lunch with Members of Parliamentary Commission.
- 1400 - Attend a sitting of the House
- 1600 - Visit Kasubi Tombs and Makerere University.

### November 19.2003

- 0900 - Hold discussions with Procurement Officer and Contracts Committee.
- 1000 - Courtesy call on the Deputy Speaker
- 1100 - Further discussions on Library issues
- 1200 - Wrap up
- 1400 - Free afternoon

### November 20,2003

Departure for Nairobi



# THE PARLIAMENTARY COMMISSION INFORMATION TECHNOLOGY STRATEGY

## 1.0 INTRODUCTION

In December 1998, the Parliamentary Commission adopted a 3-year Modernization Plan, in which the use of Information Technology to support the information needs of Parliament, was given as one of the priorities. Based on the plan drawn by the Uganda Parliamentary Technical Assistance Project (UPTAP), Parliament acquired a number of IT facilities. These include a VSAT and web server for Internet connectivity, Local Area Networks (LAN) in the Library and Research Center, the Budget Office and the department of Official Report, a number of PCs in Public Relations office and Department of Legislative Counsel. Under the DFID Assistance Project to Parliament the Clerk's Department received a number of computers and printers. A Parliamentary website and a number of applications programs such as the Bill Tracking System and Intranet System have been developed. The Parliamentary Commission has also used local funds to purchase more IT equipment for those departments that were not catered for in the Donor funded projects. There are now a total of 96 computers of which 52 were purchased under UPTAP programme, 16 under DFID Assistance Project and 28 using local funds.

From the experience gained during the development of the IT systems this IT strategy for Parliament has been made.

## 2.0 OVERALL AIMS

- 2.1 To ensure the orderly development of Corporate Information Systems and Technology infrastructure for Parliament.
- 2.2 To ensure overall connectivity and uniform standards for Information Technology.
- 2.3 To ensure sustainability of the IT facilities and services.

## 3.0 GENERAL POLICIES

- 3.1 To standardize computer hardware, software and communication protocols.
- 3.2 To develop a network infrastructure that will eventually handle both data and video communication.
- 3.3 To deliver information services within Parliament through a common interface using the Parliamentary Intranet.
- 3.4 To provide all senior staff with PC workstations in their offices.
- 3.5 To establish resource centers with PC workstations for Members, (instead of providing a PC to each Member), such that the ratio of PCs to Members is not greater than 1:5.
- 3.6 To replace the old computer equipment every 3 - 5 years from date of purchase.



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- 3.6 To replace the old computer equipment every 3 - 5 years from date of purchase.

- 3.7 To provide dial-in Internet service to Members and Senior staff who need the service at a minimal fee.
- 3.8 To develop capacity to provide regular maintenance service and simple repairs of computers and printers in house.
- 3.9 To establish computer training facilities and conduct computer skills training programmes for Members and staff in house.

#### **4.0 STRATEGIES**

##### **4.1 Standardization of Hardware and Software**

- To minimize maintenance costs, IT equipment will be standardized by limiting the number of brands. All future purchases will be chosen from the following brands, which are already in use: IBM, HP, COMPAQ and GATEWAY. Over 90% of the printers are HP and HP will remain the preferred brand for future purchases of printers. All computers will have pre installed network cards at the time of purchase.
- The standard office software will be Microsoft office applications software to be used in all departments. The only department that had been using Word Perfect for word processing has already changed to MS Word. For database management and development the standard software will be ORACLE.

##### **4.2 Access to IT facilities.**

- Develop a Parliamentary Intranet to cover all departments by June 2001. All general information, software applications and notices for both Members and staff will be available on the Intranet. The following information will for instance be accessible on the intranet:-
  - The Bill tracking system, research reports, library catalogue, the Hansard, the Order Paper and other Business in the House.
- Provide all senior staff and Commissioners with a PC workstation by June 2001.
- Initially establish one secretarial pool with 5 PCs and Resource Centers in the North wing with 20 PCs for Members. Gradually increase the number of workstations for Members to 40 so that the ratio of PCs to Members 1:5 by June 2002.
- The distribution and requirements of IT equipment is given in table 1.

#### 4.3 Provision of Internet and Email Services

- To assign all Members and senior staff e-mail addresses.
- To connect all PC workstations to the Internet Server.
- To upgrade the Internet facility from the current TDMA technology to SCPC technology during F/Y 2001/2002.
- To provide dial in Internet service to Members and senior staff from July 2001.
- To redesign the Web site and make it flexible so that changes can be made easily in future. It will also reduce the time of accessing the web site on the Internet.
- To provide Internet services to some government departments at a fee to optimize the use of the VSAT.

#### 4.3 Development of IT network Infrastructure

- The current network infrastructure is for data communication and will remain so for the medium term. It will, however, be necessary in the long term to develop one network to incorporate video as well.
- Connect 8 LAN Servers to the two Web Servers based in the Department of Library, Research and Information Services through a Proxy Server. There will be one LAN Server connecting PC workstations in each of the following offices/departments.
  - Department of Library, Research & Information Services
  - Department of Official Report
  - Department of Budget Analysis
  - Department of Finance & Administration
  - Department of Legislative Counsel
  - Department of Clerk (North Wing)
  - Training & Resource Centers (North Wing)
- The main network cabling from the web server, which will involve placing a Hub on every floor in the North and East wings, has been designed. Sixteen port hubs will be placed on every floor of the Main Building, the North and East wings. The design of the main cables and Hubs is given in appendix 1.
- Lay cables in the designated offices and resource centers during the Financial Year 2001/2002.

**The following software applications are planned**

Budget Analysis software	2000/01
Personnel Management Information System	2001/02
Records Management system	2001/02
Research Reports online system	2001/02
Stores Management System	2001/02

**7.0 Implementation Plan**

		2000/01	2001/02	2003/03
1.	Extend LAN	₡	₡	
2.	Computers for MP Resource Centre	₡	₡	₡
3.	Computers for Staff		₡	₡
4.	Computers for MPs	₡	₡	
5.	Upgrade Internet		₡	
6.	Budget Analysis software	₡		
7.	Library Security System		₡	
8.	Personnel Information System		₡	
9.	Stores Management System		₡	
10.	Records Management System		₡	
11.	Replace old PCS (30)		₡	₡
12.	Electronic Voting System			₡
13.	Computers for Training Room		₡	
14.	Training (Members & Staff)	₡	₡	₡

**8.0 RESOURCES / FINANCIAL REQUIREMENTS**

Amounts in US Dollars

		2000/01	2001/02	2002/03
1.	Extend LAN		20,000	
2.	Computers for MPs (39)	20,000	40,000	30,000
3.	Computers for Staff (34)	20,000	20,000	20,000
5.	Upgrade Internet	-	10,000	-
6.	Budget Analysis software	MFEP	MFEP	
7.	Library Security System	-	12,000	-
8.	Personnel Information System		10,000	-
9.	Stores Management System	-	4,000	-
10.	Records Management System	-	4,000	-
11.	Replace old PCS (40)	-	20,000	60,000
12.	Electronic Voting System	-	-	NK
13.	Training Room	-	20,000	-
	<b>Total</b>	<b>40,000</b>	<b>160,000</b>	<b>110,000</b>

## PLANNED DISTRIBUTION OF COMPUTERS DURING 2000-2003

OFFICE	Computers in use	Computers Required	Difference
Office of Speaker	2	3	1
Office of Deputy Speaker	1	3	2
Office of the Clerk	1	2	1
Office of the Deputy Clerk	1	1	0
Department of Clerk	17	18	1
Department of Official Report	21	21	0
Department of Finance & Admin	5	9	4
Department of Library, Research & Information Services	30	34	4
Department of Legislative Counsel	2	5	3
Department of Sergeant at Arms	0	3	3
Public Relations Office	2	3	1
Budget Office	4	8	4
MPs' Resource Centres	6	40	34
Commission	4	4	0
Secretarial Pool	0	5	5
Training Room	0	10	10
<b>TOTAL</b>	<b>96</b>	<b>169</b>	<b>73</b>



## 2. Training and user support

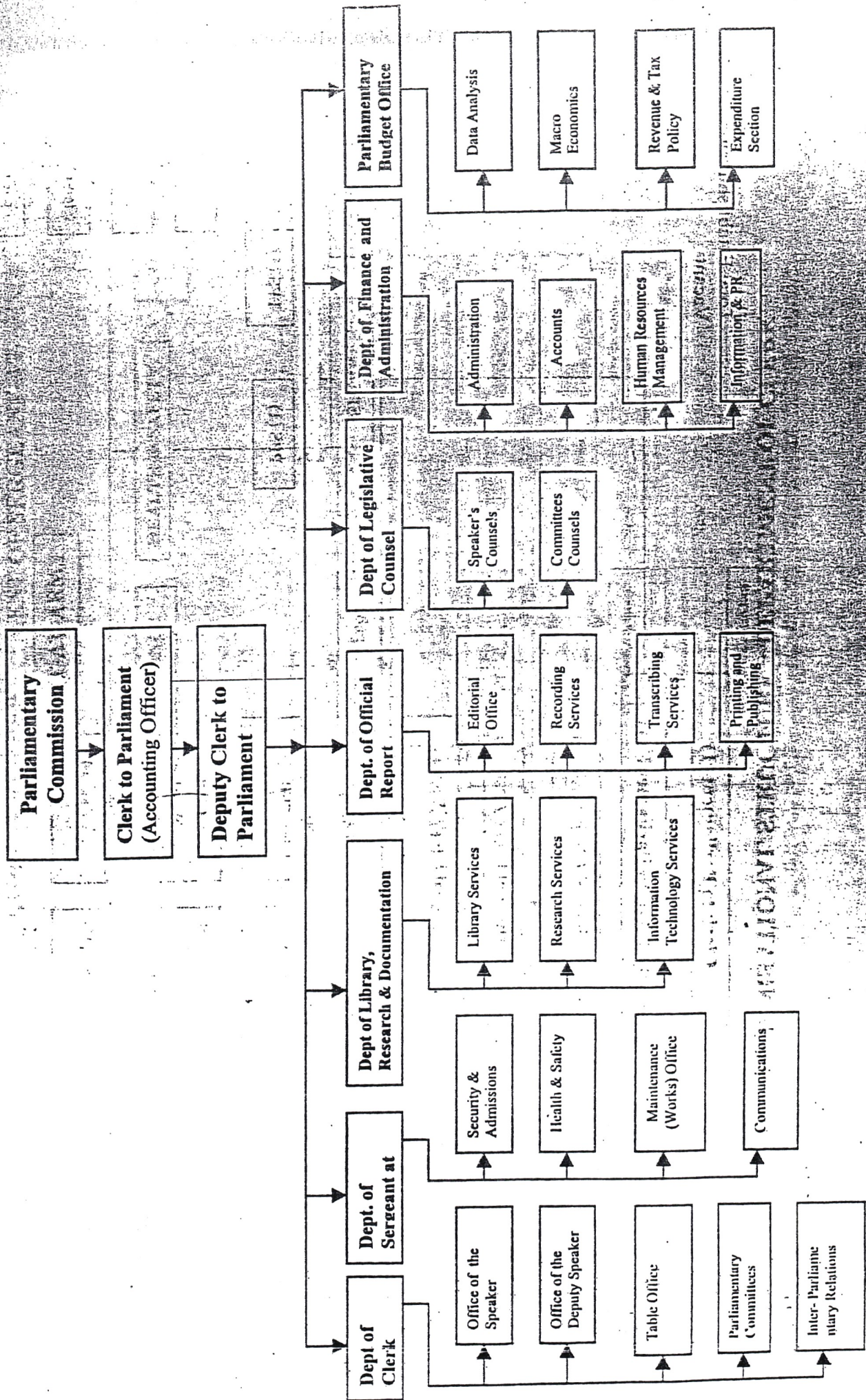
- (i) It is recommended that a computer training facility be established to conduct regular computer skills training programmes for members and staff especially for new members.
  - (ii) Staff should also be afforded opportunity to attend short courses and workshops to develop their IT skills and keep a breast with new developments.
  - (iii) Staff exchange programmes with other parliaments be encouraged.
  - (iv) The acute manpower shortage in the library should be addressed urgently in line with the new envisaged developments and expansion of the library facilities.
3. A general overhaul of all software available should be carried out with a view to replacing old/obsolete equipments.
  4. Research officers in the relevant disciplines should be recruited as a matter of urgency. The, members observed, made research more focused, thus enabling the members to make informed decisions /contributions in the house.
  5. IT hardware should be standardized by limiting the number of brands. This will minimize maintenance costs.
  6. Information Technology strategy should be developed in line with one obtained from the Uganda Parliament found in Appendix 3. The committee recommends that the paper, where applicable, be implemented wholly.

## Appendices

1. Briefing notes on the background, structure and work of the Research Department
2. Program for the study tour by the Library Committee of Kenya National Assembly to Zambia and Uganda
3. Information Technology Strategy Paper for the Library of Uganda



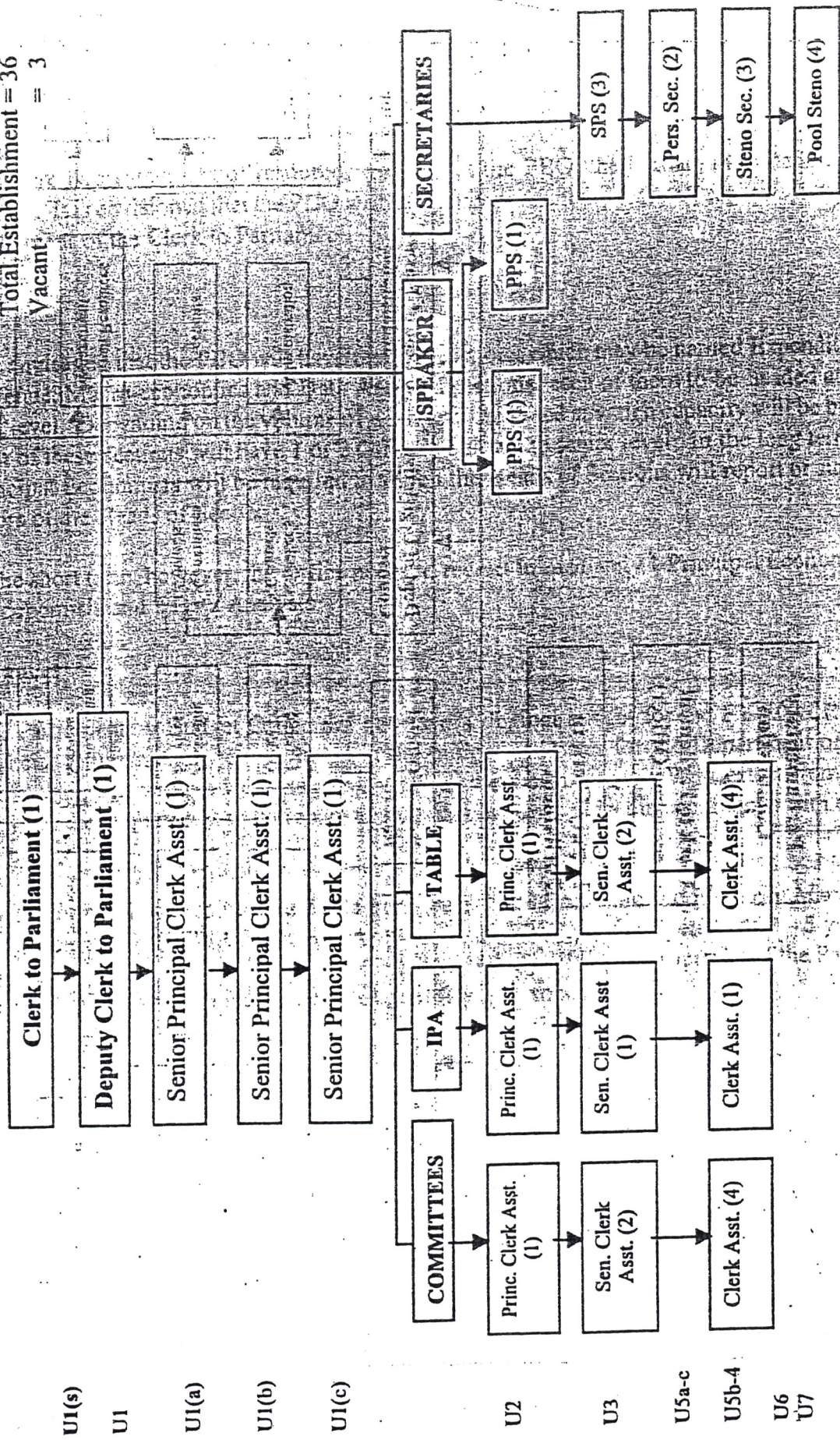
# FUNCTIONAL STRUCTURE – PARLIAMENT OF UGANDA





# ORGANISATIONAL STRUCTURE - DEPARTMENT OF CLERK

Total Establishment = 36  
Vacant = 3



U1(s)

U1

U1(a)

U1(b)

U1(c)

U2

U3

U5a-c

U5b-4

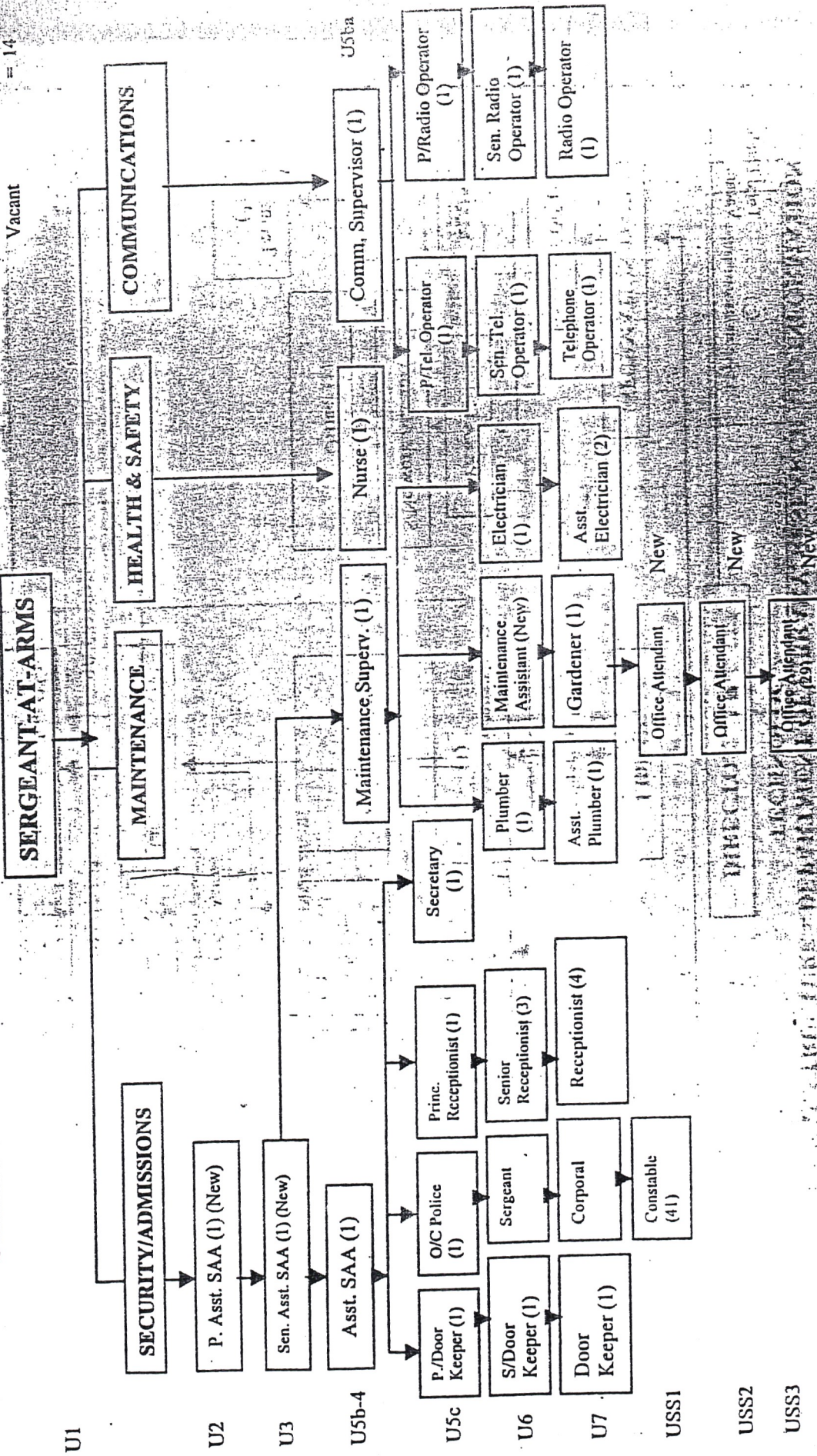
U6

U7



# ORGANISATIONAL STRUCTURE - DEPARTMENT OF SERGEANT-AT-ARMS

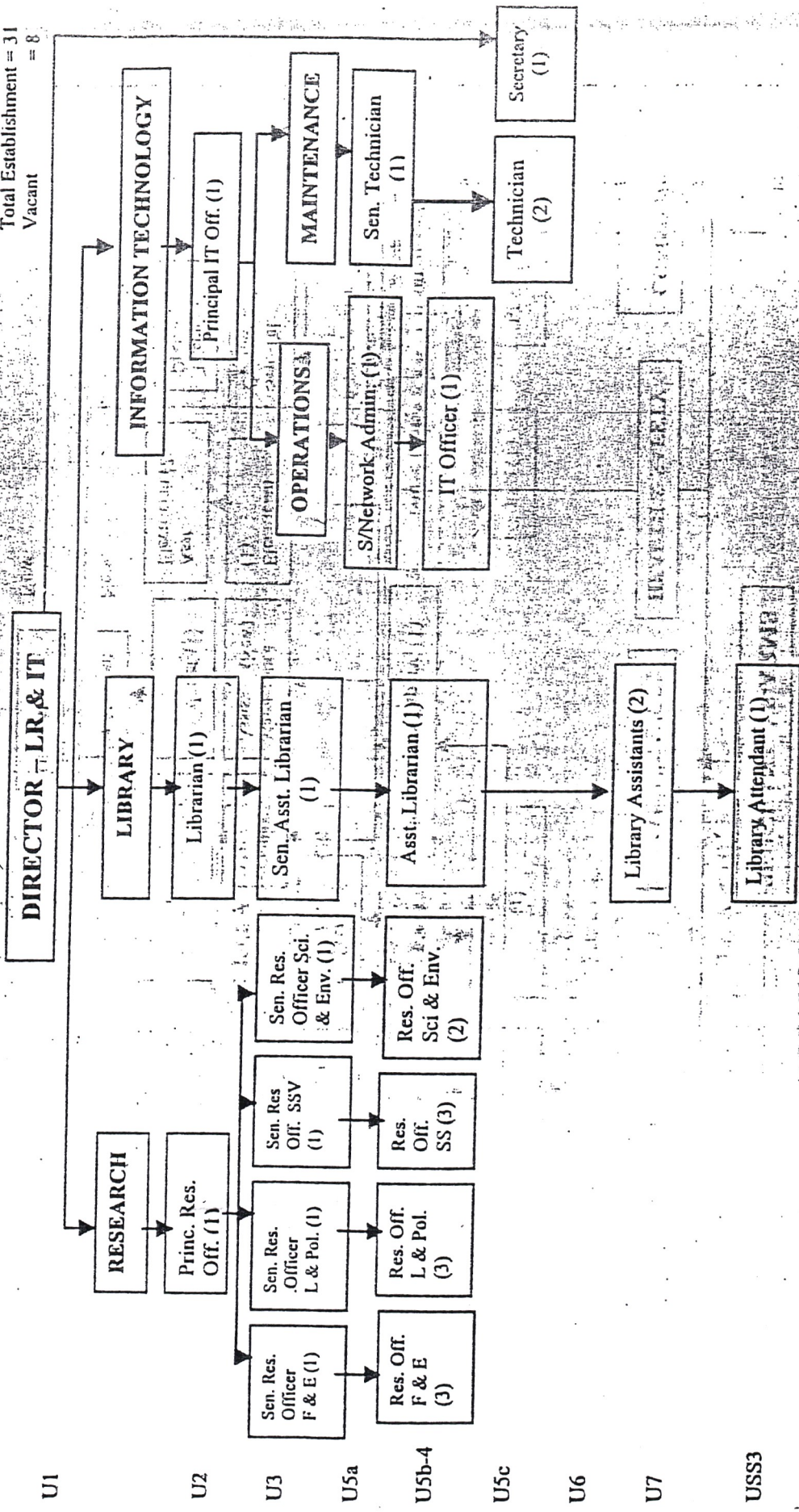
Total Establishment = 101  
 Seconded Staff = 41  
 Vacant = 14





# ORGANISATIONAL STRUCTURE - DEPARTMENT OF LIBRARY, RESEARCH AND INFORMATION TECHNOLOGY

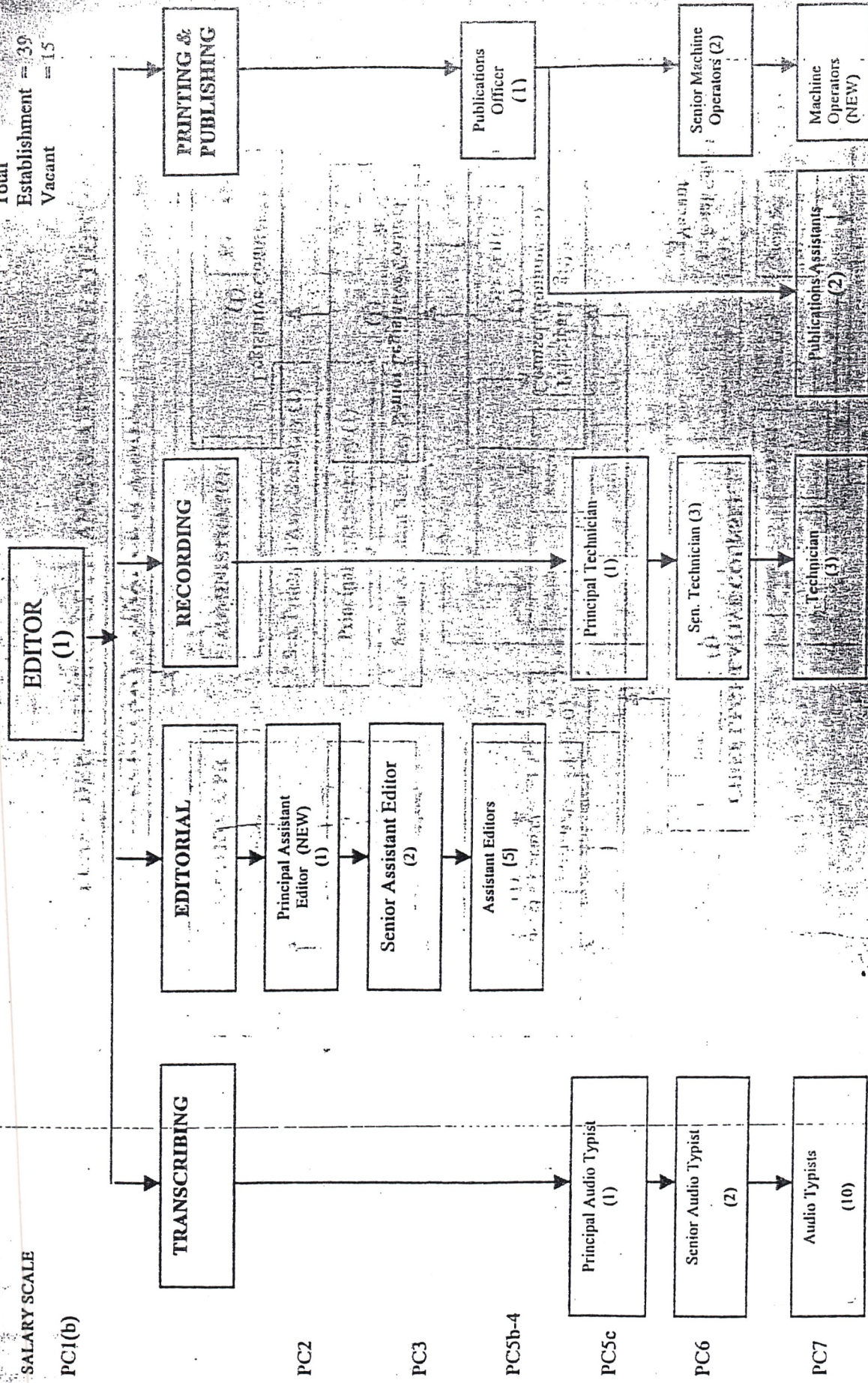
Total Establishment = 31  
Vacant = 8





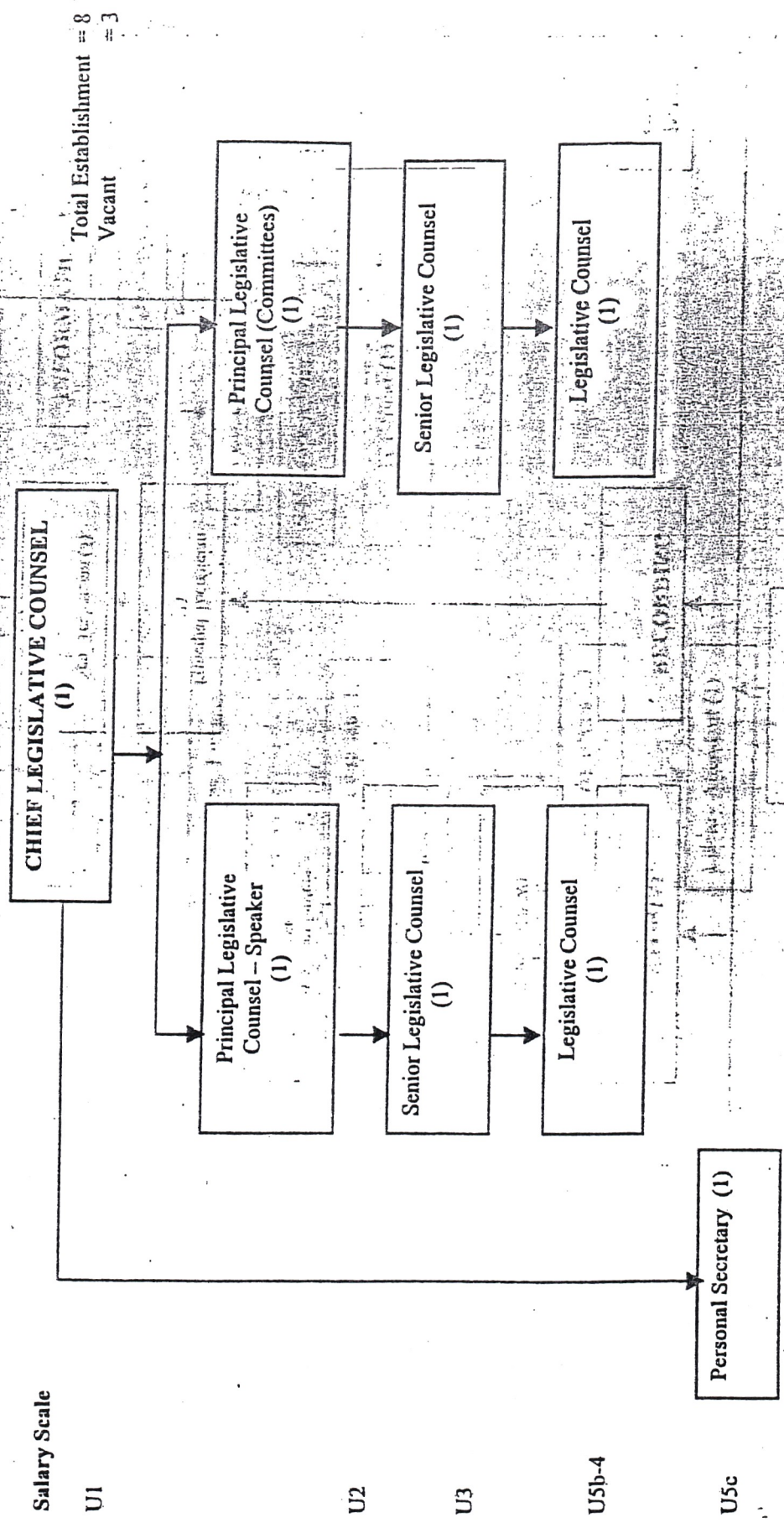
# ORGANISATIONAL STRUCTURE - DEPARTMENT OF THE OFFICIAL REPORT

Total Establishment = 39  
Vacant = 15





# ORGANISATIONAL STRUCTURE - DEPARTMENT OF THE LEGISLATIVE COUNSEL

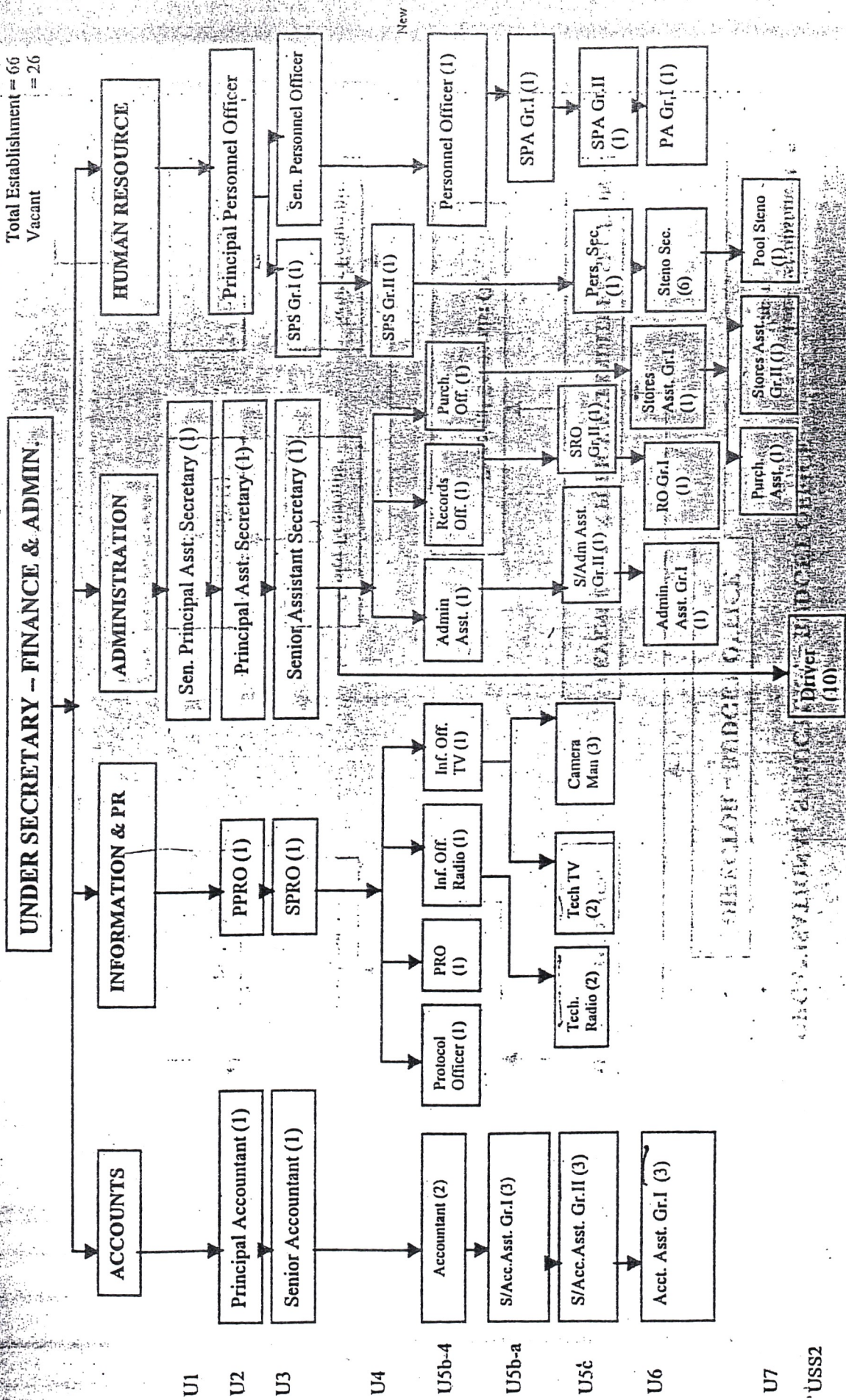


OFFICE OF THE CLERK OF THE LEGISLATIVE COUNCIL



# ORGANISATIONAL STRUCTURE - DEPARTMENT OF FINANCE & ADMINISTRATION

Total Establishment = 66  
Vacant = 26



U1 U2 U3 U4 U5b-4 U5b-a U5c U6 U7 USS2



**ORGANISATIONAL STRUCTURE - BUDGET OFFICE**

Total Establishment = 12  
 Vacant = 11

