

**SURVEY OF FACILITIES AND SERVICES
AVAILABLE TO COMMONWEALTH
PARLIAMENTARIANS,
2002 - 2003**



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AFRICA REGION

The following Branches are discussed in this section:

- Kenya
- Malawi
- Edo (Nigeria)
- South Africa
 - Gauteng
 - Limpopo
 - Northern Cape
 - Western Cape
- Zanzibar (Tanzania)
- Zambia

MEMBERS SUPPORT

Office Accommodation and Staff Services

Malawi and Northern Cape are the only Branches which provide an office in or near the Parliament/Legislative Building.

Malawi, Edo, South Africa, Gauteng, and Limpopo provide an office, or financial support for an office, in each constituency.

Office running expenses covered

Edo covers costs and salaries; South Africa pays for salaries, stationery and related expenditure; Gauteng covers all expenses and Limpopo gives an allowance.

Office equipment and stationery provided

None is provided in Northern Cape and Western Cape and Gauteng covers all expenses except stationery. The remaining Branches all provide furniture, computers and stationery.

There is a secretarial services entitlement in Malawi, South Africa, Gauteng, Limpopo, Western Cape and Zambia.

Malawi, South Africa, Gauteng and Western Cape provide funds to Members to hire research staff or other staff.

Photocopying and Printing

There a charging system which identifies copy usage and cost incurred in Edo, South Africa, Gauteng and Limpopo.

There any conditions which material must meet for photocopying and printing in Malawi, Edo and Limpopo.

Technology Allowance

There is a fund for the purchase of computer equipment including laptops in Kenya, South Africa, Gauteng, Western Cape and Zanzibar.

South Africa, Limpopo and Western Cape have an allocation to lease or purchase other technological aids.

Each Member is provided with individual access to the Internet, and all relevant charges paid for by Parliament in South Africa, Gauteng, Western Cape and Zambia.

Parliament in South Africa provides a website for each Member. Members in Gauteng are given a page on the parliamentary web site. Zambia did not specify the type of assistance it gives to Members.

Computer programmes are provided to Members in Western Cape and Zambia.

Gauteng and Northern Cape are the only Branches which do not provide computer training to their Members.

PARLIAMENTARY LIBRARY

Legislative Library

There is a Legislative Library, which serves the information needs of Members, their staff and the staff of Parliament in all Branches. Information is missing for Malawi and South Africa, but it is known there is a Legislative Library in these Parliaments.

In Kenya, Edo, Limpopo, Northern Cape, Zanzibar and Zambia, personnel of government departments and agencies as well as the academic community and the general public have access to the Legislative Library. In the case of Limpopo however, the academic community and the general public do not have access..

Reference Services

There is reference staff which can fill requests for publications or information using specialized collections and electronic resources in Kenya, Gauteng, Limpopo, Northern Cape and Western Cape. Of these, Gauteng and Northern Cape employ someone to provide statistics on all subjects and advice on the validity and use of statistics.

The research service in Kenya, Gauteng, Limpopo, Northern Cape, Western Cape, Zanzibar and Zambia produce background papers on political issues or subjects which are either made generally available to all Members or prepared for individual Members on request.

Electronic Reference Services

Gauteng, Western Cape and Zambia make their Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online.

The Library in Gauteng, Limpopo and Western Cape subscribe to commercial databases. Limpopo and Western Cape subscribe to books, reports and articles appearing in popular and research publications and external databases.

Information is available via the Parliament website in Edo, Gauteng and Limpopo. South Africa is known to make information available on the Internet.

Press cutting service

Individual Members receive or have access to a press-cutting service in Kenya, Malawi, Edo, Gauteng, Northern Cape and Western Cape.

Reading Rooms

Information is missing for Malawi and South Africa, but there is a newspaper reading room providing a selection of national and local daily weekly newspapers in all other Branches.

Current Awareness Publications

Members in Kenya, Gauteng, Limpopo, Western Cape and Zambia receive an information circular, which lists the most important new books, and reports received each month. The same is done for web sites of interest to Members in Gauteng and Western Cape.

Members receive all publications issued by the Parliament and the Government in Kenya, Edo, Gauteng, Limpopo, Zanzibar and Zambia

CATERING SERVICES

Dining Rooms

There is a dining room or cafeteria available for use in Kenya, Malawi, Edo, South Africa, Gauteng, Western Cape and Zanzibar.

Kenya caters tea and lunch. Malawi provides various meals. South Africa, Gauteng, Western Cape cater all meals. Zanzibar provides light meals and beverages.

Members in Edo, South Africa, and Western Cape can have functions catered for at any time.

Meals are provided at a subsidized rate in South Africa, Gauteng and Western Cape, at nominal cost in Kenya and at a fair market rate in Edo and Northern Cape.

Bar Facilities

Kenya, Edo, South Africa, and Western Cape have a bar for Members and staff. Alcohol is served in the dining rooms of South Africa, Gauteng and Western Cape.

ACCOMMODATION

South Africa and Limpopo provide residential accommodation at or near Parliament for use by their Members. Such accommodation is provided at a subsidized cost in Limpopo and at nominal cost in South Africa.

Assistance is provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament in Kenya and Western Cape.

OTHER FACILITIES

Parking

There is assigned permanent parking spaces at or near Parliament in Edo and Western Cape. There is a cost to the Member in Western Cape.

Automatic Teller Machine

Zanzibar has one located within Parliament.

Medical Emergency Rooms

There is such a facility staffed by health professionals trained to handle both medical emergencies and minor ailments in Edo, Western Cape and Zanzibar.

Recreation Facilities

Members in Kenya and Western Cape have access to recreational facilities.

Travel Office

Malawi, Limpopo and Zanzibar have an office to assist Members with their travel arrangements.

Tours of Parliament

There is a standard guided tour in Malawi and Western Cape.

Members of Parliament can arrange special tours in Kenya, Malawi, Edo, Limpopo, Northern Cape, Western Cape and Zanzibar.

Committee Rooms

Members in Malawi, Edo and Zanzibar can use Committee Rooms for meetings with constituency or other groups.

Promotional Items

Limpopo Members are entitled to receive free promotional items such as lapel pins, flags, etc for distribution to the public.

Other

There are facilities in the Western Cape Legislature, which are available for use by the public provided there is a Parliamentary sponsor. In Zanzibar there is only access to the Library.

Liaison with Other International Bodies

Members in Kenya and Malawi belong to the Inter-Parliamentary Union and L'Assemblée Parlementaire de La Francophonie (APF). Kenyan Members also belong to the Armani Forum and Members in Malawi to the SADC Parliamentary Forum.

AUSTRALIA REGION

The following Branches are discussed in this section:

- Commonwealth of Australia
- Australian Capital Territory
- Northern Territory
- New South Wales
- Queensland
- Tasmania
- Western Australia

MEMBERS SUPPORT

Office Accommodation and Staff Services

All of the Branches provide an office in or near the Parliament/Legislative Building with the exception of the Australian Capital Territory, which provides neither an office, nor financial support for an office, in each constituency.

The Branches cover all office running expenses. At the federal level parliamentary and electorate expenses are covered. Queensland however covers only rent, electricity and furnishings.

All Branches except Tasmania provide computers and fax machines. Stationery is not provided in the Northern Territory and Western Australia. The Australian Capital Territory and New South Wales provide mobile phones, televisions and radios.

There are no secretarial services entitlement for the Australian Capital Territory and federal Members.

Australia, the Australian Capital Territory, New South Wales, and Western Australia provide funds to Members to hire research staff or other staff.

Photocopying and Printing

There is a charging system, which identifies copy usage and cost incurred in Australia, the Australian Capital Territory, and New South Wales.

Australia, the Australian Capital Territory, New South Wales and Northern Territory lay down conditions which material for photocopying and printing must meet.

Technology Allowance

There is a fund for the purchase of computer equipment including laptops in Australia, the Australian Capital Territory and Tasmania.

Only Queensland does not have an allocation to lease nor purchase technological aids such as pagers or phone-fax machines.

All Branches provide each Member with access to the Internet.

Northern Territory and Western Australia do not provide any assistance to establish a website nor section on the parliamentary website for each Member. Members in these Branches do not receive any assistance to enable them to establish their own website. Australia, the Australian Capital Territory, New South Wales and Tasmania assist Members to establish a website. New South Wales makes funds available to the Member to develop and host their own website. Australia, the Australian Capital Territory and Queensland provide their Members with a page on the parliamentary website.

All Branches provide computer programmes, packages or specialized parliamentary programmes to Members.

Members in each Branch receive computer training.

PARLIAMENTARY LIBRARY

Legislative Library

All Branches have a Legislative Library, which serves the information needs of Members, their staff and the staff of Parliament.

The Legislative Libraries in the Australian Capital Territory, New South Wales, Northern Territory, Queensland and Tasmania assist the personnel of government departments and agencies and are open to the academic community as well as the general public.

Reference Services

The Commonwealth of Australia has no reference staff that can fill requests for publications or information using specialized collections and electronic resources.

Australia, New South Wales, Queensland and Tasmania employ someone to provide statistics on all subjects and advice on the validity and use of statistics. These Branches have a research service to produce background papers on political issues or subjects which are either made generally available to all Members or prepared for individual Members on request.

A qualified economist is employed to respond to requests in the areas of economics, trade and industry, and to provide advice in Australia, New South Wales and Queensland.

Electronic Reference Services

All Branches have made the Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online and they also subscribe to commercial databases.

Tasmania does not subscribe to full text newspaper stories whereas the other Branches do. All Branches subscribe to the following online services:

- 1) books reports and articles appearing in popular and research publications,
- 2) external databases such as Reuters, Lexis/Nexis.

Only Western Australia does not make information available via the Parliament website. The Australian Capital Territory and Western Australia make information available on an intranet.

Press cutting service

Individual Members receive or have access to a press-cutting service in all Branches.

Reading Rooms

Northern Territory does not have a newspaper reading room providing a selection of national and local daily weekly newspapers.

Current Awareness Publications

Northern Territory is the only Branch which does not receive a monthly listing of the most important new books and reports, while Australia and Tasmania do not receive this information for web sites of interest to Members.

Members in New South Wales and Queensland receive all publications issued by the Parliament and the Government.

CATERING SERVICES

Dining Rooms

The Australian Capital Territory is the only Branch without a cafeteria and dining facilities.

Australia, Northern Territory, New South Wales and Queensland cater for all meals., while Tasmania caters for lunch and dinner. Western Australia only caters lunch.

In addition, with the exception of the Australian Capital Territory all other Branch Members can have functions catered for at any time.

Australia, New South Wales, Queensland and Western Australia provide meals at a subsidized rate. Northern Territory and Tasmania provide meals at a fair market rate.

Bar Facilities

Only the Australian Capital Territory does not have a bar for Members and staff. Alcohol is served in the dining rooms of all other Branches.

ACCOMMODATION

Queensland and New South Wales provide residential accommodation at or near Parliament for use by Members, which in the case of Queensland, is charged at a subsidized rate. In the case of New South Wales, Members receive assistance to help them to acquire private residences near Parliament.

OTHER FACILITIES

Childcare Centre

One exists at the federal level to meet the childcare needs of parents working in Parliament.

Parking

The Commonwealth of Australia, Northern Territory, New South Wales, Queensland and Tasmania assign parking spaces at or near Parliament to Members, but in New South Wales Members pay for this.

Automatic Teller Machine

There is one located within the Commonwealth of Australia Parliament.

Laundry and Ironing Facilities

There is a laundry with an ironing facility in Australia, New South Wales and Queensland. The latter two Branches have washing machines and dryers.

Medical Emergency Rooms

Such a facility is available in Australia, The Australian Capital Territory, and New South Wales.

Recreation Facilities

The Australian Capital Territory is the only Branch where Members do not have access to recreational facilities.

Commonwealth Parliamentary Association Room

Northern Territory and Western Australia have set aside a room for use by CPA members and Associates.

Travel Office

Australia, Northern Territory, and Queensland have such an office to assist Members with their travel arrangements.

Tours of Parliament

There is a standard guided tour of the Branches except in the Australian Capital Territory. Members in all Branches can arrange special tours.

Committee Rooms

Members in Queensland cannot use Committee Rooms for meetings with constituency or other groups.

Promotional Items

Each Member is entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public in Australia, the Australian Capital Territory, Northern Territory, New South Wales, and Queensland.

The Australian Capital Territory, New South Wales and Western Australia provide promotional items at cost. The items are provided free of charge by other Branches.

Other

Members of the public can use the facilities of Parliament provided there is a parliamentary sponsor, however this does not apply in Western Australia.

Liaison with Other International Bodies

Members in the Commonwealth of Australia belong to the Inter-Parliamentary Union and APPF. Members in the Australian Capital Territory belong to the Australasian Study of Parliament Group.

BRITISH ISLANDS AND MEDITERRANEAN REGION

The following Branches are discussed in this section:

- Cyprus
- Falkland Islands
- Guernsey
- Isle of Man
- Jersey
- Malta
- U.K.
- Northern Ireland
- Scotland
- Wales

MEMBERS SUPPORT

Office Accommodation and Staff Services

Guernsey and Jersey are the only Branches which do not provide an office in or near the Parliament/Legislative Building.

The U.K., Northern Ireland, Scotland and Wales provide an office, or financial support for an office, in each constituency.

All office running expenses are covered in the Falkland Islands, Isle of Man, Malta, and Northern Ireland. Jersey allocates an expenses allowance, Cyprus pays electricity and telephone charges; Scotland, Wales and the U.K. pay rent and telephone charges; Wales and the U.K. cover utility charges and the U.K. provides I.T. equipment and furniture.

Guernsey does not provide any office equipment nor stationery but the other Branches covered in this section typically provide computers, a fax machine, photocopiers and stationery.

There is a secretarial services entitlement in Cyprus, Falkland Islands, Malta, U.K., Northern Ireland, Scotland, and Wales.

Funds are provided to Members in Cyprus, U.K., Northern Ireland, Scotland and Wales to hire research or other staff.

Photocopying and Printing

There is a charging system which identifies copy usage and cost incurred in Guernsey and the U.K. while the Isle of Man, Malta, U.K., Northern Ireland, Scotland and Wales impose conditions which material must meet for photocopying and printing.

Technology Allowance

Guernsey and Malta are the only Branches which do not have a fund for the purchase of computer equipment (including laptops) and which do not provide each Member with individual access to the Internet.

There is an allocation to lease or purchase other technological aids in Cyprus, Falkland Islands, Isle of Man, U.K., Northern Ireland, Scotland and Wales.

The U.K. and Welsh Parliaments give each Member an allowance to establish their own website. Jersey, Isle of Man, Northern Ireland and Scotland have a section for each Member on their parliamentary web site.

Falkland Islands, Jersey, U.K., Northern Ireland, Scotland and Wales provide computer programmes and packages to Members, including specialized parliamentary programmes developed for them.

Cyprus and Guernsey are the only Branches which do not provide computer training to Members.

PARLIAMENTARY LIBRARY

Legislative Library

There is no a Legislative Library in Guernsey and Jersey.

The Libraries in the Falkland Islands, the Isle of Man, Northern Ireland, and Wales assist the personnel of government departments and agencies. Of these Branches, all except Northern Ireland open their libraries to the academic community and the general public.

Reference Services

There is reference staff which can fill requests for publications or information, using specialized collections and electronic resources in the Isle of Man, Malta, U.K., Northern Ireland, Scotland, and Wales.

Only Cyprus, Isle of Man and Malta do not have someone employed to provide statistics on all subjects nor advice on the validity and use of statistics.

There is a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice in Falkland Islands, Guernsey, Isle of Man, Jersey, U.K., and Wales.

Only Guernsey, Jersey and Malta do not have a research service to produce background papers on political issues or subjects which can be made either generally available to all Members or prepared for individual Members on request.

Electronic Reference Services

The Falklands Islands and Guernsey have not made their Acts, Hansard, Bills, Parliamentary Questions nor standing orders accessible online.

The Libraries in Isle of Man, U.K., Northern Ireland, Scotland, and Wales subscribe to commercial databases.

Cyprus, Isle of Man, Jersey, U.K., Northern Ireland, Scotland, and Wales make information available via the Parliament website, while the U.K. and Northern Ireland make information available on an intranet.

Press cutting service

Individual Members receive or have access to a press-cutting service in Isle of Man, U.K., Northern Ireland and Wales.

Reading Rooms

There is a newspaper reading room providing a selection of national and local daily weekly newspapers in Falkland Islands, Isle of Man, Malta, U.K., Northern Ireland, and Wales.

Current Awareness Publications

Members in Falkland Islands, U.K., Northern Ireland, and Scotland receive an information circular, which lists the most important new books, and reports received each month. Of these Branches only Scotland does not do the same for web sites of interest to Members.

Members in Falkland Islands, Guernsey, Malta, U.K. and Northern Ireland receive all publications issued by the Parliament and the Government.

CATERING SERVICES

Dining Rooms

There is a dining room or cafeteria in Cyprus, Isle of Man, U.K., Northern Ireland, Scotland and Wales.

The U.K. and Wales cater for all meals. N. Ireland and Scotland provide breakfast and lunch, Scotland also provides tea. Cyprus and Isle of Man cater for lunch. Isle of Man and Malta provide snacks.

Members in Falkland Islands, U.K., Northern Ireland, and Wales can have functions catered for at any time.

Meals are subsidized in Isle of Man, Northern Ireland and Wales. Cyprus, Scotland and the U.K. provide meals at a fair market rate.

Bar Facilities

There is bar for Members and staff in Cyprus, U.K., Northern Ireland, and Wales. Alcohol is served in the dining rooms of these Branches.

ACCOMMODATION

The only accommodation allowance in place in this CPA region is the provision where certain U.K. Members can claim interest on a loan to buy a private residence in London.

OTHER FACILITIES

Childcare Centre

The U.K., Scotland and Wales have such centres to meet the childcare needs of parents working in Parliament.

Parking

Members are assigned permanent parking spaces at or near Parliament in Guernsey, Isle of Man, U.K., Northern Ireland and Wales.

In Scotland there is a cost to the Member.

Automatic Teller Machine

N. Ireland and the U.K. have one located within Parliament.

Medical Emergency Rooms

The U.K. has a facility staffed by health professionals trained to handle both medical emergencies and minor ailments. Wales has a first aid room and a number of Assembly staff trained in first aid.

Recreation Facilities

Members in the U.K. have access to a gymnasium.

Commonwealth Parliamentary Association Room

N. Ireland and the U.K. have a room set aside for use by CPA members and Associates.

Travel Office

One exists in the U.K., Northern Ireland, Scotland and Wales to assist Members with their travel arrangements.

Tours of Parliament

There is a standard guided tour in Cyprus, Isle of Man, U.K., Northern Ireland, Scotland and Wales. Members in these Branches and in Jersey and Guernsey can arrange special tours.

Committee Rooms

Jersey, U.K., Northern Ireland, Scotland and Wales allow their Members to use Committee Rooms for meetings with constituency or other groups.

Promotional Items

Each Member in Jersey, Isle of Man, the U.K. and Scotland is entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public. These are provided free in Jersey and Isle of Man and at cost in the U.K.

Other

In the U.K., Northern Ireland, Scotland and Wales, there are facilities in Parliament available for use by the public provided there is a parliamentary sponsor.

Liaison with Other International Bodies

Members in the U.K. belong to the Inter-Parliamentary Union, British American Parliamentary group and several other all-party subject and country groups. Jersey Members are associated with the L'Assemblée Parlementaire De La Francophonie (APF).

Guernsey, Wales, Scotland are affiliated with the British Irish Parliamentary Group. Cyprus belongs to the COE and OSCE.

CANADIAN REGION

The following Branches are discussed in this section:

- Canada
- Alberta
- British Columbia
- Manitoba
- Newfoundland and Labrador
- Ontario
- Prince Edward Island
- Quebec
- Yukon

MEMBERS SUPPORT

Office Accommodation and Staff Services

An office is provided in or near the Parliament/Legislative Building in all Branches.

An office, or financial support for an office, is provided in each constituency in Canada, Alberta, British Columbia, Manitoba, Ontario and Quebec.

All office running expenses are covered in Newfoundland and Labrador, Prince Edward Island, Quebec, and Yukon.

Canada pays for employee salaries, travel, and certain other operating expenses. Manitoba covers rent, stationery, salaries and utility charges. British Columbia covers rent, telephone, Internet charges and staff salaries. Alberta pays telephone, office equipment and furniture.

Computers, telephones and stationery are provided in most Branches.

There is a secretarial services entitlement in Canada, Alberta, Manitoba, Newfoundland and Labrador, Ontario, Prince Edward Island, and Yukon.

Funds are provided to Members in Canada, Alberta, Manitoba, Ontario, Prince Edward Island, and Yukon to hire research or other staff.

Photocopying and Printing

In Alberta and Ontario there is a charging system which identifies copy usage and cost incurred.

Material must meet certain conditions for photocopying and printing in Canada, Alberta, Manitoba, Ontario, Prince Edward Island, and Yukon.

Technology Allowance

Canada, Alberta, Ontario, Prince Edward Island, and Yukon have a fund for the purchase of computer equipment including laptops.

There is an allocation to lease or purchase other technological aids in Canada, Alberta, Ontario, Prince Edward Island, and Yukon

Of all the respondents, Manitoba is the only Branch which does not provide each Member with individual access to the Internet.

Parliament in Canada and Ontario provide websites to the parliamentary parties. A web page for each Member is provided in Newfoundland and Labrador, Ontario Prince Edward Island and Quebec. Quebec also helps Members to establish their own website.

Computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them are not supplied in Manitoba and Ontario. Manitoba and Yukon do not provide computer training to Members.

PARLIAMENTARY LIBRARY

Legislative Library

Except for Prince Edward Island and Yukon all other Branches have a Legislative Library, which serves the information needs of Members, their staff and the staff of Parliament in Branches.

The libraries in the Branches assist the personnel of government departments and agencies and is also open to the academic community and the general public. The Ontario library is not open to academics nor the public.

Reference Services

Prince Edward Island and Yukon are the only Branches without reference staff who can fill requests for publications or information using specialized collections and electronic resources.

Manitoba, Newfoundland and Labrador and Ontario employ someone to provide statistics on all subjects and advice on the validity and use of statistics.

There is a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice in Canada and Ontario.

In Canada, Newfoundland and Labrador, Ontario and Quebec there is a research service to produce background papers on political issues or subjects which are either made generally available to all Members or prepared for individual Members on request.

Electronic Reference Services

All Branches make their Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online.

With the exception of Prince Edward Island and Yukon the Libraries of the other Branches subscribe to commercial databases. These include: full text newspaper stories and reports and articles appearing in popular and research publications.

Canada, Alberta, British Columbia, Ontario and Quebec subscribe to external databases such as Reuters and Lexis/Nexis.

Except for Ontario, information is available via the Parliament website in all Branches. Canada, Alberta and Ontario have information available on an intranet.

Press cutting service

Individual Members receive or have access to a press-cutting service in Canada, Alberta, British Columbia, Manitoba, Ontario and Quebec.

Reading Rooms

There is a newspaper reading room providing a selection of national and local daily weekly newspapers in Canada, Alberta, British Columbia, Manitoba, Newfoundland and Labrador, Ontario and Quebec.

Current Awareness Publications

Members in Canada, Alberta, British Columbia, Manitoba, Newfoundland and Labrador, Ontario and Quebec receive an information circular, which lists the most important new books and reports received each month. The same is done for web sites of interest to Members in Alberta, British Columbia, Manitoba, Newfoundland and Labrador, Ontario and Quebec.

Members in British Columbia, Prince Edward Island, Yukon and Ontario receive all publications issued by the Parliament and the Government.

CATERING SERVICES

Dining Rooms

Of the respondents Prince Edward Island and Yukon are the only ones without a dining room or cafeteria available for use.

British Columbia provides lunch and dinner. Canada, Alberta, Manitoba, and Quebec cater for all meals.

Members in Canada, Alberta, British Columbia, Manitoba, Ontario and Quebec can have functions catered for at any time. Meals are provided at a fair market rate in these Branches.

Bar Facilities

There is a bar for Members and staff in Manitoba and Ontario.

Alcohol served in the dining rooms in Canada, British Columbia, Manitoba, Ontario and Quebec.

ACCOMMODATION

Manitoba, Ontario and Yukon provide residential accommodation at or near their Legislatures for use by Members.

This accommodation is provided free of charge in Yukon and at a subsidized cost in Manitoba.

British Columbia gives Members, an allowance to cover the cost of accommodation and meals while on legislative business.

OTHER FACILITIES

Childcare Centre

This exists in Canada and Newfoundland and Labrador to meet the childcare needs of parents working in Parliament.

Parking

Prince Edward Island and Yukon are the only Branches which do not assign permanent parking spaces at or near Parliament

There is a cost to the Member in Manitoba and Quebec.

Automatic Teller Machine

One is located within Parliament in Canada, British Columbia, Manitoba, Ontario and Quebec.

Medical Emergency Rooms

There is such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments in Canada, Ontario and Quebec.

Recreation Facilities

Members in Canada, Alberta, Newfoundland and Labrador, and Quebec have access to recreational facilities.

Travel Office

One exists in Canada and Quebec to assist Members with their travel.
Tours of Parliament

There is a standard guided tour and Members of Parliament can arrange special tours in all Branches.

Committee Rooms

Newfoundland and Labrador and Prince Edward Island do not allow Members to use Committee Rooms for meetings with constituency or other groups.

Promotional Items

Apart from British Columbia each Member in the other Branches is entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public. These are provided free in Quebec, Prince Edward Island and Yukon and at cost in Alberta, Manitoba and Ontario.

Other

There are facilities in Parliament which are available for use by the public provided there is a parliamentary sponsor in Canada, Alberta, Prince Edward Island and Ontario.

Liaison with Other International Bodies

Canadian Members belong to the Inter-Parliamentary Union as well as L'Assemblée Parlementaire de la Francophonie (APF). British Columbia, Manitoba, Ontario and Quebec are also affiliated to APF.

Alberta and Quebec belong to the NCSL.

CARIBBEAN, AMERICAS AND ATLANTIC REGION

The following Branches are discussed in this section:

- Belize
- Dominica
- Guyana
- Montserrat
- Saint Lucia
- Turks and Caicos
- Trinidad and Tobago

MEMBERS SUPPORT

Office Accommodation and Staff Services

Belize, Dominica, Montserrat and Saint Lucia provide an office in or near the Parliament/Legislative Building.

An office, or financial support for an office, is provided in each constituency in Belize, Saint Lucia and Trinidad and Tobago.

The office running expenses covered in Belize include rent, telephone and secretarial support. Montserrat covers the cost of a telephone, internet usage and clerical assistance, while Trinidad and Tobago meets the cost of rent, utilities, postage, stationery and maintenance.

Office equipment and stationery provided.

Belize supplies a telephone, fax machine, computer, printer, paper and photocopier. Montserrat supplies a computer and stationery; Saint Lucia stationery and Trinidad and Tobago a computer, photocopier, fax machine, printer, furniture, air condition unit, a microwave, and a small refrigerator.

There is a secretarial services entitlement in Belize, Montserrat, Saint Lucia and Trinidad and Tobago.

Technology Allowance

There is a fund for the purchase of computer equipment in Montserrat, Saint Lucia and Trinidad and Tobago.

Saint Lucia has an additional allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines.

Members in Montserrat and Saint Lucia are provided with individual access to the Internet, and all relevant charges are paid by Parliament.

In Guyana computer training is provided to Members.

PARLIAMENTARY LIBRARY

Legislative Library

Belize is the only Branch without a Legislative Library. With the exception of Saint Lucia the Libraries are accessible to the personnel of government departments and agencies.

All Branches make their Legislative Library available to the academic community and the general public.

Reference Services

There is reference staff which can fill requests for publications or information using specialized collections and electronic resources in Guyana, Montserrat and Trinidad and Tobago.

Trinidad and Tobago has someone employed to provide statistics on all subjects and advice on the validity and use of such statistics.

In Montserrat and Trinidad and Tobago there is an additional research service to produce background papers on political issues or on subjects, which are either made generally available to all Members or prepared for individual Members on request.

Electronic Reference Services

Trinidad and Tobago has made its Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online.

The Libraries in Saint Lucia and Trinidad and Tobago subscribe to full text newspaper stories and to books reports and articles appearing in popular and research publications.

Information is also available via the Parliament website in Montserrat and Trinidad and Tobago.

Reading Rooms

There is a newspaper reading room providing a selection of national and local daily weekly newspapers in Guyana and Trinidad and Tobago.

Current Awareness Publications

Members in Trinidad and Tobago receive an information circular, which lists the most important new books, and reports received each month.

Members in Belize, Montserrat, Saint Lucia, and Trinidad and Tobago receive all publications issued by the Parliament and the Government.

CATERING SERVICES

Dining Rooms

There is a dining room or cafeteria available for use in Belize, Guyana, Saint Lucia, Turks and Caicos and Trinidad and Tobago.

Belize, and Saint Lucia cater lunch, Guyana provides dinner and Trinidad and Tobago caters for lunch, dinner and tea; while Turks and Caicos provide tea only.

Saint Lucian Members can have functions catered for at any time.

Meals are provided free of charge in Belize, Guyana, Saint Lucia and Trinidad and Tobago.

Bar Facilities

There is a bar for Members and staffing Saint Lucia.

Alcohol served in the Guyana dining rooms.

OTHER FACILITIES

Parking

There are assigned permanent parking spaces at or near Parliament in Guyana, Saint Lucia, Turks and Caicos and Trinidad and Tobago.

Commonwealth Parliamentary Association Room

There is a room set aside for use by CPA members and Associates in Montserrat and Saint Lucia.

Travel Office

Saint Lucia has an office to assist Members with their travel arrangements.

Tours of Parliament

Belize, Saint Lucia and Trinidad and Tobago offer a standard guided tour.

Members of Parliament in Belize, Montserrat, Saint Lucia and Trinidad and Tobago can arrange special tours.

Committee Rooms

Members in Belize, Montserrat and Trinidad and Tobago can use Committee Rooms for meetings with constituency or other groups.

Other

The Parliamentary Library in Montserrat when completed will be available for use by the public.

Liaison with Other International Bodies

Members in Guyana belong to the Inter-Parliamentary Union; Saint Lucian Members belong to L'Assemblée Parlementaire De La Francophonie (APF) and Members in Belize to FOPREL.

INDIAN REGION

The Branches discussed in this section are:

- Bangladesh
- India
- Arunachal Pradesh
- Goa
- Gujarat
- Haryana
- Himachal Pradesh
- Kerala
- Mizoram
- Nagaland
- Rajasthan
- Uttar Pradesh

MEMBERS SUPPORT

Office Accommodation and Staff Services

The Branches of India, Goa, Haryana and Kerala provide an office in or near the Parliament/Legislative Building for the use of Members.

An office, or financial support for an office is provided in each constituency in Gujarat and Bangladesh.

Bangladesh also provides a lump sum payment towards office running expenses.

Rajasthan pays for postage and telephone charges and gives a constituency allowance.

Bangladesh, Nagaland, and Gujarat provide stationery. Haryana makes a laptop available. Rajasthan and Uttar Pradesh provide furniture.

Uttar Pradesh pays a secretarial allowance; while there is a secretarial services entitlement in Bangladesh, Kerala, Nagaland and Rajasthan.

Photocopying and Printing

India and Rajasthan have a charging system which identifies copy usage and the relevant cost incurred. India also has the additional stipulation that material for photocopying and printing must meet certain conditions.

Technology Allowance

There is a fund for the purchase of computer equipment, including laptops, in India, Goa and Uttar Pradesh.

India also has an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines.

Each Member in India and Kerala is provided with individual access to the Internet, and all relevant charges are paid by Parliament.

The Parliaments in India and Kerala provide a section for each Member on their parliamentary web site.

There are computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them, in Bangladesh, Goa, Gujarat, and Nagaland.

Of the respondents, Arunachal Pradesh, Mizoram and Nagaland do not provide computer training to Members.

PARLIAMENTARY LIBRARY

Legislative Library

All Branches have a Legislative Library, which serves the information needs of Members, their staff and the general staff of Parliament.

The Library in Bangladesh, India, Arunachal Pradesh, Goa, Himachal Pradesh, Kerala, Mizoram and Nagaland assists the personnel of government departments and agencies.

It is also open to the academic community and the general public in Bangladesh, India, Goa, Himachal Pradesh, Kerala, Nagaland and Uttar Pradesh.

Reference Services

Bangladesh, India, Goa, Gujarat, Himachal Pradesh, Kerala, Rajasthan and Uttar Pradesh have reference staff which can fill requests for publications or information, using specialized collections and electronic resources.

There is someone employed to provide statistics on all subjects and advice on the validity and use of statistics in Bangladesh, India, Goa, Himachal Pradesh, Kerala, Nagaland and Uttar Pradesh.

India has a qualified economist to answer requests and to provide advice in the areas of economics, trade and industry.

There is a research service to produce background papers on political issues or subjects which are either made generally available to all Members, or prepared for individual Members on request, in Bangladesh, India, Goa, Gujarat, Haryana, Kerala, Nagaland, Rajasthan and Uttar Pradesh.

Electronic Reference Services

Acts, Hansard, Bills, Parliamentary Questions and standing orders are accessible online in Bangladesh, India, Arunachal Pradesh, Goa, Kerala and Rajasthan.

Information is available via the Parliament website in Bangladesh, Goa, Kerala, Nagaland and Rajasthan, while in India and Himachal Pradesh, it is available on the intranet only.

Press cutting service

Individual Members receive or have access to a press-cutting service in Bangladesh, India, Goa, Himachal Pradesh, Kerala, Nagaland, Rajasthan and Uttar Pradesh.

Reading Rooms

Of all the respondents, Gujarat is the only Branch which does not have a newspaper reading room providing a selection of national and local daily weekly newspapers.

Current Awareness Publications

Members in India, Arunachal Pradesh, Goa, Gujarat, Himachal Pradesh, Kerala, Nagaland, Rajasthan and Uttar Pradesh receive an information circular listing the most important new books, and reports received each month.

Members in all Branches receive all publications issued by the Parliament and the Government.

CATERING SERVICES

Dining Rooms

Arunachal Pradesh and Mizoram are the only Branches without a dining room or cafeteria.

All meals are catered for in Bangladesh and India, while Kerala provides tea, snacks and meals at a subsidized rate. Other Branches providing meals at a subsidized rate are: Gujarat, Himachal Pradesh, Rajasthan and Uttar Pradesh.

Members in India, Goa, Gujarat, Kerala and Nagaland can have functions catered for at any time.

Meals in India are provided at a nominal cost.

Bangladesh, Goa and Nagaland provide meals at a fair market rate.

ACCOMMODATION

Of the respondents, Arunachal Pradesh and Goa do not provide residential accommodation at or near Parliament for use by Members, but such accommodation is provided free of charge in India and Uttar Pradesh; at a subsidized cost in Bangladesh, Haryana and Himachal Pradesh, and at nominal in Gujarat, Kerala Mizoram, Nagaland and Rajasthan.

Haryana Ministers who are not allocated a suite in the MLA hostels are given a private residence.

OTHER FACILITIES

Childcare Centre

This exists in Kerala and Haryana to meet the childcare needs of parents working in Parliament.

Parking

Members are assigned permanent parking spaces at or near Parliament in India, Arunachal Pradesh, Goa, Gujarat, Himachal Pradesh, Kerala, Nagaland, Rajasthan, and Uttar Pradesh. There is a cost to the Member in Arunachal Pradesh.

Automatic Teller Machine

There is one located within Parliament in India and Uttar Pradesh.

Laundry and Ironing Facilities

There is a laundry with an ironing facility in Bangladesh, Gujarat, Haryana, Himachal Pradesh, Kerala and Mizoram.

There are washing machines and dryers in Bangladesh.

Medical Emergency Rooms

There is such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments in Bangladesh, India, Goa, Gujarat, Himachal Pradesh, Kerala, Rajasthan and Uttar Pradesh.

Recreation Facilities

Members in Bangladesh and India have access to recreational facilities.

Commonwealth Parliamentary Association Room

There is a room set aside for use by CPA members and Associates in Goa, Rajasthan, Nagaland and Uttar Pradesh.

Travel Office

A travel office assists Members with their travel arrangements in Bangladesh, Arunachal Pradesh, Goa, Kerala, Nagaland, Rajasthan and Uttar Pradesh.

Tours of Parliament

There is a standard guided tour in India and Himachal Pradesh and Nagaland; while Members in Bangladesh, India, Arunachal Pradesh and Nagaland can arrange special tours.

Committee Rooms

Members in Bangladesh and India can use Committee Rooms for meetings with constituency or other groups.

Other

In India and Haryana there are facilities in Parliament, which are available for use by the public, provided there is a Parliamentary sponsor.

Liaison with Other International Bodies

Members in Bangladesh and India belong to the Inter-Parliamentary Union. Haryana is affiliated to the Indian Parliamentary Association and the Institute of Constitutional and Parliamentary Studies.

PACIFIC REGION

The following Branches are discussed in this section:

- Fiji
- New Zealand
- Samoa

MEMBERS SUPPORT

Office Accommodation and Staff Services

Fiji and New Zealand provide an office in or near the Parliament/Legislative Building and an office, or financial support for an office in each constituency. In addition, all office-running expenses are covered.

In Fiji a fax machine, photocopier and stationery are also provided, while in New Zealand there is the additional provision of furniture and office equipment.

There is a secretarial services entitlement in both Fiji and New Zealand and New Zealand also funds to hire research staff or other staff.

Photocopying and Printing

New Zealand has a charging system which identifies copy usage and cost incurred and material must meet certain conditions for photocopying and printing.

Technology Allowance

New Zealand has a budget which funds the purchase of computer equipment, including laptops, and there is also an allocation for leasing or purchasing other technological aids.

Members in New Zealand are provided with individual access to the Internet, and all relevant charges are paid by Parliament. Members may use their support budget to establish their own website.

New Zealand Members receive computer training and are provided with Microsoft office programs.

PARLIAMENTARY LIBRARY

Legislative Library

Fiji, New Zealand and Samoa each have a Legislative Library serving the information needs of Members, their staff and the staff of Parliament. These libraries not only assist the personnel of government departments and agencies but are also open to the academic community and to the general public.

Reference Services

All Branches have reference staff who fill requests for publications or information using specialized collections and electronic resources.

Fiji and New Zealand employ someone to provide statistics on all subjects. New Zealand has an economist to answer requests in the areas of economics, trade and industry, and to provide advice. In Fiji, a graduate who is a former employee of the Bureau of Statistics fills this post. There is a research service in both Branches to produce background papers.

Electronic Reference Services

Only New Zealand has its Acts, Bills, Parliamentary Questions and standing orders accessible online. Arrangements are underway to make Hansard available online. The library subscribes or has access to the following databases: Newztext INNZ, National Bibliography Database (NZ), Infoirac, INFOS, Status Acts and Regulations, and Visual Census. Information is also available via the Parliament website.

Press cutting service

Members in Fiji and New Zealand receive or have access to a press-cutting service.

Reading Rooms

All Branches have a newspaper reading room providing a selection of national and local daily and weekly newspapers.

Current Awareness Publications

Members in Fiji and New Zealand receive an information circular, which lists the most important new books, and reports. This is not sent each month in Fiji.

Members in each of the Branches receive all publications issued by the Parliament and the Government.

CATERING SERVICES

Dining Rooms

There is dining room or cafeteria available for use in Fiji and New Zealand.

All meals are catered for in New Zealand, while Fiji caters lunch and Samoa tea. Meals in New Zealand are provided at a subsidized rate and in Fiji at a fair market rate.

Members can have functions catered for at any time in Fiji and New Zealand.

Bar Facilities

There are such facilities for Members in Fiji and New Zealand. Alcohol is served in the dining rooms of these Branches.

ACCOMMODATION

Residential accommodation is provided near Parliament for the Speaker and Deputy Speaker in New Zealand. This accommodation is free of charge and is available year-round.

Assistance is provided to Members in New Zealand, to help them to acquire private residences near Parliament.

OTHER FACILITIES

Childcare Centre

This exists in New Zealand to meet the childcare needs of parents working in Parliament.

Parking

All Branches assign permanent parking spaces at or near Parliament.

Automatic Teller Machine

Parliament in New Zealand has one located in its precincts.

Laundry and Ironing Facilities

There is a laundry with an ironing facility, washing machines and dryers in New Zealand.

Medical Emergency Rooms

Trained first aid staff and appropriate emergency services are available in New Zealand.

Recreation Facilities

New Zealand has an exercise room, swimming pool, and Members' recreation room.

Commonwealth Parliamentary Association Room

There a room set aside for use by CPA members and Associates in Samoa and New Zealand.

Travel Office

One exists to assist Members' travelling in Samoa and New Zealand.

Tours of Parliament

There is a standard guided tour in Samoa and New Zealand. Members of these Branches can arrange special tours of Parliament.

Committee Rooms

Samoa and New Zealand Members can use Committee Rooms for meetings with constituency or other groups.

Promotional Items

Only New Zealand Members are entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public.

Other

In Fiji and New Zealand there are facilities in Parliament which are available for use by the public provided there is a parliamentary sponsor.

Liaison with Other International Bodies

Members in Fiji and New Zealand belong to the Inter-Parliamentary Union. Fijian Members are also affiliated to four other organizations.

S.E. ASIA REGION

The following Branches are discussed in this section:

- Sarawak (Malaysia)
- Singapore

MEMBERS SUPPORT

Office running expenses

Singapore provides allowances for a telephone, transport, stationery (only paper and pencils) and postage.

Funds are provided to Singapore Members to hire research staff.

Technology Allowance

In Sarawak there is a fund for the purchase of computer equipment including laptops.

Singapore makes available computer programmes or packages to Members.

Both Sarawak and Singapore offer computer training to their Members.

PARLIAMENTARY LIBRARY

Legislative Library

A Legislative Library, which serves the information needs of Members, their staff and the staff of Parliament exist in Sarawak and Singapore.

The Legislative Library in Sarawak also assists the personnel of government departments and agencies.

Reference Services

Reference staff in Sarawak and Singapore fill requests for publications or information using specialized collections and electronic resources.

Electronic Reference Services

Acts, Hansard, Bills, Parliamentary Questions and standing orders are accessible online in Singapore. There is restricted access in Sarawak.

The library in Singapore subscribes to commercial databases that include full text newspaper stories and external databases such as Reuters, Lexis/Nexis.

Information is also available via the Singapore Parliament website.

Press cutting service

Individual Members in Singapore receive or have access to a press-cutting service.

Reading Rooms

There are newspaper reading rooms providing a selection of national and local daily weekly newspapers in Sarawak and Singapore.

Current Awareness Publications

Members receive all publications issued by the Parliament and the Government in Sarawak and Singapore.

CATERING SERVICES

Dining Rooms

There is a dining room or cafeteria available in Sarawak and Singapore. Refreshments are provided free of charge in Sarawak, while meals in Singapore are provided at a fair market rate. In addition, Singapore Members can have functions catered for them at any time.

Bar Facilities

Alcohol is served in the dining rooms in Singapore.

OTHER FACILITIES

Parking

Parking lots are available for use by Singapore Members.

Automatic Teller Machine

One is located within the Singapore Parliament.

Medical Emergency Rooms

There is such a facility staffed by health professionals trained to handle both medical emergencies and minor ailments when Parliament is sitting.

Recreation Facilities

Singapore Members have access to a gymnasium and billiard room

Commonwealth Parliamentary Association Room

Sarawak and Singapore set aside a room for use by CPA members and Associates.

Tours of Parliament

Singapore has a standard guided tour and both Sarawak and Singapore allow Members of Parliament to arrange special tours.

Committee Rooms

Members in Sarawak and Singapore can use Committee Rooms for meetings with constituency or other groups.

Promotional Items

Both Sarawak and Singapore allow each Member to receive promotional items such as lapel pins, flags, etc for distribution to the public. These are these provided free in Sarawak and at cost in Singapore.

Other

The auditorium at the Singapore Parliament can be hired for use by the public provided there is a parliamentary sponsor.

Liaison with Other International Bodies

Members in Singapore belong to the Inter-Parliamentary Union.

FACILITIES AND SERVICES AVAILABLE TO COMMONWEALTH PARLIAMENTARIANS

BLANK FORM

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
<i>Is an office, or financial support for an office, provided in each constituency?</i>
<i>What office running expenses are covered?</i>
<i>What office equipment and stationery is provided?</i>
<i>Is there a secretarial services entitlement?</i>
<i>Are funds provided to Members to hire research staff or other staff?</i>

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
<i>Are there any conditions which material must meet for photocopying and printing?</i>

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
<i>Is computer training provided to Members?</i>

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
<i>Does it assist the personnel of Government departments and agencies?</i>
<i>Is it open to the academic community and the general public?</i>

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
<i>Does the Library subscribe to commercial databases?</i>
<i>If so which online service:</i> 1) full text newspaper stories, 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis.
<i>Is information available via the Parliament website or on an intranet?</i>

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
<i>Is the same done for web sites of interest to Members?</i>
<i>Do Members receive all publications issued by the Parliament and the Government?</i>

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
<i>Which meals are catered for?</i>
<i>Can Members have functions catered for at any time?</i>
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>

Bar Facilities
<i>Is there a bar for Members and staff?</i>
<i>Is alcohol served in the dining rooms?</i>

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
<i>Is the accommodation available year-round or only during sittings?</i>
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?</i>
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
<i>Is there a cost to the Member?</i>
Automatic Teller Machine
<i>Is one located within Parliament?</i>
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
<i>Are there washing machines and dryers?</i>
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Tours of Parliament
<i>Is there a standard guided tour?</i>
<i>Can Members of Parliament arrange special tours?</i>
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
<i>Are these provided free or at cost?</i>
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • <i>Inter-Parliamentary Union</i> • <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> • <i>Other, please list.</i>

COMMONWEALTH OF AUSTRALIA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
All expenses for Parliament House and Electorate offices.
<i>What office equipment and stationery is provided?</i>
Within Parliament House, all computing, telephones, faxes, photocopiers (shared) and Members stationary requirements.
<i>Is there a secretarial services entitlement?</i>
There is no individual secretarial service entitlement, but each of the two major party groupings has a secretarial person who provides secretarial services (mainly desktop publishing) to those grouping of Members.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes, for 3 full-time electorate staff (4 for large electorates).

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Members have a capped in-house printing allowance that allows them to request printing of large quantities of documents for distribution. Smaller print jobs can be done at local photocopier machines
The Department of Finance and Administration provide a printing allowance for the electorate office
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Yes, it must not be an electoral matter (party political or electioneering)

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
The Department of the House of Representatives provides 2 desktop computers, one laptop computer and a printer to each Member in their Parliament House office.
Department of Finance and Administration provide computer equipment for the Electorate office.

COMMONWEALTH OF AUSTRALIA

<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Members are provided with a pager in Parliament House, phones on the desks and a fax machine in their Parliament House Office. Department of Finance and Administration provide other aids for the Electorate Office.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes, all Members and their staff are provided with individual access to the Internet. The Department of the House of Representatives pays for this service for Parliament House and Department of finance and Administration pays for this service in the Electorate Office.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
There is a Parliament wide website. There is a parliamentary web page for each Member which lists contact details and other parliamentary information regarding the Member. Department of Finance and Administration provide a communications allowance that enables each Member to establish their own website. The parliamentary home page can link to this site.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
There are a number of software programs provided to Members, both in Parliament House and the electorate office. Some of these products include: Microsoft Office suite of products Parlinfo (a database of all documents related to the parliament). CPAL (Centralised Parliamentarians Address List) Correspondence tracking system A range of news services
<i>Is computer training provided to Members?</i>
Yes, there is one-to-one training available for Members and classroom training available for all, on a range of products, including the Microsoft suite, plus in-house products such as Parlinfo.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
No.
<i>Is it open to the academic community and the general public?</i>
No.

BRANCH: COMMONWEALTH OF AUSTRALIA

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, Trade and industry, and to provide advice?</i>
Yes.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes (from 1981)
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
1) full text newspaper stories, Yes
2) reference to books reports and articles appearing in popular and research publications, Yes
3) external databases such as Reuters, Lexis/Nexis. Yes
<i>Is information available via the Parliament website or on an intranet?</i>
Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.

COMMONWEALTH OF AUSTRALIA

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Not responsibility of library.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Full range of food and beverages
<i>Can Members have functions catered for at any time?</i>
Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidised rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
Bar facilities.
<i>Is alcohol served in the dining rooms?</i>
Yes.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
N/A.

COMMONWEALTH OF AUSTRALIA

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No, however study in progress.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Yes.
<i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament? Yes</i>
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
Facilities provided on request.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Yes.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
Yes.

COMMONWEALTH OF AUSTRALIA

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.

Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Yes.
<i>Are these provided free or at cost?</i>
Free.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Yes.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • <i>Inter-Parliamentary Union</i> Yes • <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> No • <i>Other, please list.</i> APPF

AUSTRALIAN CAPITAL TERRITORY (AUSTRALIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Offices are provided in the Legislative Assembly Building for Members.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
All general office running expenses are covered including telephone and facsimile call costs, postage allowance, mail services and printing services.
<i>What office equipment and stationery is provided?</i>
Each Members' office is provided with the following equipment: <ul style="list-style-type: none">. office furniture;. telephones;. mobile phone. facsimile machine;. television and radio;. desktop computers with software; and. all stationery requirements.
<i>Is there a secretarial services entitlement?</i>
No. See question on hiring research staff or other staff.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Funds are provided to Members to employ staff as well as consultants and contractors. Each Member is given a staff salary allocation and Members are only authorised to employ staff and consultants and contractors within the limits of the allocation. Under the current arrangements, Members are permitted to carry-over up to 10% of unspent allocations from one financial year to another, but not from one Assembly to the next.
Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Each Member is entitled to 4 000 photocopies per month. This is controlled by a PIN number issued to each Member's office. Copy numbers not used each month are accumulated until the end of each Assembly. Each individual Member must meet any requirement for additional usage.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Members may use their photocopy entitlement to assist them to carry out their Assembly and constituent duties but are not permitted to use this entitlement for party political or personal use.

AUSTRALIAN CAPITAL TERRITORY (AUSTRALIA)

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Member's offices are supplied with desktop computers for themselves and their regular staff. Members also have access to an additional allocation of funds which can be used to purchase such things as laptop computers.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Each Member's office is provided with a plain paper facsimile machine but there is no allocation of funds to lease or purchase pagers.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
All Members are provided with access to the Internet and the charges are paid by the Assembly.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
The Legislative Assembly does provide Members with a webpage on its internet site.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Each desktop computer supplied to Members are provided with the following software:
<ul style="list-style-type: none"> . Microsoft Office Suite; . Microsoft Explorer Web Browser; . Microsoft Outlook 2000; . Windows Explorer; . Sophos Anti virus Software.
<i>Is computer training provided to Members?</i>
Training in the use of any of the above software is available to Members.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
The Legislative Assembly Library provides Members and their staff with a timely, confidential and accurate reference and current information service.
<i>Does it assist the personnel of Government departments and agencies?</i>
The Library does provide information services to officers of the ACT Public Service.
<i>Is it open to the academic community and the general public?</i>
Yes, by appointment.

AUSTRALIAN CAPITAL TERRITORY (AUSTRALIA)

Reference Services
<i>Is there reference staff who can fill requests for publications or information using Specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, Trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
1) full text newspaper stories - Dow Jones 2) reference to books reports and articles appearing in popular and research publications, - Kinetio Informit Online Dialogue, Emerald Quality Collection, Aust. Standards Online 3) external databases such as Reuters, Lexis/Nexis – LEP, Rehome
<i>Is information available via the Parliament website or on an intranet?</i>
Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes - Local and interstate press clippings are available for Members to use in the Library.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily Weekly newspapers?</i>
The Assembly Library has a reading room which holds a selection of national newspapers. Members are also entitled to receive one newspaper of their choice delivered to their office daily.

AUSTRALIAN CAPITAL TERRITORY (AUSTRALIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> Yes.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> No.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> No.
<i>Which meals are catered for?</i> N/A
<i>Can Members have functions catered for at any time?</i> Members can arrange for outside catering to be provided for functions at any time.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> N/A

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> N/A

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> N/A
<i>Is the accommodation available year-round or only during sittings?</i> N/A
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> N/A
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No

AUSTRALIAN CAPITAL TERRITORY (AUSTRALIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.

Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Each Member has an allocated parking bay adjacent to the Members' Entrance of the Assembly building.
<i>Is there a cost to the Member?</i>
No.

Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.

Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.

Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
The Legislative Assembly building contains a sick room and anyone requiring first aid can contact one of the Assembly's four first aid officers.

Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.

Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.

AUSTRALIAN CAPITAL TERRITORY (AUSTRALIA)

Tours of Parliament
<i>Is there a standard guided tour?</i>
There is no standard guided tour, but tours can be arranged if advance warning is given.
<i>Can Members of Parliament arrange special tours?</i>
Members of the Assembly can arrange special tours.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Approval of the Speaker is required if Members wish to use Committee Rooms for a purpose other than Assembly business.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Yes.
<i>Are these provided free or at cost?</i>
Members may purchase these items from their discretionary funds.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
The Legislative Assembly building has reception and exhibition rooms which are available for use by external organisations, although there are certain guidelines which have to be adhered to. Sponsorship of a function in these rooms by a Member is not required.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none">• Australasian Study of Parliament Group.

NEW SOUTH WALES (AUSTRALIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services

Is an office provided in or near the Parliament/Legislative Building?

All members have a fitted out, equipped and maintained office located at Parliament House.

Is an office, or financial support for an office, provided in each constituency?

Each Member of the Legislative Assembly is entitled to a fitted out, equipped and maintained Electorate Office to an appropriate standard. The Member for Murray-Darling is provided with an additional electorate office due to the large size of his electorate.

What office running expenses are covered?

All office running expenses are paid for by the Parliament such as rent, electricity and telephone charges.

What office equipment and stationery is provided?

As noted above, each member of the Legislative Assembly is entitled to a fitted out, equipped and maintained Electorate Office. This means that all office equipment such as computers, photocopiers, faxes, copy printers, folding/inserting machines, shredders etc. are provided.

Under the *Parliamentary Remuneration Act 1989* the Parliamentary Remuneration Tribunal is to make determinations as to what entitlements are provided to members. The latest determination provides that: “The Clerks of the Parliament will establish a Logistic Support Allocation (LSA) Account for each Member.” The LSA entitlement ranges between \$25,340 and \$32,410 per annum with certain office holders receiving an additional allocation. This LSA Account can be applied for many purposes including the following office running expenses:

- mail distribution and postal delivery services;
- Post Office box rental;
- Fax Post, Express Post and Lettergram services;
- Postage stamps;
- All stationery costs;
- Courier and freight charges for delivery of stationery or equipment to electorate or home office;
- Costs associated with photocopying;
- Printing;
- Publication services at Parliament House
- Developing and hosting a web page for individual Members;
- Office equipment purchases up to \$2,500;
- Maintenance charges relating to minor equipment purchases;
- Computer software;
- Computer hardware and peripheral devices not exceeding \$4,999.

NEW SOUTH WALES (AUSTRALIA)

The Presiding Officers may exercise their discretion in permitting expenditure. However, in doing so there must be sufficient funds in the Members Logistic Support Allocation, the items must not duplicate services already provided to Members by the Parliament and the expenditure must be consistent with the guidelines and general conditions in the latest Determination.

Is there a secretarial services entitlement?

All members are provided with secretarial services whilst at Parliament House. The member's staff are to provide other secretarial services as required.

Are funds provided to Members to hire research staff or other staff?

The following staff are paid directly by the Parliament:

Members of the Legislative Assembly, except for Independent members, have two staff members employed at each electoral office. Independent members elected as such have an additional staff member employed at their electorate office.

Each member of the Legislative Council, who is not a Minister, is entitled to one staff member. If the member is elected as a cross bench member they are entitled to two staff members.

Photocopying and Printing

Is there a charging system which identifies copy usage and cost incurred?

As noted, Members can use the funds from their Logistic Support Allocation (LSA) to pay for the cost of printing services. With regards to photocopying and printing which is done within Parliament House – Members enter a pin to use the photocopiers located on each floor and a reading is taken at the end of each month with the Member charged 2.3 cents per impression, the cost of which is met from their LSA.

Are there any conditions which material must meet for photocopying and printing?

Members must only use their LSA printing, stationery and office supplies entitlement for Parliamentary duties. They must not use it to procure goods or services to be used for electioneering purposes or political campaigning.

There are draft guidelines as to what material can be photocopied/printed as newsletters or other publications.

Technology Allowance

Is there a fund for the purchase of computer equipment including laptops?

There is no specific technology allowance provided to Members. Each Member is provided with computer equipment for their electorate office staff and their Parliament House office at no cost to the Member. In addition, each Member is provided with a notebook computer also at no cost to the Member. Members may purchase non-standard additional computer hardware and software from their LSA subject to prior approval from the Clerk of the Legislative Assembly. Any such hardware or software purchased from a Member's LSA that costs \$100 or more remains the property of the NSW Parliament.

NEW SOUTH WALES (AUSTRALIA)

Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?

Members are provided with pagers that can be used within Parliament House. Members may use their LSA to purchase any additional technological aids/equipment up to \$2,500 per item, providing it does not represent a duplication of service, they have LSA funds available and the purchase is approved by the Clerk of the Legislative Assembly.

Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?

Members and their staff are provided with free access to the Internet both at their electorate office and Parliament House. Home access is also provided for the business use portion with the cost of home use being met from the Member's LSA.

Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?

The Parliament's website provides standard, non-political information on each Member of Parliament. Members of Parliament are able to use the funds in their LSA Account for developing and hosting a website for themselves as long as there is no party political content.

Are any computer programmes or packages provided to members, including specialised parliamentary programmes developed for them?

The Parliament has a Standard Operating Environment (SOE) for computers. The following applications are included in the standard environment: Windows 2000; Novell network client connectivity software; Norton's anti-virus software; GroupWise v.5 (for e-mail and calendar); Internet Explorer v.6 – for browsing Internet and intranet; Lotus Notes (for those who have a correspondence tracking database); Acrobat Reader v.4; Media player; and MS Office 2000 (Word, Excel, PowerPoint).

Additional software for Members' staff includes: MS Publisher 2000; HP scanning software and Omnipage v.10. Microsoft Access is included for Members who purchase a licence and Feedback and Electrac (constituent database software) are included as required. Windows 2000 is used by the Parliament as it has the capacity to allow the Operating system to be customised and Members are able to add to the standard operating environment by purchasing licences for other applications.

Is computer training provided to Members?

Training is provided for all software and products introduced. Training is provided both on a one-on-one situation and in a classroom.

NEW SOUTH WALES (AUSTRALIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library

Is there a Legislative Library, which serves the information needs of Members, their staff and staff of Parliament?

The Library's primary clientele are Members of Parliament, their staff, and the staff of the Parliament. Other, secondary, clients include former Members, Members of other parliaments, the press gallery, Government House and, to a limited extent, members of the public.

Does it assist the personnel of Government departments and agencies?

The Parliamentary Library does not assist staff of Government Departments and agencies. However, it will upon a special request.

Is it open to the academic community and the general public?

The Parliamentary Library is available for use by the academic community but not the general public.

Reference Services

Is there reference staff who can fill requests for publications or information using specialised collections and electronic resources?

Reference Librarians have access to the Library's substantial collections, and rely heavily on information databases, as well as the Internet which are all accessible from terminals in the Library. The Reference Librarians also create specialised information resources and create a number of indexes for databases. The section is responsible for the compilation of the Compendium of Parliamentary Information on the Parliamentary Library's Home Page on the Internet.

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

Yes – but there is not a specialist statistician.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

Yes – but only to a limited extent.

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

The Research Service provides a greater depth to the Library's information services across a range of subject areas, which include: law; politics and government; environment; economics; and social issues.

NEW SOUTH WALES (AUSTRALIA)

In relation to publications, the work of the Research Service is mainly focussed on those issues contained in legislation before the NSW Parliament or in foreshadowed legislation. Briefing Papers closely follow the program of the Parliament, whereas in contrast, Background Papers are lengthier and tend to deal with subjects of more long standing interest and concern.

Where a greater level of subject expertise is required, the Research Service does, if appropriate, in answer to specific inquiries, produce shorter written responses on a particular issue. The Research Service does not produce specific papers arguing a particular case or write speeches for individual Members.

Electronic Reference Services

Are Acts, Hansard, Bills, Parliamentary Questions and Standing Orders accessible online?

The Parliament has an intranet which provides Members, their staff and the staff at Parliament House with access to Legislation (both Acts and bills), Hansard, House Papers such as the Votes and Proceedings and Question Paper, Standing and Sessional Orders and other procedure resources 24 hours a day. These are updated by procedural staff of the relevant House and by Hansard.

The Library maintains a range of online electronic resources. Its component of the Intranet includes online access to:

- The Library Catalogue which records books, serials and government publications held by the Library;
- Digital collections including scanned newspaper clippings, press releases, Electorate information, maps, census data, electronic journals, online radio MP3 files and the Library's Research publications;
- Online indexes for Hansard, Press Releases, Bills, Media Monitoring, journal articles, the Library's list of NSW Parliamentary and Political Facts; and
- the Parliament's Internet Links page.

Does the Library subscribe to commercial databases?

If so, which online service:

- (1) *full text newspaper stories;*
- (2) *reference to books, reports and articles appearing in popular and research publications; and*
- (3) *external databases such as Reuters, Lexis/Nexis.*

NEW SOUTH WALES (AUSTRALIA)

The Library subscribes to a range of online and CD Rom titles which are accessible via the Intranet or via dial-up access. Online titles and services include:

- Reuters;
- Lexis/Nexis
- Australian Bureau of Statistics (ABS) AusStats
- Australian Standards Online
- Butterworths
- Ebsco
- InfoTrac
- Judicial Commission
- Law Book Company (LBC)
- QICs – Department of Public Works and Services (DPWS), Quick Information Contract Search
- British Journal of Political Science
- Australian Journal of Politics & History

NEW SOUTH WALES (AUSTRALIA)

and CD-Rom subscriptions such as:

- Austrom (APAIS, AGIS)
- Casebase
- Econlit
- Margaret Gee's Media Guide 2002
- Wilson Legal and Business Abstracts
- Who's Who in Australia

Is information available via the Parliament website or on an intranet?

All information available online is accessible through the Parliament's Intranet.

Legislation, Hansard, House Papers, Standing Orders and other procedural material are also accessible through the Parliament's website, along with the Library's catalogue, press releases, research publications, the compendium and Internet Links.

Press cutting service

Do individual Members receive or have access to a press-cutting service?

The Library has been selectively indexing newspapers since 1910, and our present Newspaper Clippings Service began in 1975. Items of interest are taken from the Sydney dailies, the *Illawarra Mercury*, *The Newcastle Herald*, Sunday newspapers, *The Bulletin*, and *The Land*.

Newspaper clippings since September 1997 are available electronically on the Library's Intranet page. They may be browsed by paper and date or searched by keyword, byline, subject or Member's name and the full article can be printed. The Library's Intranet is accessible from any computer in Parliament House or the electorate office or remotely via a Member's laptop computer.

NEW SOUTH WALES (AUSTRALIA)

Reading Rooms

Is there a newspaper reading room providing a selection of national and local daily and weekly newspapers?

The Parliamentary Library provides a reading area where Members and/or staff can read a selection of national and local newspapers. There is no separate reading room.

Current Awareness Publications

Do Members receive an information circular, which lists the most important new books, and reports received each month?

The Library publication “Current Information and Issues” includes a listing of all the [latest magazine articles](#) selected by the subject specialists in the Library's Research Service, New Books which lists by subject new books, journals, electronic and government publications received in the last month, and a Current Issues section.

The Research Service is responsible for Current Awareness Services to keep clients up to date in subject areas of special interest to them. To this end it monitors current journal literature and selects relevant articles for indexing, thus creating a serials indexing database. Indexed articles are scanned so that when Members find a relevant article by means of the index they have the option of printing out a copy of the article immediately without having to request a copy from the Library.

Is the same done for web sites of interest to Members?

The Parliamentary Library is responsible for providing links from the Parliament's intranet and Internet to other relevant websites.

Do Members receive all publications issued by the Parliament and the Government?

Members can obtain any parliamentary or Government publications tabled in the Parliament upon request. All agencies which table papers in the Parliament are to provide 10 copies to the Bills and Papers office for members. Some agencies such as the Auditor-General and the Independent Commission Against Corruption often send all members copies of their publications. These publications tend to be written particularly for members of Parliament or consider issues which directly affect members.

Upon application, members are entitled to receive, free of charge, a copy of the Government Gazette which is published weekly. Members can also subscribe to other publications such as the Public Service Notices and the Government Directory.

NEW SOUTH WALES (AUSTRALIA)

(3) CATERING SERVICES

Dining Rooms

Is there a dining room or cafeteria available for use?

There are a number of dining areas within the parliamentary precincts:

- (1) A cafeteria which caters for both members and staff open on non-sitting days from 7:30 am to 2.45 pm. Luncheon hours 12 pm to 2 pm;
- (2) a members dining area where only members and former members may dine;
- (3) a dining room where members, former members and senior Parliamentary staff may take guests, known as the Strangers Dining Room;
- (4) a staff dining room where staff can take up to three guests; and
- (5) a carvery for Members which is open on sitting nights only.

Which meals are catered for?

Cafeteria:	Non-sitting days: 7.30 am to 2.45 pm. Luncheon hours: 12 pm to 2 pm. Sitting days: 7.30 am to 7.30 pm. Luncheon hours: 12 pm to 2 pm. Dinner: 5.30 pm to 7.30 pm
Members Dining Room:	Dining area for Members of Parliament only (no visitors) Luncheon - non-sitting days: 12 pm to 2.15 pm. Luncheon – sitting days: 12 pm to 2.15 pm Dinner – sitting days: 5.30 pm to 8.00 pm Dinner – non-sitting days: Not open
Room Service:	Non-sitting days: 9.30 am to 4.30 pm Sitting days: 9.30 am to Last Bells
Staff Bar:	Non-sitting days – Monday, Tuesday and Wednesday: 12 pm to 5 pm; Thursday 12 pm to 5.15 pm; Friday 12 pm to 5.30 pm. Sitting days – Tuesday, Wednesday, Thursday and Friday: 12 pm to Last Bells.
Staff Dining Room:	Luncheon – non-sitting days: 12 pm to 2.15 pm Luncheon – sitting days: 12 pm to 2.15 pm Dinner – sitting days: 5.30 pm to 8 pm Dinner – non-sitting: Not open for business
Strangers Dining Room:	Luncheon – non-sitting days: 12 pm to 2.15 pm Luncheon – sitting days: 12 pm to 2.15 pm Dinner – sitting days: 5.30 pm to 8.15 pm Dinner – non-sitting days: Open for sit-down dinner and cocktail functions for a maximum of 400 persons

NEW SOUTH WALES (AUSTRALIA)

Can Members have functions catered for at any time?

Members can have lunch catered for on any day – sitting and non-sitting. On sitting days Members are able to have dinner catered for functions as well.

On non-sitting days evening functions (from 6.30 pm) in the Strangers' Dining Room can be booked for private functions with a maximum seating capacity of 350 seats. All functions must be hosted by a Member who must be present at all times during the function and be responsible for the conduct of guests within the parliamentary precincts. Where more than 60 people will be attending Members must make a formal application to the Presiding Officers seeking approval to host any function.

After Hours Functions

Any function that is requested after the general business hours of Parliament House requires approval from the Presiding Officers. After hours functions are not subsidised by The Legislature and all costs need to be recouped through labour and hire charges. The cost of the function is charged to the Member's account who is responsible for ensuring timely payment.

Are meals provided free of charge, at a subsidised or nominal cost or at a fair market rate?

Part subsidised. Members' meals are subsidised by the Parliament, Members pay the cost of the food and refreshments together with a mark-up of approximately 30% while staff costs, overheads, equipment and furnishing costs are met by the Parliament at a net cost of approximately \$2,012,000 after offsetting revenue received of \$495,000 (2001/2002 figures).

Bar Facilities

Is there a bar for Members and staff?

There are separate bars for staff and for members. Another bar, called the Strangers lounge, is an area where members may take guests. Hours of service are:

Staff Bar -

Sitting days: 12 noon until half an hour after the rising of the later House. Non-sitting days: Monday, Tuesday and Wednesday – 10.00 a.m. to 5.00 p.m.
Thursday – 10 a.m. to 5.15 p.m.; Friday – 10 a.m. to 5.30 p.m.

Members' Bar -

Sitting days: 10.00 a.m. until half an hour after the rising of the later House.
Non-sitting days: 10.00 a.m. to 5.00 p.m.

Strangers' Bar/Lounge -

Operates only between luncheon and dinner hours, for morning and afternoon teas, and prior to lunch and dinner for pre-dinner drinks.

Is alcohol served in the dining room?

Alcohol is available for purchase from the bars and may be consumed in the dining room.

NEW SOUTH WALES (AUSTRALIA)

(4) ACCOMMODATION

Is residential accommodation provided at or near Parliament for use by Members?

No. However, members are entitled to an accommodation allowance called the Sydney Allowance. This living away from home allowance is provided to country Members to put towards the costs associated with living away from home whilst in Sydney on parliamentary business or in transit to and from Sydney. The allowance is payable when the stay is occasioned by:

- sittings of the House or direct travel to and from such sittings; or
- meetings of parliamentary committees of which they are a member or direct travel to or from such meetings; or
- other parliamentary business.

The member may elect to be paid either a daily allowance or an annual special expenses allowance on a financial year basis. This election is effective from 1 July each year and is subject to the following conditions:

- election is made for a full financial year;
- such election to be received by the Accounts Section prior to 1 July each year;
- new Members make their election effective from the date they are duly elected until the end of the financial year; and
- re-elected Members are not be eligible to change their current elections until the end of that financial year.

A Member who claims and is paid this allowance must certify that he/she has not so claimed and been paid in respect of any night or nights during which he/she has been accommodated free of charge in government owned and funded overnight accommodation (which includes Parliament House). Any Member who has been so accommodated free of charge is required to make an appropriate proportionate refund to the Legislature.

Is accommodation provided free of charge, at a subsidised rate or nominal cost or at a fair market rate?

Not applicable.

Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?

Country based Members are provided with a Sydney Allowance to assist them with staying overnight in Sydney on Parliamentary business. Members may apply this allowance to the cost of renting, leasing or purchasing a private residence near Parliament House or alternatively stay in hotel accommodation. The current allowance is \$164.00 per overnight stay.

NEW SOUTH WALES (AUSTRALIA)

(5) OTHER FACILITIES

Childcare Centre

Does this exist to meet the childcare needs of parents working in Parliament?

The Parliament of New South Wales does not have a childcare centre.

Parking

Are they assigned permanent parking spaces at or near Parliament?

Levels 2, 3, and 4 of the Parliament building are used for parking. Access to these levels is through the parking entrance on Hospital Road. Members are entitled to parking at any time for their nominated vehicle or alternative vehicle and are accorded priority of use over all other users:

- On sitting days level 4 and the southern end of level 3 are set aside exclusively for Members.
- Members, including Ministers and Office holders with a dedicated parking space, are allowed only one parking space.
- The following office holders are allocated a dedicated parking space:
 - The Presiding Officers
 - Ministers
 - Parliamentary Secretaries
 - Leader & Deputy Leader of the Opposition – Council & Assembly
 - Whips
 - Chairman of Committees
 - Chairmen of Standing Committees
- Dedicated spaces are not to be used by any other person except the person holding the office indicated (except that the Officer holders' spouses/partners may use the parking space on non-sitting days only).

Is there a cost to the Member?

In accordance with the *Parking Space Levy Act 1992* all users of the car-park issued with an authorisation sticker are liable to pay a fee in 2002/2003 as follows:

Dedicated car parking position provided to recognised office-holder	\$800.00 pa
Other permanent parking	\$750.00 pa
Casual Parking	\$11.00 per day

The amount of the parking fee may be varied from year to year by the Presiding Officers.

Increases in parking fees are directly linked to the parking space levy that the Parliament is required to pay to the Office of State Revenue. Under section 17 of the Act the Parliament is required to recoup this levy from Members of Parliament and Parliamentary staff who are provided with car parking.

NEW SOUTH WALES (AUSTRALIA)

The car park is staffed from 6.45 am to 6.00 pm Monday to Friday. On sitting days the car park is staffed until 11.00 pm. Outside these hours Members have direct access by using their MIL access key. Egress is automatically controlled.

Automatic Teller Machine

Is one located within Parliament?

There is no Automatic Teller Machine (ATM) within the Parliamentary buildings. However, the Post Office, bottle shop and the dining rooms have Eftpos available.

Laundry and Ironing Facilities

Is there a laundry with an ironing facility?

Yes – but not for the direct use by members.

Are there washing machines and dryers?

As above.

Medical Emergency Rooms

Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?

The Parliament has a first aid room but it is not staffed. There are a number of trained first aid officers, who are staff members, available to assist if required. However, it should be noted that the Parliament is located next door to Sydney Hospital.

Recreation Facilities

Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?

The Parliament has a number of recreation facilities: a gymnasium with a heated swimming pool, sauna, steam room and squash court. The Members Bar area has a billiard table for the use of members.

Commonwealth Parliamentary Association Room

Is there a room set aside for use by CPA members and Associates?

There is no particular room set aside for CPA members and associates. The Clerk of the Legislative Assembly is the Honorary Secretary in NSW and would ensure arrangements were made to book a room for the use of CPA members and associates if the need arose.

NEW SOUTH WALES (AUSTRALIA)

Travel Office

Does one exist to assist Members' travelling?

An office dedicated to assisting members with their travel arrangements does not exist in Parliament House or elsewhere. However, staff, be it parliamentary, committee or electorate staff are required to organise travel for Members through the NSW Government Travel Centre.

Tours of Parliament

Is there a standard guided tour?

The Parliament conducts visitor and school tours of the public areas of Parliament House. With regards to school tours the information provided is directed towards the primary, secondary and tertiary curriculum requirements so that the students and class needs are met. Members, on occasion, will meet with school groups and provide a brief explanation on their role as a member. Tour times are as follows:

Non-sitting days:

Tours of the Legislative Assembly last approximately 45 minutes and are available at 10.00 am, 11.00 am, and 2.00 pm. (This schedule is currently under review).

Sitting days:

Sitting days are usually Tuesdays, Wednesdays, Thursdays and Fridays. Tours are provided at 10.00 a.m. and 11.00 a.m. on Tuesdays. Groups may view the Chamber in operation at its commencement on Tuesdays at 2.15 p.m. and on Wednesdays, Thursdays and Fridays at 10.00 a.m., 11.00 a.m. and 2.00 p.m.

Can Members of Parliament arrange special tours?

Members of Parliament can arrange for special tours to be conducted to meet the needs of particular groups. The Parliamentary Education and Community Relations Section of the Parliament conducts tours for special groups of visitors (usually overseas visitors or tertiary educated students). The section also assists with many special purpose or non-English speaking background tours.

Committee Rooms

Can Members use Committee Rooms for meetings with constituency or other groups?

All members of Parliament are able to book rooms within the Parliament for meetings with constituency and other groups. Bookings must be made under the Member's name and the Member or one of their staff must be in attendance at the meeting.

NEW SOUTH WALES (AUSTRALIA)

Promotional Items

Is each member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?

Members can purchase a number of items such as pens, watches, bookmarks, mugs etc. from the Parliamentary Gift Shop and CPA merchandise such as ties, lapel pins, cuff links from the Legislative Assembly.

Are these provided free or at cost?

Members are not provided with any items free of charge.

Other

Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?

Members of Parliament must act as a sponsor for any group which is meeting in Parliament House. The Members sponsoring the group must also be in attendance at the event and are responsible for ensuring payment of any costs incurred. The main facilities of Parliament House which are used by public groups sponsored by a member tend to be the Parliamentary Theatre and the Strangers Dining area which holds up to 350 guests seated.

Liaison with Other International Bodies

Which of the following other Associations do your Members belong?

- *Inter-Parliamentary Union*
- *L'Assemblée Parlementaire De La Francophonie (APF)*
- *Other, please list.*

None.

NORTHERN TERRITORY (AUSTRALIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services	
<i>Is an office provided in or near the Parliament/Legislative Building?</i>	Yes. All Northern Territory MLAs are provided with an office in Parliament House.
<i>Is an office, or financial support for an office, provided in each constituency?</i>	Yes.
<i>What office running expenses are covered?</i>	All running costs met by the NT Government including lease rental costs, power and water, outgoings, telephones, parking, repairs and maintenance.
<i>What office equipment and stationery is provided?</i>	Photocopier, facsimile, computer equipment including printer, and a range of office furniture.
<i>Is there a secretarial services entitlement?</i>	Yes. One permanent full time Electorate Officer or equivalent part time.
<i>Are funds provided to Members to hire research staff or other staff?</i>	No.

Photocopying and Printing	
<i>Is there a charging system which identifies copy usage and cost incurred?</i>	No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>	All Members ARE provided with an annual entitlement of stationery including plain A4 & A3 paper. There are no specific conditions on the use of materials provided other than Member are advised that they should be used for electorate or Parliamentary business.

Technology Allowance	
<i>Is there a fund for the purchase of computer equipment including laptops?</i>	The annual budget for the Department of the Legislative Assembly includes funding for the provision of computer equipment for all Members including one laptop. The initial entitlement is prescribed by Remuneration Tribunal Determination and the range of equipment and services provided prescribed by Speaker's Determination.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>	Costs associated with the purchase or rental and call charges for a mobile telephone and/or the cost of calls from a satellite telephone and/or the cost of internet services and/or the cost of facsimile machine consumables, may be reimbursed to a Member by the Government to a maximum of \$960 per calendar year.

NORTHERN TERRITORY (AUSTRALIA)

<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>	When in Parliament House Members have access to Internet via NT Government WAN. Costs are met by NT Government.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>	No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>	Refer Speaker's Determination No. 5 of 2002 attached to this questionnaire.
<i>Is computer training provided to Members?</i>	As required at Government expense – refer Speaker's Determination No. 5 of 2002.

(2) PARLIAMENTARY LIBRARY

Legislative Library	
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>	<p>Yes located in Parliament House, Darwin.</p> <p>The Parliamentary Library Service (PLS), is part of the Northern Territory Library and provides Library services to Parliamentary clients, primarily the members and their staff, and the staff of the Legislative Assembly .</p> <p>see http://www.ntlib.nt.gov.au/ntl/</p>
<i>Does it assist the personnel of Government departments and agencies?</i>	<p>PLS provides some Library services to staff of the Dept. of Chief Minister, staff of the Office of the Administrator.</p> <p>Other Government departments and agencies have Library services provided by the Government Libraries & Information Service (GLIS)</p> <p>see http://www.ntlib.nt.gov.au/glis/</p>
<i>Is it open to the academic community and the general public?</i>	<p>Yes.</p> <p>The Northern Territory Library, which is equivalent to a State Library is open to the community and general public - see http://www.ntlib.nt.gov.au/ntl/</p>

NORTHERN TERRITORY (AUSTRALIA)

Reference Services	
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>	<p>Yes - PLS services include research and reference, information resource training, and some information promotion, for Parliamentary clients - mentioned above.</p> <p>Northern Territory Library has a general reference service for all of the NT population - see</p> <p>http://www.ntlib.nt.gov.au/ntl/</p>
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>	No - however the Library does have all Australian Bureau of Statistics(ABS) publications and other ABS products. PLS staff can provide statistics to our Parliamentary clients, but generally not analysis of the statistics.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>	No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>	No. Some papers have been produced at various times, but staffing resources and expertise are not sufficient to provide a background paper service.

Electronic Reference Services	
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>	<p>Yes - see</p> <p>NT</p> <p>http://www.nt.gov.au/lant/</p> <p>Commonwealth</p> <p>http://www.aph.gov.au/</p>
<i>Does the Library subscribe to commercial databases?</i>	Yes.

NORTHERN TERRITORY (AUSTRALIA)

<p><i>If so which online service:</i></p> <p>1) <i>full text newspaper stories,</i></p> <p>2) <i>reference to books reports and articles appearing in popular and research publications,</i></p> <p>3) <i>external databases such as Reuters, Lexis/Nexis.</i></p>	<p>Registered Parliamentary clients have online access to some full text databases, including Aust & New Zealand Reference Service database, which includes a number of Australian Newspapers.</p> <p>This is also available to all our public clients who come into the Library.</p> <p>Registered Parliamentary clients have online access to some index & abstract, and some full text databases, which include articles in popular and research publications.</p> <p>This is also available to all our public clients who come into the Library.</p> <p>Library staff have access to further research databases, such as Lexis/Nexis, and PLS does mediated searching for our Parliamentary clients.</p>
<p><i>Is information available via the Parliament website or on an intranet?</i></p>	<p>Yes - see</p> <p>http://www.ntlib.nt.gov.au/ntl/</p>

<p>Press cutting service</p>	
<p><i>Do individual Members receive or have access to a press-cutting service?</i></p>	<p>A clipping service has been maintained since 1990 for our Parliamentary clients. The service indexes selected articles from the Northern Territory News and the Sunday Territorian.</p>
<p>Reading Rooms</p>	
<p><i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i></p>	<p>There is no reading room specifically for Parliamentary clients.</p> <p>The Northern Territory Library has a newspaper collection which includes a wide variety of local, interstate and international newspapers in English and languages other than English. This collection is available to the general public, as well as Parliamentary clients.</p>
<p>Current Awareness Publications</p>	
<p><i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i></p>	<p>No.</p>

NORTHERN TERRITORY (AUSTRALIA)

<i>Is the same done for web sites of interest to Members?</i>	PLS does sometime provide websites of interest on particular topics to our Parliamentary clients.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>	No.

(3) CATERING SERVICES

Dining Rooms	
<i>Is there a dining room or cafeteria available for use?</i>	A private sector operated cafeteria is located in Parliament House.
<i>Which meals are catered for?</i>	The cafeteria is open during normal working hours with extended opening hours during Parliamentary sittings.
<i>Can Members have functions catered for at any time?</i>	Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>	Fair market rate.

Bar Facilities	
<i>Is there a bar for Members and staff?</i>	Yes.
<i>Is alcohol served in the dining rooms?</i>	As required. Parliament House is exempt from the requirement for a liquor licence.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>	No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> <i>What form does it take (for example: houses, apartments, rooms, etc)?</i>	No.
<i>Is the accommodation available year-round or only during sittings?</i>	N/A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>	No.

NORTHERN TERRITORY (AUSTRALIA)

(5) OTHER FACILITIES

Childcare Centre	
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>	No.
Parking	
<i>Are they assigned permanent parking spaces at or near Parliament?</i>	Yes.
<i>Is there a cost to the Member?</i>	No.
Automatic Teller Machine	
<i>Is one located within Parliament?</i>	No.
Laundry and Ironing Facilities	
<i>Is there a laundry with an ironing facility?</i>	No.
<i>Are there washing machines and dryers?</i>	No.
Medical Emergency Rooms	
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>	A number of departmental and other employees within Parliament House have varying degrees of competency in the application of first aid.
Recreation Facilities	
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>	Gymnasium – yes. Snooker table – yes. Swimming pool – no. There are lounges within Parliament House in which Members and their guests are able to relax at any time.

NORTHERN TERRITORY (AUSTRALIA)

Commonwealth Parliamentary Association Room	
<i>Is there a room set aside for use by CPA members and Associates?</i>	Yes.
Travel Office	
<i>Does one exist to assist Members' travelling?</i>	The Department of the Legislative Assembly employs a full time Travel Officer available to assist Members. However, most Members arrange their own travel through their Electorate Officer utilising a travel agency of their choice. Members' electorate offices and the Department of the Legislative Assembly share an electronic travel recording system to process all Members' travel entitlements as provided by Determination and for CPA travel.
Tours of Parliament	
<i>Is there a standard guided tour?</i>	Yes.
<i>Can Members of Parliament arrange special tours?</i>	Yes.
Committee Rooms	
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>	Yes. Also, Members' electorate offices which are located within the respective electorate include a conference room for meetings etc.
Promotional Items	
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>	Only when representing the Northern Territory at national or international functions/events.
<i>Are these provided free or at cost?</i>	Free.

NORTHERN TERRITORY (AUSTRALIA)

Other	
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>	The public may use Parliament House facilities subject to guidelines approved by the Speaker. Functions would include exhibitions, dinners, presentations, wedding photographs, senior citizens functions, etc.
Liaison with Other International Bodies	
<i>Which of the following other Associations do your Members belong?</i> ♦ <i>Inter-Parliamentary Union</i> ♦ <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> ♦ <i>Other, please list.</i>	No. No. None.

SPEAKER'S DETERMINATION NO. 5 of 2002

**PROVISION OF INFORMATION TECHNOLOGY/SERVICES TO
MEMBERS OF THE LEGISLATIVE ASSEMBLY**

Dated this _____ day of _____ 2002.

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INTRODUCTION – General Information

Members are provided with access to information technology and services to assist them and their electorate office in providing electorate services to constituents. The amount and variety of services provided will be at the discretion of the Member but will not exceed those prescribed in the attached schedules 1 - 8.

Members are advised that all items of computer hardware will remain the property of the service provider under the outsourced contract arrangements managed by the Department of Corporate and Information Services (DCIS). The current service provider is Computer Sciences Corporation hereinafter referred to as CSC. Software remains the property of the Department of the Legislative Assembly. This means that staff from the authorised service provider must have access to the computer hardware and software at times convenient to the Member to enable the provision of ongoing support and maintenance.

The provision of support services may be by physical access to the electorate office or, at the discretion of the Member, via modem utilising remote control communication software. Both methods will provide the highest level of security. Any data entered by the staff in the Member's office will remain the property of the Member and should always be protected through the use of passwords and by making regular data back-ups.

An important precursor to the effective and efficient use of information technology is the availability and provision of training as required for operators. The Department of the Legislative Assembly will arrange appropriate training for Members and their electorate staff to enable them to utilise the technology provided in the conduct of the Member's parliamentary and electorate duties and responsibilities. Where there is any doubt as to the relevance of training sought by either the Member or electorate staff the Speaker will advise on the recommendation of the Clerk of the Legislative Assembly.

The service provider support staff will be available to provide help and advice with any matter relating to the service and can be contacted via the CSC Help Desk on

1800 000 254 in accordance with the existing service level agreement between the Department of the Legislative Assembly and the service provider.

Members' Information Technology/Services Entitlements are summarised in the following Schedules:

<i>SCHEDULE 1</i>	<i>HARDWARE</i>
SCHEDULE 2	SOFTWARE
SCHEDULE 3	SUPPORT SERVICES
SCHEDULE 4	APPLICATIONS
SCHEDULE 5	CONSUMABLES
SCHEDULE 6	DEVELOPMENT AND TRAINING
SCHEDULE 7	CHANGE OF MEMBER
SCHEDULE 8	SECURITY

The Schedules are subject to review and/or variation to take into consideration equipment upgrades, software enhancements and other advance in technology.

Introduction

The provision and maintenance of computer equipment to all Members under this Determination is the responsibility of the Department of the Legislative Assembly. The provision of any additional computer equipment, including laptop computers, to Ministers and the Leader of the Opposition is a matter for the Department of the Chief Minister.

All Members may be supplied with the following three items of hardware:

- ◆ one desktop personal computer - for use in the electorate office. The configuration of this computer is described in **1.1 Desktop Computer**;
- ◆ at the Member's request a Laptop computer with the ability to connect to the Local Area Network in Parliament House. The configuration of this Laptop is described in **1.2 Laptop Computer**; and
- ◆ printing facilities in each electorate office - as described in **1.3 Printer**.

1.1 Desktop Computer

The equipment supplied at each electorate office is as follows:

- ◆ "Standard Workstation" as per the Service Provider's price list at the time of installation;
- ◆ Internal tape back-up unit;
- ◆ Modem – up to 56k;
- ◆ Un-interruptable Power Supply (UPS); and
- ◆ 17" Monitor.

1.2 Laptop Computer

The laptop computer configuration is as follows:

- ◆ "Standard Laptop Computer" as per the Service Provider's price list at the time of installation;
- ◆ Internal or PCMCIA modem – up to 56k;
- ◆ Network Card for Parliament House network;
- ◆ Carry case (one only);

In their electorate office and Parliament House office Members also may be provided with:

- ◆ Docking Station complete with Ethernet card;
- ◆ Monitor 17"; and
- ◆ Keyboard and mouse.

1.3 Printer

The electorate office will be provided with a laser printer that is adequately equipped to meet the needs of the office and would include the following features:

- ◆ Mid Volume laser printer as per Service Provider's price list at time of installation.
- ◆ Envelope feeder to suit DL size envelopes.
- ◆ Two sheet trays one of which has a capacity of 500 sheets.

Members also will have access to networked laser printers when they are in their Parliament House offices. Additional printers are located in the Government and Opposition lobbies.

Software is divided into three main categories. These categories have different levels of support and reflect the various types of software required to perform the day to day functions of Members and their staff. All software that is installed on the service provider's equipment has to undergo a testing procedure to ensure the integrity of the environment and the network. Where a product that is not listed in the service provider's catalogue is required it will have to undergo testing and approval prior to installation.

2.1 Category One - Standard Operating Environment (SOE)

The SOE consists of all basic software necessary to meet the day to day IT requirements of the Department of the Legislative Assembly. This software is standard on all machines within the department. Category one software is fully supported by the Service Provider and from the CSC Help Desk right through to onsite support. The following is a list of the software included in the SOE (this may vary during the term of the contract and will be reflected in the Agency Service Level Agreement):

- ◆ Microsoft Windows NT SP4 or Windows 2000 (operating system);
- ◆ Microsoft Office Professional (word, excel, access, PowerPoint);
- ◆ Internet Explorer 5 (web browser);
- ◆ Lotus Notes 4.6.7 (electronic messaging & diary);
- ◆ Tape Back up software;
- ◆ Adobe Acrobat reader;
- ◆ Anti Virus software;
- ◆ Dial-up software; and
- ◆ Real Audio Player

NOTE: Any other software outside the SOE will only be installed at a cost to the Member and in all cases is to be installed by the NT Government contract service provider.

2.2 Category Two – Business System Specific Applications

Category two software is specific to an agency or business unit/s within the agency. It can be off the shelf or specifically developed to suit the needs of the customer. Category two software is fully supported by the service providers. Examples of category two software are:

- ◆ Hansard;
- ◆ Rolldata – (Electorate Constituents information database);
- ◆ LAIS – (Lands Administration Information System);
- ◆ WinFax Pro - (PC based fax software);
- ◆ METS – (Members' entitlements and travel system); and
- ◆ MS Publisher.

2.3 Category Three – All other software.

Category three software is all other software not included in categories one or two. This could consist of a particular package that is only required by one or two people. Category three software will be supported on a best effort basis only. Where the service provider is unable to provide the assistance required then the client will need to seek assistance from some other source at commercial rates. Examples of category three software are listed below:

- ◆ Qantas travel planners;
- ◆ Visio;
- ◆ Corel Draw;
- ◆ Feedback or Electrac.

The provision of network, desktop and application support is provided under the conditions of the relevant contract in force at the particular time. It is possible for more than one service provider to be involved in the resolution of a particular problem or the restoration of a service. In all circumstances the first point of contact should be the Desktop Service Provider's Help Desk. The CSC Help Desk will log the problem and track its progress. If it needs to be escalated to a third party they will manage this process. This is possible where the problem may appear to be hardware related when, in fact, it may well be an application software issue that is handled by a third party service provider or vice versa. Service Level Agreements (SLA) apply to all contracts and where the terms and conditions of the agreement are not met penalties may apply. For additional information or for copies of relevant SLAs please contact the **Director Corporate Services (89461451)** or the **Information Technology Site Manager (89461535)**.

3.1 *Hardware and SOE Problems.*

Any problems or queries associated with hardware and SOE software should be reported as they occur to the CSC Help Desk on **1800 000 254**. Members and their staff should not attempt to fix technical problems.

3.2 *User Created Problems*

In the event that the SOE has been interfered with or non-standard software has improperly been loaded onto the machine without prior approval and where this causes time to be spent in problem resolution the Member may be required to pay for the work required to remedy the situation.

3.3 *Non-Approved Software*

Software not approved and tested by the service provider is not supported and should not be loaded on to any computer owned by the service provider.

3.4 *Back Up of Data*

Backing up the data stored on the computer is the only sure way of saving the data in the event of a serious problem with the computer. Back Ups should be done at least weekly depending on the workload and the data. Important work or large jobs should be backed up on completion or daily if they are done over several days.

Full system back ups should be completed every week. At all times a back up should be kept off site. It is the Electorate Officer's responsibility to ensure these back ups are performed. Procedures for back ups can be provided on request.

3.5 *Application Support*

A third party service provider may provide support and maintenance for agency or business unit specific systems. Where this is the case the CSC Help Desk will be aware of the details and will escalate relevant problems to them as appropriate. These contracts will be specific to the application and the way it performs as opposed to the hardware performance and data storage issues.

4.1 *Electorate Roll System (Rolldata)*

All Members may be provided with an access database called Rolldata. Rolldata is designed to assist Members and their electorate staff to identify constituents of their electorate.

Rolldata provides a record of the Northern Territory Electoral Roll for all constituents of the Member's electorate as at the time of the last update from the Northern Territory Electoral Office (NTEO). Periodic updates for Rolldata are provided by the NTEO. These updates will be distributed by the service provider to each electorate office via electronic mail.

Rolldata is designed to provide each Member with the ability to:

- ◆ Record problems, notes and actions required for constituents (contacts);
- ◆ Mail out from the Roll for cross sections of the electorate by integrating with MS Word; e.g. Welcome letters, street names, contacts, organisations, occupations, etc;
- ◆ Generate a range of reports;
- ◆ Print the Roll for the Member's Electorate; and
- ◆ Create walk lists.

Changes to the Rolldata system must be authorised by the Information Management Advisory Committee (IMAC). Proposals detailing the description of changes and reasons required are to be submitted in writing **the Director Corporate Services**. The proposals will then be assessed and costed before being referred to the IMAC for consideration.

4.2 *Other Applications*

Should Members require the use of other applications such as those listed in Categories 2 and 3, arrangements can be made through the **Director Corporate Services** or the **Information Technology Site Manager**. Access will need to be arranged through the relevant application owner.

Should a Member wish to connect to other applications and the costs are not supported by the Department of the Legislative Assembly the Member may utilise his/her electorate allowance to meet the cost of the connections and running costs for these applications.

4.3 *Intranet and Internet Access*

Access to the Northern Territory Government Intranet is available to all users with Wide Area Network (WAN) access. This access is provided to Members and their Electorate Officers via the Optus Secure Dial Up service.

Internet access is provided to Members via the Northern Territory Government WAN. While connected to the network in Parliament House Members can access the Internet using the Userid and Password authority method. This access can be allowed via the Optus Secure Dial Up service upon request. It is recommended that Members and their Electorate Officers secure the services of a private Internet Service Provider (ISP) for accessing the Internet from their electorate office as the various usage plans may better suit their patterns.

4.4 *Electronic Mail and Calendar*

Each Member is entitled to two email addresses, one for the Member and one for the electorate office. The Mail addresses can send and receive electronic mail to any email address both internal and external to the NTG WAN.

The software used to provide this function is Lotus Notes. Notes also offers Calendar functionality that can be shared between the Member and the Electorate Officer. The central server for sending and receiving mail is part of the Parliament House network and is accessed via the network directly when located in Parliament House or via the Dial Up service in the electorate office.

The Member also can access the server remotely via the Dial Up service from anywhere via a telephone line connected to their Laptop modem. (Provided required access is available eg. STD). Once connected to the server Lotus Notes can replicate which will send and receive all mail and calendar entries. This process can be performed any number of times per day depending on the requirements of the user.

CONSUMABLES

SCHEDULE 5

At the request of Members the Corporate Services Unit, through the **Director Corporate Services (89461451)** or the **Corporate Services Officer (89461470)** will arrange the provision of the following range of consumable items:

5.1 Floppy Disks.

Two (2) boxes of floppy disks per year.

5.2 Disk Cleaning Kit

One floppy disk cleaning kit per year. Disk cleaning should be carried out regularly.

5.3 Printer Toner

One spare toner cartridge. Should the spare cartridge be used then another will be despatched upon request.

5.4 Paper & Envelopes

Paper and envelopes.

Envelopes used in the laser printer should be the recommended paperweight as supplied from the Department of the Legislative Assembly. It is recommended that Members seek the advice of the Director Corporate Services or the Information Technology Site Manager regarding the suitability of the type/s of envelopes to be supplied.

The service provider will endeavour to provide resolutions associated with paper and envelope supplies where possible.

Members' entitlements to stationery items including paper and envelopes are prescribed by a separate Speaker's Determination on the recommendation of the Subordinate Legislation and Publications Committee.

5.5 Data Cartridges

Each Office will be supplied with data cartridges as required to enable a full monthly system backup and a weekly data backup.

5.6 Diskette Storage Boxes

Each Office will be supplied with diskette storage boxes suitable for both on-site and off-site storage of diskettes and cartridges.

All Members of the Legislative Assembly of the Northern Territory are entitled to be advised on a range of matters which may affect them as Parliamentarians. Such matters include parliamentary procedures and practice; entitlements provided by determinations; relationships with other Government agencies; and the administration of their electorate offices.

There is no formal training program for Members as there is for departmental officers within their personal development plans. However, it is understood that Members need to be kept up to date on a wide range of matters, which may affect their work as an elected representative of the community. This applies equally in the field of information technology where some Members may be using computer facilities with which they may have had little previous experience.

Information technology plays an increasingly dominant part in the working life of a Member. As indicated in the previous schedules, Members are provided with information technology facilities and services incorporating a wide range of software packages considered to be relevant to parliamentary and electorate business.

The Department of the Legislative Assembly has an important role to play to ensure that Members and their electorate staff are competent in the use of IT equipment provided to them at taxpayers' expense. Accordingly, there is a shared responsibility between the Member and the Department in the provision of adequate training in the use of the various software packages installed in office computers and Members' lap tops.

Through the Director Corporate Services, and in conjunction with the Information Technology Site Manager, the Department will arrange for any training for Members which:

- ◆ Is related to any software package provide by the Department; or
- ◆ Subject to the approval of the Speaker, has been demonstrated by the Member to be essential for the carriage of his/her duties as an elected Member.

The type of training may be on or off site and may be provided by departmental staff or by external agencies. In most instances, Members would be provided with the training on a one-on-one basis.

Appropriate courses of training may be identified by the Member or by departmental staff who would consult with the Member and, where appropriate, make recommendations for the Member to attend.

The training would be at Government expense only if it was relevant to the Member's duties or electorate responsibilities or was a course of training which had been approved by the Speaker. All other training would be at the Member's own expense.

Similar training is to be provided to Electorate Officers subject to the endorsement of the respective Member and the recommendation of the Information Technology Site Manager. Training for electorate staff, as for departmental employees, should be relevant to the duties and responsibilities of the position.

7.1 Following Declaration of Election.

Following an election or by-election where there is a change of Member, the electorate office computer and the Member's laptop will be re-imaged by the service provider. The process will restore the computer back to the standard SOE with associated "Category Two" software required for electorate office use. Re-imaging the computer will delete all files and ensure that the Member's data cannot be accessed from that personal computer.

Members should retain all data belonging to them on floppy disk, data cartridge or CD. The service provider upon request can burn data to CD. If the change of Member is within the same political party it would be at the discretion of the outgoing Member whether or not to re-image the computer.

The procedure to re-image a computer will be carried out by the service provider staff upon request through the Director Corporate Services.

SECURITY**SCHEDULE 8****8.1 Passwords**

A power-on password on the computer can protect data from unauthorised access. Passwords can be set on files for most applications. Details on how to set passwords can be obtained by contracting the CSC Help Desk. In the event a password is forgotten the CSC Help Desk may not be able to restore use of the application and all data may be lost.

Passwords can be set in the following situations.

- ◆ Power-on password
- ◆ Screen saver password
- ◆ Word & Excel file password
- ◆ Lotus Notes password
- ◆ Rolldata password

In addition to the above Members will be allocated passwords for the Optus Dial Up service. Assistance with the resetting of this password can be obtained by contacting the Optus Help Desk (8924 4355).

QUEENSLAND (AUSTRALIA)

(1) Members Support

Office Accommodation and Staff Services

Is an office provided in or near the Parliament/Legislative Building?

Yes. Each Member has an office in the Parliamentary precinct.

Is an office, or financial support for an office, provided in each constituency?

An office is provided in Electorate. (5 large Electorates in excess 100,000 sq K. have 2 offices)

What office running expenses are covered?

Rent, Electricity, Furnishings, Telephone, Maintenance.

What office equipment and stationery is provided?

2 PC's, 1 Printer (Networked)
Photocopier or small Photocopier + Digital Duplicator, Fax, Pager, Mobile Phone.
Reasonable Stationery.

Is there a secretarial services entitlement?

Secretarial Pool at Parliament House.
Two (2) Full-time equiv. in Electorate Office.

Are funds provided Members to hire research staff or other staff?

No, not specifically, however could use Electorate Allowance.

Photocopying and Printing

Is there a charging system which identifies copy usage and cost incurred?

No.

Are there any conditions which material must meet for photocopying and printing?

Material must be for parliamentary business.

Technology Allowance

Is there a fund for the purchase of computer equipment including laptops?

No – computer equipment is provided to members, except laptops.

Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?

No – Pagers, phone, fax machines are provided to Members.

BRANCH: QUEENSLAND (AUSTRALIA)

<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by parliament?</i>
Members' Electorate Offices have internet access, the charges are met by the Parliament.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
The parliamentary website has a description of each Member and a contact list.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Members are provided with office Suite of Microsoft Products, Email & Customised Constituent Management Application.
<i>Is computer training provided to Members?</i>
Yes, on request.

(2) Parliamentary Library

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes. There is a full research library. Information is provided on request. Many desk top services including video/audio/news on demand.
<i>Does it assist the personnel of Government departments and agencies?</i>
Limited assistance – minor reference & inter Library services – directed mostly through Government Libraries.
<i>Is it open to the academic community and the general public?</i>
Only on request, if material is available nowhere else.
Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and Standing Orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
(1) <i>full text newspaper stories,</i> Yes.
(2) <i>Reference to books, reports and articles appearing in popular and research publications,</i> Yes.
(3) <i>External databases such as Reuters, Lexis/Nexis.</i> Yes – Infotrac/AGIS/APAIS.
<i>Is information available via the Parliament website or on an intranet?</i>
Yes – to all Electorates 24 x 7 – passworded.
Press Cutting Service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Electronically available to all Members.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Nothing in hard copy – alert e-mail is sent, Member’s choice to access or not.
<i>Is the same done for websites of interest to Members?</i>
Database of websites is available 24 x 7 – not sent as awareness service.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
They are available on Library research databases, but not sent physically by Library.

(3) Catering Services

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Members Dining Room Strangers Dining Room Cafeteria Function Rooms
<i>Which meals are catered for?</i>
Breakfast, Lunch and Dinner.
<i>Can Members have functions catered for at any time?</i>
Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidized.
Bar Facilities
<i>Is there a bar for Members and staff?</i>
Yes.
<i>Is alcohol served in the dining rooms?</i>
Yes.

(4) Accommodation

Is residential accommodation provided at or near Parliament for use by Members?

Yes. On site accommodation is available for all country/regional Members and Ministers. At present 80 off the 89 Members receive accommodation, with emergency accommodation for one additional Member, if required.

Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?

Free of charge.

What from does it take (for example: houses, apartments, rooms, etc)?

Executive suites.

En-suite rooms.

Is the accommodation available year-round or only during sittings?

Year-round.

Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?

Accommodation provided to Members outside Brisbane metropolitan area and all Ministers.

Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?

No.

(5) Other Facilities

Childcare Centre

Does this exist to meet the childcare needs of parents working in Parliament?

No.

Parking

Are they assigned permanent parking spaces at or near Parliament?

Yes.

Is there a cost to the Member?

No.

Automatic Teller Machine
<i>Is one located within Parliament?</i>
To be installed.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
Yes.
<i>Are there washing machines and dryers?</i>
Yes.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No. First Aid Room – Number of staff trained in First Aid.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
All above plus Bar-B-Que, Putting Green and Squash Court.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA Members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes – for Parliamentary business travel only.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.

Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> Limited items from the Speaker's Office upon request. <i>Are these provided free of cost?</i> Yes.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> Dining Rooms – Catering/Function Facilities.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none">○ <i>Inter-Parliamentary Union</i>○ <i>L'Assemblée Parlementaire De La Francophonie (APF)</i>○ <i>Other, please list.</i> None. CPA is the only Association that Members of Parliament hold Membership.

TASMANIA (AUSTRALIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services	
<i>Is an office provided in or near the Parliament/Legislative Building?</i>	Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>	Yes.
<i>What office running expenses are covered?</i>	Normal Overheads.
<i>What office equipment and stationery is provided?</i>	Furniture and Stationery provided.
<i>Is there a secretarial services entitlement?</i>	Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>	No.

Photocopying and Printing	
<i>Is there a charging system which identifies copy usage and cost incurred?</i>	No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>	No.

Technology Allowance	
<i>Is there a fund for the purchase of computer equipment including laptops?</i>	Yes.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>	Yes.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>	Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>	Yes.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>	Yes.
<i>Is computer training provided to Members?</i>	If required.

(2) PARLIAMENTARY LIBRARY

Legislative Library	
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>	Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>	Yes.
<i>Is it open to the academic community and the general public?</i>	Yes.

TASMANIA (AUSTRALIA)

Reference Services	
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>	Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>	Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>	No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>	Yes.

Electronic Reference Services	
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>	Yes.
<i>Does the Library subscribe to commercial databases?</i>	Yes.
<i>If so which online service:</i>	
1) full text newspaper stories,	No.
2) reference to books reports and articles appearing in popular and research publications,	Yes.
3) external databases such as Reuters, Lexis/Nexis.	Yes.
<i>Is information available via the Parliament website or on an intranet?</i>	Yes.

Press cutting service	
<i>Do individual Members receive or have access to a press-cutting service?</i>	Yes.
Reading Rooms	
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>	Yes.
Current Awareness Publications	
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>	Yes.
<i>Is the same done for web sites of interest to Members?</i>	No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>	No.

TASMANIA (AUSTRALIA)

(3) CATERING SERVICES

Dining Rooms	
<i>Is there a dining room or cafeteria available for use?</i>	Yes.
<i>Which meals are catered for?</i>	Lunch (When sitting) Dinner
<i>Can Members have functions catered for at any time?</i>	Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>	Fair market rate.

Bar Facilities	
<i>Is there a bar for Members and staff?</i>	Yes, in the dinning room.
<i>Is alcohol served in the dining rooms?</i>	Yes.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>	No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>	No.
<i>Is the accommodation available year-round or only during sittings?</i>	See above.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>	No. MPs are given a travel allowance and most stay at nearby hotels.

(5) OTHER FACILITIES

Childcare Centre	
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>	No.
Parking	
<i>Are they assigned permanent parking spaces at or near Parliament?</i>	Yes.
<i>Is there a cost to the Member?</i>	No.
Automatic Teller Machine	
<i>Is one located within Parliament?</i>	No.
Laundry and Ironing Facilities	
<i>Is there a laundry with an ironing facility?</i>	No.
<i>Are there washing machines and dryers?</i>	No.

TASMANIA (AUSTRALIA)

Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
Billiard Room.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
Not specifically.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
<i>Are these provided free or at cost?</i>
May be issued free on a demonstrated needs basis.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Yes, a reception room.

WESTERN AUSTRALIA (AUSTRALIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes - sharing 2 per office
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Office is provided in the electorate
<i>What office running expenses are covered?</i>
All office rental, cleaning, overheads
<i>What office equipment and stationery is provided?</i>
Office equipment - 2 computers and peripherals, laptop computer, dictating and transcribing equipment, photocopier, fax, letterfolder, shredder. Standard desks, chairs, whiteboard bins etc. An annual printing and stationery allowance is provided.
<i>Is there a secretarial services entitlement?</i>
Yes - one officer
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes - 2 days per week

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
The Printing and Stationery allowance must not be used for production of election material.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
See above.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
If needed, these can be purchased from the members electorate allowance.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes, and yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Yes - an electorate management package allows them to track electoral rolls, constituent contacts etc.
<i>Is computer training provided to Members?</i>
Yes.

WESTERN AUSTRALIA (AUSTRALIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes
<i>Does it assist the personnel of Government departments and agencies?</i>
Not as a matter of course.
<i>Is it open to the academic community and the general public?</i>
No

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes
<i>Does the Library subscribe to commercial databases?</i>
Yes
<i>If so which online service:</i>
1) full text newspaper stories, 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis. Yes to all 3.
<i>Is information available via the Parliament website or on an intranet?</i>
Yes - intranet and extranet but not internet

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes

WESTERN AUSTRALIA (AUSTRALIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
Yes.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
No - but any on request

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Lunch plus any meals when the Houses are sitting
<i>Can Members have functions catered for at any time?</i>
Limited and subject to approval.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidised.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
Yes
<i>Is alcohol served in the dining rooms?</i>
Yes

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No. Depending on the electorate, members receive an allowance for accommodation
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
See above
<i>Is the accommodation available year-round or only during sittings?</i>
Regular payment spread over the year
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?</i>
Yes. See above.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No except for above.

WESTERN AUSTRALIA (AUSTRALIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> No - but a members carpark is available. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No - but there are first aid staff.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> Gymnasium and billiard table.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No but they can be purchased. <i>Are these provided free or at cost?</i> See above.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

BANGLADESH

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services	
<i>Is an office provided in or near the Parliament/Legislative Building?</i>	No.
<i>Is an office, or financial support for an office, provided in each constituency?</i>	
Financial support at the rate of Tk. 1,500 (one thousand and five hundred) per month is provided for maintaining an office in his constituency.	
<i>What office running expenses are covered?</i>	
A lump-sum amount of Tk. 1,500 is provided for meeting miscellaneous office expense in his constituency	
<i>What office equipment and stationery is provided?</i>	
No office equipment or stationery is provided.	
<i>Is there a secretarial services entitlement?</i>	
No.	
<i>Are funds provided to Members to hire research staff or other staff?</i>	No.
Photocopying and Printing	
<i>Is there a charging system which identifies copy usage and cost incurred?</i>	
No, there is no charging system.	
<i>Are there any conditions which material must meet for photocopying and printing?</i>	No.
Technology Allowance	
<i>Is there a fund for the purchase of computer equipment including laptops?</i>	No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>	No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>	
Presently, an MP has scope to have access to the internet and the charge thereupon is paid by the Secretariat.	
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>	
No, Bangladesh Parliament provides no website for an MP and no assistance to establish his own website.	
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>	Yes.
<i>Is computer training provided to Members?</i>	
There is provision for computer training under the project “Strengthening Parliamentary Democracy”. Few Members were provided with the computer training.	

BANGLADESH

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes, on permission of the Secretary, Parliament Secretariat.
<i>Is it open to the academic community and the general public?</i>
Parliament Library is open to the academic community.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> Not yet.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes, but not adequate.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?.</i>
At present, the Constitution and Standing Orders are accessible online.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No, usually list is displayed in the main entry room of the Library.
<i>Is the same done for web sites of interest to Members?</i>
No, online Public Access Catalogue of Parliament Library is available.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Members of Parliament regularly receive all the publication published from Parliament Secretariat.

BANGLADESH

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
One cafeteria in Parliament Building is for MPs. There are two more cafeterias in the two MPs Hostels available for use.
<i>Which meals are catered for?</i>
Breakfast, Lunch and Dinner.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Meals are provided at reasonable cost. The House Committee fixes up the reasonable cost by calling tender.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
There are 36 suits and 195 single rooms for their accommodation in MPs Hostels. Each suits consists of two rooms.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Yes, at a subsidized rate. Each suit costs TK.22 and each room costs TK.8 per day
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
Rooms and Suites.
<i>Is the accommodation available year-round or only during sittings?</i>
MPs accommodation is provided for year-round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i>
Yes.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

BANGLADESH

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Individually no MP is assigned permanent parking spaces; but near the Parliament Building there is enough space for them for parking.
<i>Is there a cost to the Member?</i>
No, no parking costs is involved.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
Yes.
<i>Are there washing machines and dryers?</i>
Yes.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Yes, medical facilities staffed by health professional trained to handle both medical emergency cases and minor ailments are available.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
There is a Parliament Members Club.

BANGLADESH

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
Not yet.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
One travel office provides service during session time.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
Yes, on committee functions they arrange special tours with the permission of the Speaker.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
<i>Are these provided free or at cost?</i>
N/A.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
No.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • <i>Inter-Parliamentary Union</i> • <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> • <i>Other, please list.</i>
At Present, Members of Bangladesh Parliament are the Members of the Inter-Parliamentary Union and the Commonwealth Parliamentary Association

BELIZE

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
Rent, telephone, Secretarial Service
<i>What office equipment and stationery is provided?</i>
Telephone, Fax, Computer and Printer, Paper, Copier
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.
<i>Is computer training provided to Members?</i>
No.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
No.

BELIZE

Reference Services	
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>	No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>	No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>	No.

Electronic Reference Services	
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>	No.
<i>Does the Library subscribe to commercial databases?</i>	No.

Press cutting service	
<i>Do individual Members receive or have access to a press-cutting service?</i>	No.
Reading Rooms	
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>	No.
Current Awareness Publications	
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>	No.
<i>Is the same done for web sites of interest to Members?</i>	No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>	Yes.

(3) CATERING SERVICES

Dining Rooms	
<i>Is there a dining room or cafeteria available for use?</i>	
Yes.	
<i>Which meals are catered for?</i>	
Only lunch when there is a sitting.	
<i>Can Members have functions catered for at any time?</i>	
No.	
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>	
Free.	

Bar Facilities	
<i>Is there a bar for Members and staff?</i>	
No.	

BELIZE

(4) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none">• FOPREL in Central America.

CANADA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services

Is an office provided in or near the Parliament/Legislative Building?

Yes. Each Member is entitled to a furnished and equipped office within the precincts of Parliament.

Is an office, or financial support for an office, provided in each constituency?

The Members' Office Budget covers the rent and operating costs of the constituency office(s).

What office running expenses are covered?

The amount of the Members' Office Budget may be used for:

- salaries of employees engaged by the Member and certain contract expenses incurred in the Ottawa and constituency offices;
- expenses incurred in operating constituency offices;
- expenses incurred travelling within the constituency or within the province or territory in which the constituency is situated; expenses incurred by a Member's employee on trips related to a Member's parliamentary business; and in the case of Members whose constituencies are located within the National Capital Region or who maintain a primary residence between 16 km and 100 km from Parliament Hill, to reimburse Members the kilometres driven to commute between the Members' residence and Parliament Hill; and
- certain other expenses within the guidelines approved by the Board of Internal Economy for the operation of the Ottawa office.

What office equipment and stationery is provided?

The House of Commons provides furniture and furnishings for Members' offices, comprising such items as desks, chairs, tables, bookcases and filing cabinets. Members are entitled to two colour television sets with converter and an FM receiver to permit them access to video services on the network. Other office equipment to which Members are entitled includes dictating, recording and transcribing equipment; as well as a photocopier.

Members are entitled to requisition stationery and office supplies listed in the House of Commons stationery catalogue.

CANADA

Certain items are subject to limitations that are established from time to time. Paper supplies are limited to normal office use not to exceed a reasonable number of sheets per month. Each fiscal year, Members are entitled to have stationery printed with their photograph, name, address and telephone numbers for both constituency and Ottawa offices. Members are also entitled to such reasonable quantities of blank paper use associated with normal office and non-personalized House of Commons letterhead.

Is there a secretarial services entitlement?

Each Member is the employer of all his or her employees at both the Ottawa and constituency offices. Members have the prerogative to recruit, hire, promote and release employees. A Member may appoint any number of assistants subjects to the financial limitations of the Members' Office Budget.

Are funds provided to Members to hire research staff or other staff?

The Members' Office Budget may be used for salaries and employees engaged by the Member and certain contract expenses incurred in the Ottawa and constituency offices. In addition, each recognized Party (consisting of twelve members or more) receives additional funds for research staff.

Photocopying and Printing

Is there a charging system which identifies copy usage and cost incurred?

No. Members' Ottawa Offices are equipped with a small reliable photocopier for routine photocopying needs and the use and maintenance of this photocopier is paid by the House of Commons.

In addition, an over-the-counter photocopy service paid by the House is available in each building.

Are there any conditions which material must meet for photocopying and printing?

In respect to the over-the-counter photocopy service, printing of the following types of material will not be accepted in accordance with Board of Internal Economy by-laws:

- Solicitations of membership to any political party;
- Solicitations of monetary contributions for any political party;
- Provincial, municipal or local election campaign material, including speeches, enumerators' lists, party and constituency workers' lists, poll activities and requests for re-election support;
- The reproduction of entire publications that are available from the Postal and Distribution Services of the House of Commons, a government department or a commercial source;
- A request that would infringe a copyright unless permission has been obtained;
- Work that Information Services – Printing is not technologically equipped to undertake; and
- In the case of a large-volume request, material that has been copied previously that year for the Member.

CANADA

Members are entitled to four householders per calendar year. An householder is defined as printer material by which a Member can communicate his or her activities to constituents. The total number of copies for each householder cannot exceed the total number of residential, rural and business households in the constituency, as provided by the Canada Post Corporation and the number of members in the Canadian Armed Forces.

Members may have other documents reproduced in black in quantities not exceeding 10% of the total number of households in a Member's constituency. Each document may be printed only once per fiscal year and must have a 50% difference in content from previously submitted documents.

Technology Allowance

Is there a fund for the purchase of computer equipment including laptops?

Ottawa Offices

There is a central fund for the provision of equipment in Members' Hill offices. They are entitled to three personal computers and a laser printer of a basic configuration specified by the House for use in their Ottawa office.

In addition to this equipment, Members may also purchase, from the existing House of Commons standing offers, laptop computers as a charge to the Members' Office Budget. Rental of such equipment must be charged against the Members' Office Budget.

Constituency Offices

Within the financial limits of the Members' Office Budget, the following types of expenditures associated with the operation of the constituency office only, unless otherwise specified, may be charged to that budget.

The following conditions govern the purchase of personal computers and related hardware and software for use in Members' constituency offices.

Members have two options for purchasing this equipment. They may use existing House of Commons Standing Offers to purchase personal computers similar to the one supplied on Parliament Hill, laptop computers and a laser printer. Subject to certain technical specifications, Members may choose to purchase this equipment from a vendor of their choice. Details of each of these options follow.

A. Option 1 - Purchase through the House

Members may purchase the approved standard configurations of personal and/or laptop (portable) computers.

B. Option 2 - Purchase by Member

Members may choose to purchase an IBM-compatible personal and/or laptop computer from a vendor of their choice. The computer must meet the approved technical specifications in order to qualify as a charge against the Members' Office Budget.

CANADA

C. Printers

Members may also purchase a compatible laser printer. Vendor must ensure laser printer compatibility with House-supported software

Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?

Members may also acquire accessories and computer components, the unit price of which does not exceed \$1,000, for the computers in the Ottawa Offices.

The following equipment may be purchased for a Member's Ottawa Office and charged to the Members' Office Budget:

- upgrade components for House of Commons personal computers as specified by the Information Services Directorate;
- video cassette recorder (VCR);
- television sets and converters; and
- facsimile transmission equipment and related costs such as maintenance agreements; (Members may purchase or lease facsimile equipment for their residence in the constituency and/or in Ottawa as well as an additional telephone line for each residence which may or may not be dedicated solely for facsimile transmission. All the related costs such as installation, acquisition and operating expenses, will be charged to the Members' Office Budget. Members should contact Materiel Management to determine if any relevant standing offers are in place. Only one fax line per Member is provided at House expense in the Ottawa office.)

FACSys Service

The House also provides FACSys services (on Dial Out service). This service allows for faxes to be sent via the office computer. Long distance charges are paid by the House.

All equipment necessary to connect a Member's Ottawa suite of office computers to its own secure Local Area Network (LAN) is provided. In addition, each Member's LAN is connected to the Parliamentary Precinct Network providing such corporate services as electronic mail, fax, dial-in/out, Internet/Intranet, etc.

Constituency Office

Members are permitted to acquire and charge to their Members' Office Budget (as purchases or rentals), equipment normally required in a typical office. Items listed are examples only:

- personal and/or laptop computers and laser printers with appropriate software of a basic configuration specified by the House's Information Services Directorate, including the acquisition of a SecurID card for remote access to the Parliamentary Precinct Network or high speed Internet connectivity;
- The cost of cellular and pager services will also be charged the Members' Office Budget.

CANADA

- Members may purchase or lease facsimile equipment for their residence in the constituency and/or in Ottawa as well as an additional telephone line for each residence which may or may not be dedicated solely for facsimile transmission.

Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?

Each Member's office is provided with a secure Local Area Network (LAN). One computer in the Member's office is configured as a file server and all personal computer workstations within the office are interconnected to share directories, files and printers from the file server. The LAN is also connected to the Parliamentary Precinct Network infrastructure, which provides Members the added capability to communicate with their constituency office, other Members' Ottawa or constituency offices, the Senate, the Library of Parliament, House Officers and staff, as well as participating departments, Crown corporations, agencies, and external users.

Parliamentary INet Services

Members may access parliamentary INet services through the following:

- **Parliamentary Public Internet Site:** This is the Canadian Parliament's public site, available not only to Members and the House of Commons, but also to the world at large.
- **Parliamentary Intranet Site:** This site houses a wide range of information pertinent to Parliamentary Business and activities.
- **Parliamentary Extranet Site:** This provides Members and constituency offices access to Parliamentary electronic mail services.

In addition to these sites, the House of Commons corporate e-mail service provides a gateway to the Internet, allowing Members to communicate with others beyond the parliamentary community. Internet browsing services are provided right to the desktop.

Members have access to public Usenet newsgroups and to the Parliamentary Extranet site and the public Internet via dial-up services.

Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?

Members are not provided with personal Web sites. However, they can create their own site, and the Information Services – Multimedia team can provide guidelines for the design. The five political parties are provided with Internet servers and sites to carry out functions, which are parliamentary in nature. These sites can be used to host Members' individual sites. In the performance of their parliamentary duties, they may decide to host a personal Web site using an external Internet service provider.

CANADA

Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?

The House Administration will provide at no charge to the Member the House approved standard application software packages, which include word processing, desktop publishing, database, spreadsheet and presentation software. Please note that operating systems are always provided as an integral part of all new PC packages purchased through the Members' Office Budget. All software purchases by the Member must conform to the guidelines of the House of Commons.

One free package is offered to constituency offices. Any additional packages must be purchased through the Member's Office Budget.

Computer Training

Computer-based training (CBT), an interactive learning method that teaches skills and knowledge at the desktop, is also available. There is no charge for this training. One copy was also supplied to each constituency office.

Legislative Library

Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?

Yes. There is the Library of Parliament who provides information, documentation, research analysis services to Senators, Members and staff of Parliament.

Does it assist the personnel of Government departments and agencies?

The service is primarily offered to Members of Parliament, Senators and staff but if the personnel of Government, departments and agencies need to consult material not available elsewhere the Library will assist them.

Is it open to the academic community and the general public?

An adult member of the public needing to consult material not available elsewhere may be authorized to do so by the Parliamentary Librarian or by a Member or Senator.

Reference Services

Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?

Reference and consultation services are offered through a general inquiries telephone line answered by a team of information officers. In addition, Members and staff can request documents or searches for books, articles, press clippings, laws, statistics etc. through a confidential online request service.

CANADA

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

The Research Branch is staffed by specialists in a wide range of discipline. They are grouped into four divisions: Law and Government, Economics, Science and Technology, Political and Social Affairs.

Statistics are compiled on many subjects and assistance is available on request. Specialists can provide statistics with explanation and professional interpretation.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

The Economics Division is one of the four divisions of the Research Branch, Library of Parliament.

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

The Branch has an inventory of publications on current issues, legislation and major public policy questions prepared by its subject specialists. They are available in hard copy from the Branch and can also be accessed on the Parliamentary Internet.

Branch specialists prepare research papers and briefing notes at the request of Members and are available for personal consultation in their respective fields of specialization.

Electronic Reference Services

Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online? Yes.

Does the Library subscribe to commercial databases? Yes

If so which online service:

1) *full text newspaper stories:*

Infomart, Eureka and Factiva,

2) *reference to books reports and articles appearing in popular and research publications:*

Ebsco,

3) *external databases such as Reuters, Lexis/Nexis:*

Lexus/Nexis, Dialog, Westlaw, Soquij and Dun & Bradstreet

CANADA

Is information available via the Parliament website or on an intranet?

Some of the information is available via Intranet and some of it is only available to the Library personnel.

Here are some examples of the service provided via intranet:

PARLMEDIA- a service providing electronic access to a wide variety of newspapers searchable quickly and easily, copies of newspaper and periodical articles,
PARLCAT- the Library's online catalogue for book and periodical collections and
PARLCD- the Library's CD-ROM.

Information is also provided through on-line computer searches of bibliographical, statistical, legal and major newspaper databases on the Internet.

Press cutting service

Do individual Members receive or have access to a press-cutting service?

The Information and Documentation Branch prepares *Quorum*, a collection of selected press clippings that is distributed daily to all Members when Parliament is in session, and twice weekly when not in session. It is also available electronically on the Parliamentary Intranet.

Reading Rooms

Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?

There are newspapers reading rooms available in different buildings within the Parliamentary Precinct. The selection of newspapers varies.

Current Awareness Publications

Do Members receive an information circular, which lists the most important new books, and reports received each month?

The Library sends to all Members a weekly electronic publication highlighting recent periodical articles.

Is the same done for web sites of interest to Members? No.

Do Members receive all publications received by the Parliament and Government?

No. Some of the documents tabled in the House or Senate are distributed to all Members and Senators. Others are available on request.

CANADA

(2) CATERING SERVICES:

Dining Rooms

Is there a dining room or cafeteria available for use?

The cafeterias and canteens in the Parliament Buildings serve Members of the House of Commons and Senate, staff of both Houses, the Library of Parliament and the Privy Council, and members of the Parliamentary Press Gallery.

In addition, all Members of the House of Commons and Senate and their spouses and immediate families are entitled to access the formal restaurant in the Centre Block.

Which meals are catered for?

The cafeterias and canteens prepare and serve home-made meals for breakfast and lunch, including salads, soups, sandwiches and daily specials. BBQ meals are offered on a terrace in July and August.

The formal dining room offers menu à la carte, dinner table d'hôte and wine.

Can Members have functions catered for at any time?

With a 48 hours notice, Members can have functions catered for from Monday to Friday. The hours are flexible.

Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?

Meals are provided at a fair market rate.

Bar Facilities

Is there a bar for Members and staff?

No.

Is alcohol served in the dining rooms?

Alcohol is served in the formal dining room.

(3) ACCOMMODATION:

Is residential accommodation provided at or near Parliament for use by Members?

No residential accommodation is provided but Members are entitled to claim reimbursement for accommodation, meals and incidental expenses incurred by them when travelling under the Members' travel provisions and when the Members are at, in transit to, or returning from a location that is more than 100 kilometres from the Member's primary residence. Expenses claimed under the travel status expenses provision cannot exceed the amount set by the Board of Internal Economy, presently \$15,000 per year.

CANADA

Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate? See previous answer.

What form does it take (for example: houses, apartments, rooms, etc.)?

It is up to the Member to decide how he will use his travel status expenses.

Is the accommodation available year-round or only during sittings?

The amount of \$15,000 is per year.

Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?

Members are entitled to claim reimbursement for accommodation expenses when they are at a location that is more than 100 kilometres from their primary residence.

Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament? No.

Children Care

Does this exist to meet the childcare needs of parents working in Parliament?

Yes. Daycare facilities are available to Members of the House and their employees, Senators, their staff, the staff of the House of Commons and Library of Parliament for children aged 2 ½ to 5 years.

Parking

Are they assigned permanent parking spaces at or near Parliament?

Members are issued one permit in a reserved area and the permit is valid for the entire life of a Parliament

Automatic Teller Machine

Is one located within Parliament?

Yes. There are automatic teller machines in different buildings within the precincts of Parliament.

Laundry and Ironing Facilities

Is there a laundry with an ironing facility? No.

Are there washing machines and dryers? No but there is a dry cleaner service available on Parliament Hill.

CANADA

Medical Emergency Rooms

Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?

The House of Commons provides health services on Parliament Hill throughout two health units staffed by qualified nurses. The health services are primarily preventive. The Security staff, who are certified in first-aid and cardiopulmonary resuscitation, may be reached in case of emergency.

Recreation Facilities

Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?

A gymnasium, comprising workout equipment, locker rooms, showers, dry sauna and a steam bath is available to Members and their spouses. The use of the facility requires a valid membership for the Member and spouse at an annual fee set by the Board of Internal Economy. The current annual fee is \$100.00.

Commonwealth Parliamentary Association Room

Is there a room set aside for use by CPA members and Associates? No.

Travel Office

Does one exist to assist Members' travelling?

Yes. Members' Travel Service exists to better serve the unique travel needs of Members, their designated travellers, dependants and employees in relation to their use of the Point Travel System. The staff will issue air and rail tickers, make hotel and car rental reservations and accommodate special requests with regard to meals and seating during travel.

Tours of Parliament

Is there a standard guided tour?

Guided tours of the Centre Block are available to the public throughout the year. The standard tours have to be adapted when the House and the Senate are in session. The tours vary from 10 to 35 minutes depending if the House is in session or not and if the Senate is in session or not. Also half hour tours of the East Block Building are available to show four offices restored to look as they did in 1872. During this tour, visitors may meet costumed historical interpreters portraying luminaries from Canadian history.

Can Members of Parliament arrange special tours?

Members of Parliament can arrange public or private tours. On occasion, special tours are arranged for VIPs.

CANADA

Committee Rooms

Can Members use Committee Rooms for meetings with constituency or other groups?

Members may reserve meeting rooms for parliamentary functions with groups.

Promotional Items

Is each Member entitled to receive promotional items such as lapel pins, flags, etc. for distribution to the public?

Members are entitled to set aside from their Members' Office Budget an amount of \$3,000 for goods and services not explicitly excluded nor allowed in the By-laws or in the Manual of Allowances and Services, for example, hospitality and small token items such as buttons, pins, ribbons and certificate holders, etc.

Are these provided free or at cost? See previous answer.

Other

Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?

Members may reserve rooms for meetings. If it is related to parliamentary functions it is free of charge. Allocation of space for non-parliamentary functions will be reviewed by the Sergeant-at-Arms in consultation with the Party Whips. Organizers of approved non-parliamentary functions are required to pay the base room charge of \$1,000 plus GST, as well as actual costs for overtime, extra personnel for security, clean-up and additional rental of equipment. The sponsoring Member must be in attendance throughout the event. Members will be personally responsible for any unpaid room charges, damages and loss of House property arising from the use of the room.

Liaison with Other International Bodies

Which of the following other Associations do your Members belong?

L'inter-Parliamentary Union

L'association Parlementaire de la Francophonie (APF)

Other, please list.

The Parliament of Canada holds membership in several inter-parliamentary associations and friendship groups. The associations are: Canada-China Legislative Association; Canada-France Inter-parliamentary Association; Canada-Japan Inter-parliamentary Group; Canada-United Kingdom Inter-parliamentary Association; Canada United-States Inter-parliamentary Group; L'Assemblée parlementaire de la Francophonie; Canada-Europe Parliamentary Association; Commonwealth Parliamentary Association; Inter-parliamentary Union; and the North Atlantic Assembly (Canadian NATO Parliamentary Association).

The friendship groups are the Canada-Germany Friendship Group, the Canada-Israel Friendship Group and the Canada-Italy Friendship Group.

ALBERTA (CANADA)

(1) MEMBERS' SUPPORT

<i>Office Accommodation and Staff Services</i>
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes, all Members of the Legislative Assembly (MLAs) are assigned offices in the Legislature Building or Legislature Annex Building (adjacent to the Legislature Building, accessible by underground pedway).
<i>Is an office, or financial support for an office, provided in each constituency?</i>
MLAs are provided with a Member's Services Allowance (MSA), that is calculated using a formula which includes a flat amount per constituency, an amount based on the number of electors in the electoral division recorded at the last election, and an amount based on the number of constituents estimated by Alberta Statistics for that electoral division. The MSA is calculated annually and available to pay or reimburse allowable expenses as per the Orders of the Special Standing Committee on Members' Services. The MSA may be used to pay for rental office space, furnishings, fittings and office equipment (not already provided to the Member by the Legislative Assembly Office) for the Member. While usually situated within the boundaries of the electoral division, it is not mandatory that it be within the constituency.
<i>What office running expenses are covered?</i>
The Legislative Assembly Office (LAO) administers the MLA Administration budget. From this budget, the LAO arranges for and pays for <ul style="list-style-type: none">• installation, rental, and long-distance tolls for three telephone sets and three incoming lines for one constituency office per constituency; this includes voice mail and call display features• access to one Government of Alberta RITE line• a single telephone line for use in support of facsimile machine services• If a Member has other constituency offices, the LAO will install and pay rental and long distance tolls for one single-line telephone service• a standard constituency office furniture package, which includes items such as an executive desk system, two standard desk systems, filing cabinets, bookcases, work and meeting tables, chairs, garbage cans, coat rack, and pamphlet racks• a standard constituency office equipment package, which includes: a standard personal computer, colour monitor, laser printer, operating system software, application software, electronic mail, and Internet access; a photocopier; a plain paper facsimile machine; a medium weight paper shredder; and a constituency office security system stationery (business cards, letterhead) and office supplies provided through an in-house inventory system (note: if MLAs wish to purchase supplies or stationery from other vendors or outside the standard catalogue, they must pay for those items with their MSA)

ALBERTA (CANADA)

An MLA's MSA may be used to cover:
<ul style="list-style-type: none">•other furnishings, fittings, or office equipment not included in the standard packages•leased space operating costs, as determined under the constituency office lease agreement in place•utilities•other reasonable costs associated with operating a constituency office
<i>What office equipment and stationery is provided?</i>
Office equipment is indicated above. On opening a new constituency office, a Member is provided with a standard stationery package. If (s)he opens more than one office, the MLA still only receives one package. In addition to the standard package, Members may order stationery items from the Legislative Assembly Office supplies catalogue to a value of \$1,250 per constituency per fiscal year. Stationery costs exceeding this amount are charged to the Member's MSA. The LAO provides standard-format business cards and letterhead, which may be personalized by overprinting a Members' name and other information. These are ordered through the Administrative Officer of the Financial Management & Administrative Services branch of the LAO.
<i>Is there a secretarial services entitlement?</i>
Secretarial or administrative assistance to the Member at the Legislature is coordinated through that Member's caucus office. Each caucus office is provided with funds to provide office, secretarial, and research support to MLAs in the capital. Members may use their MSA to pay for administrative, research, or other required services in the constituency office.
<i>Are funds provided to Members to hire research staff or other staff?</i>
See the above response. Please note that all employment or fee-for-service agreements are recommended by the MLA or caucus director but signed by the Clerk of the Legislative Assembly on behalf of the Legislative Assembly Office.
Photocopying and Printing
<i>Is there a charging system, which identifies copy usage and cost incurred?</i>
Constituency office photocopying equipment meters the number of copies made. All copy charges on standard equipment are paid for from the MLA Administration budget. In caucus offices, the caucus budgets pay for copy equipment, maintenance, supplies, and charges. They may wish to monitor usage if their equipment has an auditing feature on it. Each LAO branch either uses centralized copying equipment, which has an auditing feature and whereby quarterly charges are tracked and expensed, or has its own copying equipment for which it pays from its branch budget.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
An item may not be paid for from the MSA if it bears any political party logo, promotes political party activities, solicits political party funds or memberships, or contains personal criticism of another Member. In addition, a constituency office may not be used for promoting political party activities, holding party events, conducting election, nomination or leadership campaigns, storing or distributing party material or information, sale of party memberships, or soliciting of financial contributions.

ALBERTA (CANADA)

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
There is a budget allocation for hardware and software. This includes laptops.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Please see sections 2, 3, and 4 in the "Office Accommodation and Staff Services" area. The MSA may be used for technological aids not provided by the LAO.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
The LAO provides high-speed Internet access in their legislature office through LAN service, and their constituency office through VPN service. There is a dial-up service provided for remote locations. If they have access to high-speed service elsewhere, the VPN client will work.
<i>Does Parliament provide a website for each Member, a section for each Member on the parliamentary website or assistance to enable each Member to establish their own website?</i>
No. However, the LAO does post contact information and a biography for each Member. The LAO also has links to caucus websites, but these are not hosted by the LAO.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Each Member is provided with a laptop with a standard suite of software. (i.e. Windows 2000, MS Office, Internet Explorer, e-mail client, and VPN client)
<i>Is computer training provided to Members?</i>
Computer training is offered both group and individual, as needed.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes, civil servants are secondary clients as departments have libraries.
<i>Is it open to the academic community and the general public?</i>
Yes, with the proviso that the needs of the Members take precedence.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes, 7 professional librarians and 7 para-professionals (library technicians).
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Not specifically, librarians have some background in this area and help where they can.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Not any longer.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
<ol style="list-style-type: none"> 1) <i>full text newspaper stories</i> – Yes, Informat, NewScan, etc. 2) <i>reference to books reports and articles</i> – Yes, but these are now largely full text. 3) <i>Appearing in popular and research publications</i> – e.g. CBCA, Expanded Academic, Wilsonline. 4) <i>External databases such as Reuters, Lexis/Nexis.</i> Yes, Quicklaw, Dialog, etc.
<i>Is information available via the Parliament website or on an intranet?</i>
Yes, information for the Members is on an intranet; for the public on the internet.

ALBERTA (CANADA)

Press Cutting Service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes, both in print and electronically.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Not a specific room but a quiet area at the back of the Library where all newspapers are kept.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes, periodical articles as well.
<i>Is the same done for web sites of interest to Members?</i> Yes, it is called Webwatch.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Not the Members themselves, but the library is a full depository for these publications.

(3) CATERING SERVICES

Dining Rooms

<i>Is there a dining room or cafeteria available for use?</i>
Yes, there is a cafeteria in the Legislature Building.
<i>Which meals are catered for?</i>
The cafeteria is open for breakfast, lunch and coffee breaks. In addition, when the Legislature is sitting, it is usually open for supper. The cafeteria also provides catering services.
<i>Can Members have functions catered for at any time?</i> This would be at the discretion of the operators of the cafeteria and building usage guidelines.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Members must pay for their meals personally. Cafeteria services in the Legislature Building are contracted for by Alberta Infrastructure.
Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATIONS

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No. An eligible Member may claim an allowance for temporary expenses while in or near the City of Edmonton to facilitate that Member's public or official duties.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Not applicable as accommodations are not provided directly to Members.
<i>Is the accommodation available year-round or only during sittings?</i>
Not applicable. See above.

ALBERTA (CANADA)

<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i>
A Member may claim a temporary residence allowance (a) where that Member's permanent residence is located within an Alberta constituency other than a constituency within the City of Edmonton or a constituency contiguous to the City of Edmonton, or
(b) where that Member whose permanent residence is located in a constituency contiguous to the City of Edmonton works 14 hours or more in any day for which the allowance is claimed, including travel time, or
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
Eligible Members may claim a temporary residence allowance as follows:
<i>During session</i> - When the Assembly is sitting, a Member may claim an allowance of \$130 per day in respect of each day of sitting during which that Member retained a temporary residence in or near Edmonton. A Member cannot claim this allowance in respect to Saturday or Sunday unless the Member is in or near Edmonton on public or official business requiring an overnight stay on those days.
<i>Outside of session (adjournment of eight or more days or when the Assembly is not in session)</i> - When the Assembly is not sitting, a Member may claim either \$130 per day for each day that Member is in or near the City of Edmonton on public or official business and maintains a temporary residence for a period not exceeding 10 days in a partial month or 30 days in any three consecutive months OR \$1,300 per calendar month or, in the case of a part month, \$130 per day in the part month up to a maximum of \$1,300, where that Member owns or leases, in the Member's own name, the temporary residence.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes.
<i>Is there a cost to the Member?</i> Members are provided with a reserved parking stall at no charge in one of the parkades at the Legislature.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No.
<i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Qualified first aid practitioners are available in case of medical emergencies. Designated first aid areas are located in the Parliament building. All first aid practitioners have access to these rooms.
Recreation Facilities
Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities? A fully equipped exercise room with change and shower facilities is located in the Legislature Building.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA Members and Associates?</i> There is no particular room set aside for use by CPA Members and Associates. The Legislature Building and the Legislature Annex have meeting rooms that are available for use by Members of the Parliament.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No. The Clerk's office assists with respect to Interparliamentary travel.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes.
<i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes.

ALBERTA (CANADA)

Promotional Items
<p><i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc. for distribution to the public?</i></p> <p>Members may purchase pins, flags, and other promotional items from their constituency allowance to give to constituents and others in the course of their duties.</p> <p><i>Are these provided free or at cost?</i></p> <p>At cost.</p>
Other
<p><i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i></p> <p>Yes. The Chamber has been utilized by various youth parliaments under the sponsorship of the Speaker.</p>
Liaison with Other International Bodies
<ul style="list-style-type: none">▪ <i>Inter-Parliamentary Union</i> – No▪ <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> – Yes▪ <i>Other, please list.</i> – Commonwealth Parliamentary Association, National Conference of State Legislature, (NCSL – U.S.A.), the Pacific Northwest Economic Region (PNWER); the Canada-Ukraine legislative exchange program; the Partnership of Parliaments; and the Alberta/Mpumalanga, South Africa.

BRITISH COLUMBIA (CANADA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes. A minimum of one office, sometime more if the constituency covers a large area.
<i>What office running expenses are covered?</i>
Lease/rent cost, telephones, internet plus a monthly allowance of \$7,000 (covering staff, their benefits, and sundry office expenses).
<i>What office equipment and stationery is provided?</i>
Two computers, a combination photocopier, facsimile machine and computer printer, telephones, printed letter, memorandum, note paper and business cards.
<i>Is there a secretarial services entitlement?</i>
No, other than a general provision for staff within the \$7,000 monthly allowance identified above.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Not specifically to the Members. The caucuses receive funding for support staff based on a formula that is based on one researcher per private member and one-half a researcher per member of the Executive Council.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No. Each operating entity has its own copier.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Yes. It must be non-political and non-partisan.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes. All Members receive computers in their constituency offices (two) and one laptop. These are normally replaced at the beginning of each Parliament (four-year cycle).
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.

BRITISH COLUMBIA (CANADA)

<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>	
Yes, and charges are paid by the Legislative Assembly.	
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>	
No, but they could fund this out of their constituency allowance.	
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>	
All Members receive a suite of software including M/S Office, Simply Accounting and Folio	
<i>Is computer training provided to Members?</i>	Yes.

(2) PARLIAMENTARY LIBRARY

Legislative Library	
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>	Yes
<i>Does it assist the personnel of Government departments and agencies?</i>	
Yes – limited service	
<i>Is it open to the academic community and the general public?</i>	
Yes – limited access	

Reference Services	
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>	Yes
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>	No
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>	No
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>	No

Electronic Reference Services	
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>	Yes
<i>Does the Library subscribe to commercial databases?</i>	Yes
<i>If so which online service:</i>	
1) full text newspaper stories	Yes
2) reference to books reports and articles appearing in popular and research publications,	Yes
3) external databases such as Reuters, Lexis/Nexis.	Yes
<i>Is information available via the Parliament website or on an intranet?</i>	Yes

BRITISH COLUMBIA (CANADA)

Press cutting service	
<i>Do individual Members receive or have access to a press-cutting service?</i>	Yes.
Reading Rooms	
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>	Yes.
Current Awareness Publications	
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>	Yes.
<i>Is the same done for web sites of interest to Members?</i>	Yes.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>	Yes.

(3) CATERING SERVICES

Dining Rooms	
<i>Is there a dining room or cafeteria available for use?</i>	Yes.
<i>Which meals are catered for?</i>	
Lunch at all times and supper when the House is sitting.	
<i>Can Members have functions catered for at any time?</i>	Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>	
Fair Market Rate.	

Bar Facilities	
<i>Is there a bar for Members and staff?</i>	No.
<i>Is alcohol served in the dining rooms?</i>	Yes.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>	
No.	
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>	
N/A	
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>	
N/A	
<i>Is the accommodation available year-round or only during sittings?</i>	
N/A	
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i>	
N/A	

BRITISH COLUMBIA (CANADA)

Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?

Out-of-town MLAs receive a daily \$150 allowance if they stay overnight in the Capital (covering accommodation and meals) and are here on legislative business. All MLAs receive a daily \$51.50 allowance if they are in the Capital for the day on legislative business.

(5) OTHER FACILITIES

Childcare Centre	
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>	No.
Parking	
<i>Are they assigned permanent parking spaces at or near Parliament?</i>	Yes.
<i>Is there a cost to the Member?</i>	No.
Automatic Teller Machine	
<i>Is one located within Parliament?</i>	Yes.
Laundry and Ironing Facilities	
<i>Is there a laundry with an ironing facility?</i>	No.
<i>Are there washing machines and dryers?</i>	No.
Medical Emergency Rooms	
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>	Yes, on a part-time basis.
Recreation Facilities	
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>	No.
Commonwealth Parliamentary Association Room	
<i>Is there a room set aside for use by CPA members and Associates?</i>	
Not specifically assigned. Available on an as required basis.	
Travel Office	
<i>Does one exist to assist Members' travelling?</i>	No.
Tours of Parliament	
<i>Is there a standard guided tour?</i>	Yes.
<i>Can Members of Parliament arrange special tours?</i>	Yes.
Committee Rooms	
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>	Yes.
Promotional Items	
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>	No.
<i>Are these provided free or at cost?</i>	N/A.
Other	
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>	No.
Liaison with Other International Bodies	
<i>Which of the following other Associations do your Members belong?</i>	
<ul style="list-style-type: none"> • L'Assemblée Parlementaire De La Francophonie (APF) – Observer status only 	

MANITOBA (CANADA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Each MLA is provided an office and telephone in the Legislative Building.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Each MLA is entitled to an Access and Service to Constituents Allowance. The annual entitlement effective April 1, 2002 is \$41,925.00.
<i>What office running expenses are covered?</i>
Eligible expenses under the Access Allowance include office space expenses such as rent and utilities, office operation expenses such as office supplies and stationery, representation expenses such as donations and staff (constituency assistant) salaries.
<i>What office equipment and stationery is provided?</i>
Nothing is provided. The MLA is only eligible for reimbursement of expenses subject to the maximum of the Access Allowance. Within the Access Allowance there is a maximum of \$4,193.00 for representation expenses and a maximum of \$8,385.00 for capital (furniture, computers, etc.) expenses.
<i>Is there a secretarial services entitlement?</i>
This would fall under the category of staff salaries noted above. In addition, the Caucus Office to which the Member belongs also has staff that can perform some secretarial duties.
<i>Are funds provided to Members to hire research staff or other staff?</i>
This would fall under the category of staff salaries noted above. Also, each Caucus Office is provided with a Salary Budget based on a formula that relates to the number of Members represented by the Caucus Office. Research duties are typically assigned to staff employed in each Caucus Office.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Each Caucus Office has an operating budget based on the formula referred to above. The Caucus Office is responsible for its own photocopiers and submits bills for payment within its operating budget.
MLAs are eligible to be reimbursed expenses related to photocopying in the constituency office within the Access Allowance. MLAs are also eligible for a Printing Allowance that allows them to print three times a year, written material for a householder mailing. The Member may be reimbursed the cost of printing to a maximum of 1.5 times the cost of mailing the householder.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
If the expense is claimed under the Access Allowance, it must be non-partisan. If the expense is claimed under the Printing Allowance, the material cannot solicit votes, membership or donations to a political party. If the expense is paid under the Caucus operating budget, it cannot relate to conducting party business.

MANITOBA (CANADA)

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Nothing other than reimbursement under the Access Allowance subject to the maximum for capital. There is no funding to provide computers to MLAs with respect to their offices in the Legislative Building.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Nothing other than the Access Allowance and the operating budgets within the Caucus Offices.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No. Each MLA may be reimbursed the expense under the Access Allowance. Also each Caucus Office has access to the Internet as a service provided by a government office that provides it support within the Legislative Building.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No to each of the questions. There is, however, a website for each Caucus Office that includes information with respect to each individual MLA funded by the operating budget of each Caucus Office.
The Legislative Assembly website contains a list of the names of all MLAs as well as contact information.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No, except as provided by the Caucus Office operating budget and/or expenses that are eligible expenses under the Access Allowance.
<i>Is computer training provided to Members?</i>
No except that this is an eligible expense under the Access Allowance.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
Yes.

MANITOBA (CANADA)

Reference Services
<i>Is there reference staff who can fill requests for publications or information using Specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
All reference staff provide statistics but no analysis is provided.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
Not by the Library.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
Canadian Business and Current Affairs, Dow Jones Interactive, EbscoHost, Winnipeg Free Press 1) full text newspaper stories, CBCA, DJI, WFP 2) reference to books reports and articles appearing in popular and research publications, CBCA, DJI, EH 3) external databases such as Reuters, Lexis/Nexis.
<i>Is information available via the Parliament website or on an intranet?</i>
Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes, choice of paper or electronic format.
<i>Is the same done for web sites of interest to Members?</i>
Yes, it is a section of the above (live links in electronic format).
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
No.

MANITOBA (CANADA)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes – there is a dining room and a cafeteria available for use.
<i>Which meals are catered for?</i> Any meal the Member requests can be catered.
<i>Can Members have functions catered for at any time?</i> Yes
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Fair Market Rate

Bar Facilities
<i>Is there a bar for Members and staff?</i> Cash bar for retirement functions
<i>Is alcohol served in the dining rooms?</i> Yes

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> MLAs representing constituencies wholly outside Winnipeg are entitled to reimbursement for authorized temporary residence and living expenses.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> The maximum amount that can be claimed for maintaining the temporary residence is \$984.00 per month. The maximum amount that can be claimed for living expenses such as meals is \$585.00 per sessional month plus two additional months and \$121.00 per month per remaining non-sessional months.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> The MLA may rent any type of temporary residence. There are also provisions if the MLA owns two residences.
<i>Is the accommodation available year-round or only during sittings?</i> As above.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> The MLA's principal residence must be outside a 50 kilometre radius of the Legislative Building.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

MANITOBA (CANADA)

(5) OTHER FACILITIES

Childcare Centre	
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>	
No.	
Parking	
<i>Are they assigned permanent parking spaces at or near Parliament?</i>	
Yes.	
<i>Is there a cost to the Member?</i>	
Yes. \$40.00 per month.	
Automatic Teller Machine	
<i>Is one located within Parliament?</i>	
Yes there is an ATM in the Legislative Building.	
Laundry and Ironing Facilities	
<i>Is there a laundry with an ironing facility?</i>	No.
<i>Are there washing machines and dryers?</i>	No.
Medical Emergency Rooms	
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>	
No.	
Recreation Facilities	
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>	
No.	
Commonwealth Parliamentary Association Room	
<i>Is there a room set aside for use by CPA members and Associates?</i>	
No.	
Travel Office	
<i>Does one exist to assist Members' travelling?</i>	
No.	
Tours of Parliament	
<i>Is there a standard guided tour?</i>	
Yes.	
<i>Can Members of Parliament arrange special tours?</i>	
Yes. Special tours can be arranged with the Tour Coordinator.	
Committee Rooms	
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>	
Yes. Providing the MLA is present and is the sponsor booking the room.	
Promotional Items	
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>	
These are allowable expenses under the Access Allowance. Also, Caucus Offices purchase these items using their operating budgets.	
<i>Are these provided free or at cost?</i>	
At cost	
Liaison with Other International Bodies	
<i>Which of the following other Associations do your Members belong?</i>	
<ul style="list-style-type: none"> • L'Assemblée Parlementaire De La Francophonie (APF) – Yes. 	

NEWFOUNDLAND (CANADA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
All.
<i>What office equipment and stationery is provided?</i>
Telephone, Computer, Stationery etc...
<i>Is there a secretarial services entitlement?</i>
Yes
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No – However, no partisan political information.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
A section for each Member on the Parliamentary web site.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Yes.
<i>Is computer training provided to Members?</i>
It may be on averaged.

NEWFOUNDLAND (CANADA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
Only if time permits.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
Canadian Business and Current Affairs (CBCA)
1) full text newspaper stories,
2) reference to books reports and articles appearing in popular and research publications,
3) external databases such as Reuters, Lexis/Nexis.
<i>Is information available via the Parliament website or on an intranet?</i>

Yes.

Yes.

No.

Yes.

No.

NEWFOUNDLAND (CANADA)

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
Yes.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
No.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
There is a cafeteria for use by Staff and Members
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

NEWFOUNDLAND (CANADA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
Yes.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament? Yes.</i>
<i>Is there a cost to the Member? No.</i>
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility? No.</i>
<i>Are there washing machines and dryers? No.</i>
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
There exists a small first aid room's a staff Member is trained to handle cases and emergencies.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
Yes: Gymnasium
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Yes
<i>Are these provided free or at cost?</i>
No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
No.

ONTARIO (CANADA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
See Section 5: Members' Services
<i>What office equipment and stationery is provided?</i>
See Section 5: Members' Services
<i>Is there a secretarial services entitlement?</i>
Yes. See Section 5: Members' Services
<i>Are funds provided to Members to hire research staff or other staff?</i>
Each Caucus receives funds to enable them to provide research, communications and administrative support and services. Each Caucus allocates their funds independently.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Yes.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Must not be partisan, political or personal in nature.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes – See Members' Services.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Yes, See Members' Services
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
A website is provided through each respective Caucus. The Office of the Assembly only posts Members biographies, addresses, telephone numbers, etc.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.
<i>Is computer training provided to Members?</i>
Yes.

ONTARIO (CANADA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes, but to a lesser extent; mostly to provide information that is not readily available elsewhere.
<i>Is it open to the academic community and the general public?</i>
No to general public. Yes to academic community, as per above

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
Yes.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
1) full text newspaper stories, --- Yes.
2) reference to books reports and articles --- Yes.
appearing in popular and research publications,
3) external databases such as Reuters, Lexis/Nexis. --- Yes.
<i>Is information available via the Parliament website or on an intranet?</i>
Intranet

ONTARIO (CANADA)

Press cutting service

<i>Do individual Members receive or have access to a press-cutting service?</i>

Yes.

Reading Rooms

<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>

Yes.

Current Awareness Publications

<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>

Yes.

<i>Is the same done for web sites of interest to Members?</i>

Yes.

<i>Do Members receive all publications issued by the Parliament and the Government?</i>

Yes.

(3) CATERING SERVICES

Dining Rooms

<i>Is there a dining room or cafeteria available for use?</i>

Yes, both

<i>Can Members have functions catered for at any time?</i>
--

Yes.

<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>

The dining room, cafeteria and catering services have been contracted out to a private firm.
--

Bar Facilities

<i>Is there a bar for Members and staff?</i>
--

Yes, in the Dining Room only.

<i>Is alcohol served in the dining rooms?</i>

Yes.

ONTARIO (CANADA)

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Approved by the Board of Internal Economy.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
Hotel, motel, apartment, house
<i>Is the accommodation available year-round or only during sittings?</i>
Year-round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?</i>
Member's principal residence must be more than 50 km. Radius.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Yes.
<i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
Yes.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Yes, a full-time nurse. Her service is not only for Members but for Staff, public, visitors to the building (approximately 250,000 per year)
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.

ONTARIO (CANADA)

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Yes.
<i>Are these provided free or at cost?</i>
Members purchase these items through their Global Budget (see Members' Services)
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Yes, committee rooms.

CANADA (ONTARIO)

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none">• <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> --- Yes.• <i>Other, please list.</i>• Ontario/Quebec Association• U.S. Parliamentary Relations (MidWestern Legislative Conference and Council of State Governments)

PRINCE EDWARD ISLAND (CANADA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Caucus Offices are provided near the Parliament.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
Caucus Offices are staffed, equipped with office equipment including computers, stocked with stationery suppliers.
<i>What office equipment and stationery is provided?</i>
Telephones, computers, photocopier, fax, printers; all stationery is supplied (letterhead, envelopes, pens, etc)
<i>Is there a secretarial services entitlement?</i>
Caucus offices are fully staffed.
<i>Are funds provided to Members to hire research staff or other staff?</i>
An additional sessional allowance is provided to allow the caucus offices to hire research staff.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Each Member is provided with a fax machine, printer, long distance calling Card.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes; yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
There is a section on the government website for each Member.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Yes, A standard corel software package, plus an e-mail package is provided.
<i>Is computer training provided to Members?</i>
Yes.

PRINCE EDWARD ISLAND (CANADA)

(2) PARLIAMENTARY LIBRARY

Legislative Library

<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>

No.

Reference Services

<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>

No.

Electronic Reference Services

<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>

Yes.

<i>Is information available via the Parliament website or on an intranet?</i>

Yes.

Press cutting service

<i>Do individual Members receive or have access to a press-cutting service?</i>

Caucus staff do this.

Reading Rooms

<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>

No.

Current Awareness Publications

<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>

No.

<i>Is the same done for web sites of interest to Members?</i>

No.

<i>Do Members receive all publications issued by the Parliament and the Government?</i>

Yes.

(3) CATERING SERVICES

Dining Rooms

<i>Is there a dining room or cafeteria available for use?</i>

No.

<i>Which meals are catered for?</i>

Not Applicable

<i>Can Members have functions catered for at any time?</i>
--

Not Applicable

<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>

Not applicable

PRINCE EDWARD ISLAND (CANADA)

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> Not Applicable.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Not Applicable.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.

PRINCE EDWARD ISLAND (CANADA)

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> Yes. <i>Are these provided free or at cost?</i> Free.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> A small theatre is available for educational groups from October-May.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none">• Other, please list. CPA International.

QUEBEC (CANADA)

Note: Amounts are expressed in Canadian dollars.

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes, each Member has an office in the Parliament Building, excluding Ministers.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
<ul style="list-style-type: none">• Each Member receives between \$32,800 and \$36,200 per fiscal year for his office, depending on the constituency.• Furthermore, once during each term of office, the Member or one who ceases to be a Minister is entitled to a maximum of \$2000 for the purchase of furniture, office material and decorative items.
<i>What office running expenses are covered?</i>
<ul style="list-style-type: none">• The following operational costs <u>at the constituency office</u> are eligible for reimbursement, upon presentation of receipts:<ul style="list-style-type: none">- expenses relating to office space rental;- expenses relating to rent or purchase of furniture and office equipment;- purchase of stationery, envelopes and office supplies;- mail and messenger services;- cleaning and maintenance of office, furniture and equipment;- identification signs;- business and rental taxes;- insurance (fire, theft, civil responsibility);- printing cost of speeches delivered by the Member in the House, business cards, invitation and greetings cards, other stationery items;- parking, snow removal, moving expenses and office organization expenses;- expenses for the <u>purchase</u>, the installation, which includes telephone lines, if any, and the maintenance of photocopiers, fax machines, pagers and telephone answering devices and the expenses for the <u>rental</u>, installation and maintenance of pagers and telephone answering devices;- installation and rental expenses for the cable service connection;- registration and notary fees;- purchase or subscriptions to newspapers and publicity costs related to the function;- setting-up and updating fees for a web site on Internet;- purchase of promotional material available at the Publications du Québec and at the National Assembly, excluding the cost of 30 Québec flags (4' X 6') which are given each year to the Member by the Assembly;- leasing of meeting rooms;- hospitality expenditures to receive his constituents and for expenses incurred for meetings and receptions held at his riding office or in a meeting room rented for these purposes;- Member's registration at conferences, congresses, seminars or symposiums;- subscription fees to Internet (the Assembly pays one subscription to Internet per riding office);- language class fees (the Assembly pays \$25 per hour, for a total of \$ 1500 per

- year);
- printing and delivery cost of unaddressed mail or publication of information material in a newspaper; the contents of such mail or material may not seek to obtain membership or financial contributions to a political party, nor may they encourage electors to participate in an advocacy activity or include any form of petition or invitation to sign one; visual identification related to a political party is forbidden; furthermore, unaddressed mail and texts of an informational nature may be neither published nor distributed once a general election or a referendum has been officially declared.
 - The Assembly reimburses the cost of operations until the fifteenth day following vacancy of the Member's seat or, if the Assembly is dissolved, until the fifteenth day following polling day.
 - Telecommunications expenses (riding office telephone system, Member's calling card and cellular phone), including local and long distance calls made by the Member and his staff in the performance of their duties, are paid by the National Assembly on presentation of vouchers.
 - Mailing costs of non partisan material sent by the Member from his office at the National Assembly are charged to the Assembly.

What office equipment and stationery is provided?

- The National Assembly provides the following equipment for the Member's office at the Parliament Building:
 - desks, armchairs, chairs and filing cabinets;
 - a microcomputer;
 - a telecommunications link particularly providing access to the Internet network;
 - a laser printer;
 - a computer software package including Word data processor, Excel data spreadsheet, Power Point graphic design, and Outlook electronic mail;
 - software for the management of Members' activities, known as "GAD";
 - a photocopier;
 - a typewriter;
 - a dictating and transcribing machine;
 - a calculator;
 - the office equipment required to carry out the work of a Member at the Parliament Building including paper supplies.
- The National Assembly provides the following equipment for the Member's office in his constituency:
 - a microcomputer;
 - a telecommunications;
 - a laser printer;
 - a computer software package including Word data processor, Excel data spreadsheet, Power Point graphic design, and Outlook electronic mail;
 - software for the management of Members' activities, known as "GAD";
 - a telecommunications link between the constituency office and the Assembly providing access to the Internet network.

QUEBEC (CANADA)

Is there a secretarial services entitlement?

No.

Are funds provided to Members to hire research staff or other staff?

➤ AMOUNT GRANTED FOR RESEARCH AND SUPPORT

The **Act respecting the National Assembly** states, in section 108, that moneys may be received from the Assembly, for purposes of research and support, by political parties represented in the House and, if the case applies, by independent Members as well. As a guide, the amounts received by the political parties represented in the House and the independent Members for the 2002-2003 fiscal year are listed below:

2002-2003

Parti Québécois	\$701,376
Québec Liberal Party	678,288
Parti Action démocratique	135,200
For each independent Member	n/a

Photocopying and Printing

Is there a charging system which identifies copy usage and cost incurred?

- No

Are there any conditions which material must meet for photocopying and printing?

- For photocopying, no. But we do impose printing standards for official stationery, envelopes and business cards.

Technology Allowance

Is there a fund for the purchase of computer equipment including laptops?

- Members can use their constituency office allowance for this purpose.

Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?

- Members can use their constituency office allowance for this purpose.

Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?

- Yes, at the Parliament Building office.
- The first connection at the constituency office is also paid by the National Assembly; the others can be reimbursed on the constituency office allowance.

QUEBEC (CANADA)

Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?

- The National Assembly provides only a section for each Member on the parliamentary web site. No assistance is given to establish their own website, but there is a link between their section on the parliamentary web site and their own website.
- Members can be reimbursed on their constituency allowance for fees to set up and up-date a web site on Internet.

Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?

- The National Assembly provides the following software to Members for their offices at the Parliament Building and in their constituency:
- Word data processor;
 - Excel data spreadsheet;
 - Power Point graphic design;
 - Outlook electronic mail;
 - software for the management of Members' activities, known as "GAD".

Is computer training provided to Members?

- Yes.

(2) PARLIAMENTARY LIBRARY

Legislative Library

Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?

Yes, the Library of the National Assembly provides complete library services to its priority users. They enjoy priority use of all Library services: a personalized assistance service for retrieval of information and research at the reference counter, by telephone or by electronic mail; thematic bibliographies; press kits; loaning of books and other material. The priority users are the Members of the National Assembly and their staff, the Lieutenant-Governor, the public servants of the National Assembly, the members of the Press Gallery and the persons designated by the National Assembly.

Does it assist the personnel of Government departments and agencies?

Public servants working in the ministries and agencies enjoy certain services of the Library of the National Assembly. The staff provides them with general information concerning collections, catalogues, the use of the Library and of its various services. They may consult the documents on the premises, and they have access to the computers available in the reading rooms, to the data banks and to the electronic documents. The Library staff refers them to the documentary establishment that is most likely to meet their reference needs and the document loan is carried out via their ministerial library.

QUEBEC (CANADA)

Is it open to the academic community and the general public?

Researchers and the general public enjoy the same services as do the public servants working in the ministries and public agencies and must use their university or public library to borrow documents.

Reference Services

Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?

Yes, the Library uses the information and communication technologies and provides its priority users with access to databases and electronic documents.

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

The Library produces several statistics on the utilization of its services but does not have any statisticians or statistical experts in its employ.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

There are no registered economists among the reference staff members. When necessary, the staff calls upon the specialized resources of other Assembly branches, such as the economists of the Documentary Studies Directorate, to assist them in the more specialized requests they receive.

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

Yes, there exists a research service at the National Assembly: the Documentary Studies Directorate.

Electronic Reference Services

Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?

Yes, all of these documents are available online. They may be accessed via the Internet site of the National Assembly. (www.assnat.qc.ca).

If so which online service:

1) full text newspaper stories,
Yes, for example Actualité/Québec.

2) reference to books reports and articles
appearing in popular and research publications,
Yes, for example Dialog.

3) external databases such as Reuters, Lexis/Nexis.
Yes, for example Lexis/Nexis.

QUEBEC (CANADA)

Is information available via the Parliament website or on an intranet?

Yes, the National Assembly has an Internet site (www.assnat.qc.ca) and also has an intranet or Portal. The Library site may be accessed via the home page of the Québec National Assembly.

Press cutting service

Do individual Members receive or have access to a press-cutting service?

Yes, priority users have access to a press-cutting service that may provide them on a regular basis with thematic files according to a predetermined profile, or, from time to time, in answer to specific requests.

Reading Rooms

Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?

Yes, the Library disposes of a reading room reserved for consultation of local, national and international newspapers (daily and weekly).

Current Awareness Publications

Do Members receive an information circular, which lists the most important new books, and reports received each month?

The list of the Library's recent acquisitions is available on the Portal (intranet) of the National Assembly, and information bulletins are sent to the priority users.

Is the same done for web sites of interest to Members?

A list of web sites selected by the Library of the National Assembly is available on Internet (on the Library's web page). The Library also provides (on the Portal) the e-mail addresses of sites that it considers to be of interest in the political and parliamentary sectors.

Do Members receive all publications issued by the Parliament and the Government?

The Members do not automatically receive all documents published by the Parliament or the Government, but they may borrow or consult them at the Library, which is entitled to legal deposit as regards all documents published by the ministries or public agencies of Québec.

(3) CATERING SERVICES

Dining Rooms

Is there a dining room or cafeteria available for use?

- both are available (the cafeteria is closed during summer time)

Which meals are catered for?

- mostly breakfast and lunch; dinner only when the National Assembly sits at night (usually in June and December)

Can Members have functions catered for at any time?

- Yes.

Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?

- meals are provided at regular cost

QUEBEC (CANADA)

Bar Facilities
<i>Is there a bar for Members and staff?</i>
<ul style="list-style-type: none">• No.
<i>Is alcohol served in the dining rooms?</i>
<ul style="list-style-type: none">• yes

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
<ul style="list-style-type: none">• No, but any Member whose main residence is outside Québec City or any of its contiguous constituencies is entitled to a maximum of \$11,800 per year for living expenses in Québec City. <u>Qualifying Members are free to rent (with or without a lease) or buy property or stay in a hotel.</u>• The Speaker of the National Assembly, the Prime Minister, the Leader of the Official Opposition, the Government House Leader, the Opposition House Leader, the Chief Government Whip, the Chief Whip of the Opposition or the caucus chair of the Government party each receive an additional \$3000.• The living allowance (rent or rental value of property or cost of hotel accommodations) covers, when applicable, the cost of telephone service, upkeep of lodging facilities, parking, electricity, insurance protection against fire and theft and civil responsibility, cable fees, monthly Internet subscription fees, and shared expenses in the case of a condominium.• Accommodation expenses are reimbursed on presentation of appropriate vouchers (hotel receipts, lease, rental receipts, rental value certificates, etc.).
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
<ul style="list-style-type: none">• N/A <p><i>What form does it take (for example: houses, apartments, rooms, etc)?</i></p> <ul style="list-style-type: none">• N/A
<i>Is the accommodation available year-round or only during sittings?</i>
<ul style="list-style-type: none">• Year-round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?</i>
<ul style="list-style-type: none">• Only the Member whose main residence is outside Québec City or any of its contiguous constituencies is entitled to received the allowance.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
<ul style="list-style-type: none">• No.

QUEBEC (CANADA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
<ul style="list-style-type: none">• We're currently working on such a project, but for the time being no centre is available in our Parliament.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
<ul style="list-style-type: none">• Yes.
<i>Is there a cost to the Member?</i>
<ul style="list-style-type: none">• Yes, \$345.00 per year for each parking space.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
<ul style="list-style-type: none">• Yes.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
<ul style="list-style-type: none">• No.
<i>Are there washing machines and dryers?</i>
<ul style="list-style-type: none">• No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
<ul style="list-style-type: none">• Yes, the Security Directorate provides such services. We do have a room equipped with supplies for medical emergencies and minor wounds. Also, our security staff members are trained to use a cardiac defibrillator. Their training is ensured by a public college under the supervision of the Ministry of Health and Social Services. An update and an evaluation are done each year.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
<ul style="list-style-type: none">• They have access to a gymnasium.

QUEBEC (CANADA)

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
<ul style="list-style-type: none">• No
Travel Office
<i>Does one exist to assist Members' travelling?</i>
<ul style="list-style-type: none">• Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
<ul style="list-style-type: none">• Yes.
<i>Can Members of Parliament arrange special tours?</i>
<ul style="list-style-type: none">• Yes
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
<ul style="list-style-type: none">• Yes
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public? Are these provided free or at cost?</i>
<ul style="list-style-type: none">• Each Member receives 30 Québec flags (4' X 6') which are provided each year by the National Assembly.• Each Member can be reimbursed for the purchase of promotional material available at the Publications du Québec and at the National Assembly Store on is constituency office allowance.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
<ul style="list-style-type: none">• No

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong to?</i>
<ul style="list-style-type: none">• <i>Inter-Parliamentary Union?</i> No• <i>L'Assemblée Parlementaire de la Francophonie (APF)</i> Yes• <i>Other, please list. :</i>
<ul style="list-style-type: none">· Parliamentary Confederation of the Americas (COPA)· Council of State Governments (CSG)· National Conference of State Legislatures (NCSL)

YUKON (CANADA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
Offices are within legislative precincts and virtually all costs, including utilities, cleaning, maintenance and security, are covered.
<i>What office equipment and stationery is provided?</i>
Office equipment provided includes computers, printers, photocopiers, facsimile machines, telephones.
Stationery includes letterhead, envelopes and business cards (all including name of member, any titles, and contact information like office address, phone number and e-mail address).
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Material can contain a partisan identification but no partisan content.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Yes.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Nothing provided beyond off-the-shelf programs for word processing, data entry and spreadsheets.
<i>Is computer training provided to Members?</i>
No.

YUKON BRANCH (CANADA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online? Yes.</i>
<i>Does the Library subscribe to commercial databases? No.</i>
<i>Is information available via the Parliament website or on an intranet?</i>
Parliament website.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
No.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

YUKON BRANCH (CANADA)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
No. The precincts of the Yukon Legislative Assembly are housed in the Main Administration Building of the Government of Yukon. The cafeteria in that building is available to Members on the same basis as it is available to civil servants and the public.
<i>Which meals are catered for?</i>
None.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Fair market rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No (if the question being asked is whether the Parliament or Government owns premises for this purpose). Members of the Assembly who represent electoral districts outside the capital city are reimbursed for staying in hotels during session or when they are in the capital city on official business. They may choose instead to rent (year-round) an apartment or house and will be reimbursed the costs for such rental to a maximum of \$778 per month (as at April 1, 2002).
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
See above.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
See above.
<i>Is the accommodation available year-round or only during sittings?</i>
See above.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i>
See above.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

YUKON BRANCH (CANADA)

(5) OTHER FACILITIES

Childcare Centre	
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>	
No.	
Parking	
<i>Are they assigned permanent parking spaces at or near Parliament?</i>	
Yes.	
<i>Is there a cost to the Member?</i>	
No.	
Automatic Teller Machine	
<i>Is one located within Parliament?</i>	
No.	
Laundry and Ironing Facilities	
<i>Is there a laundry with an ironing facility?</i>	
No.	
<i>Are there washing machines and dryers?</i>	
No.	
Medical Emergency Rooms	
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>	
No.	
Recreation Facilities	
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>	
No.	
Commonwealth Parliamentary Association Room	
<i>Is there a room set aside for use by CPA members and Associates?</i>	
No.	
Travel Office	
<i>Does one exist to assist Members' travelling?</i>	
No. (Although there is not a "travel office", Legislative Assembly Office staff do assist Members in booking travel and in processing expense claims.)	
Tours of Parliament	
<i>Is there a standard guided tour?</i>	Yes.
Can Members of Parliament arrange special tours?	Yes.
Committee Rooms	
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>	
Yes.	
Promotional Items	
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>	
Yes.	
<i>Are these provided free or at cost?</i>	Free.
Other	
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>	
No.	
Liaison with Other International Bodies	
<i>Which of the following other Associations do your Members belong?</i>	None.

CYPRUS

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament / Legislative Building?</i>
A new block of offices is now being constructed for use by the members of the House of Representatives.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No, such an allowance is not provided.
<i>What office running expenses are covered?</i>
Electricity and telephone expenses incurred in the party offices in the building of the House are covered by the House. The same expenses will be met with regard to members' offices.
<i>What office equipment and stationery is provided?</i>
Furniture office equipment (i.e. conference table, desk and extension, armchairs, coffee table, quest chairs) and basic stationery.
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Funds have been allocated to the political parties for the purposes of employing research assistants for MPs

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Computer equipment will be purchased for use by MPs.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Charges will be paid by Parliament when the computer equipment will be purchased.
<i>Does Parliament provide: a website for each Member, a section for each member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
Parliament does not provide a website for each Member or for any assistance to enable each Member to establish their own website.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.
<i>Is computer training provided to Members?</i>
No.

CYPRUS

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
The Library is open to personnel of Government departments and agencies.
<i>Is it open to the academic community and the general public?</i> Yes.
Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No, not yet.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
See below.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
There is a small Research Service which can produce some background papers on specific issues, on request.
Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Hansard, Bills and Parliamentary Questions are accessible online.
<i>Does the Library subscribe to commercial databases?</i>
No.
<i>Is information available via the Parliament website or on an internet?</i>
Yes.
Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily/weekly newspapers?</i>
No, but a conference room which will double as a reading room will exist on every floor of the new block of offices.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books and reports received each month?</i> No.

CYPRUS

<i>Is the same done for web sites of internet to Members?</i>	No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>	Yes, they receive all publications issued by the Parliament, as well as the most important Government publications.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Usually lunch.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal costs or at a fair market rate?</i>
At a fair market rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
At present there is no bar but in the new block under construction, there will be a restaurant serving alcoholic drinks.
<i>Is alcohol served in the dining rooms?</i>
Yes, alcohol will be served in the dining room, which will operate in the new block, too.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is the accommodation available year-round or only during sittings?</i>
Not available.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specific distance from Parliament)?</i>

<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

CYPRUS

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes, there will be.
<i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No.
<i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' traveling?</i> No, all Members' traveling arrangements are handled by the accounting department.
Tours of Parliament
<i>Is there a standard guided tour?</i> Guided tours can be arranged upon request.
<i>Can Members of Parliament arranged special tours?</i> Yes, if they wish.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No, but they can use the Parties' offices in the House for such meetings.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

Liason with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> Parliamentary Delegations of the House of Representatives in the Parliamentary Assembly of the Council of Europe, the Parliamentary Assembly of the OSCE, the Euro-Mediterranean Parliamentary Forum and the Association of Asian Parliaments for Peace.

DOMINICA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Yes, the office of the House of Assembly
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> None.
<i>What office equipment and stationery is provided?</i>
<i>Is there a secretarial services entitlement?</i> No, but services may be provided by the Office of the House of Assembly.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Members are free to use internet Services at Parliament
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i>

DOMINICA

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes, as far as it is able to.
<i>Is it open to the academic community and the general public?</i>
Yes, that sector is accommodated if requests are made.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
The Staff of the House of Assembly assist Members in researching material when requests are made.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>If so which online service:</i>
1) full text newspaper stories, 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis.
<i>Is information available via the Parliament website or on an intranet?</i>
No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
No.

DOMINICA

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> No.
<i>Which meals are catered for?</i> Members are provided with light snacks during the evening break when the House is Sitting.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
<i>Is the accommodation available year-round or only during sittings?</i> No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

DOMINICA

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Members are free to park on Parliament compound. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i>
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No. Any emergency would be dealt with at the main hospital.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> The offices of the House of assembly are used by CPA
Travel Office
<i>Does one exist to assist Members' travelling?</i> Any travel arrangements in connection with House of Assembly matters are handled by the office of the Clerk.
Tours of Parliament
<i>Is there a standard guided tour?</i> No. But when requests are made, they are accommodated. <i>Can Members of Parliament arrange special tours?</i> Yes, if they wish to. No.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none">• Inter-Parliamentary Union• L'Assemblée Parlementaire De La Francophonie (APF)• Other, please list.

FALKLAND ISLANDS

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes – shared by all Members
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No
<i>What office running expenses are covered?</i>
All
<i>What office equipment and stationery is provided?</i>
Fully Equipped Office
<i>Is there a secretarial services entitlement?</i>
3 Full-time Staff
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Laptops Provided.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Provided.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes: One third of calls paid for and monthly...charge
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
Being designed at present.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Yes
<i>Is computer training provided to Members?</i>
Yes.

FALKLAND ISLANDS

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Yes.
Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> Yes.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.
Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> Not Yet
<i>Does the Library subscribe to commercial databases?</i> Not Yet
<i>Is information available via the Parliament website or on an intranet?</i> Not Yet.
Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> Yes.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

FALKLAND ISLANDS

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> No.
<i>Which meals are catered for?</i> No.
<i>Can Members have functions catered for at any time?</i> Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Yes.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Not Necessary
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> N/A
<i>Is the accommodation available year-round or only during sittings?</i> N/A
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> N/A
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> N/A

FIJI

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i> Not provided by Government. However, Members are each paid a \$7000 constituency allowance from which parties can so establish party office.
<i>What office running expenses are covered?</i> Normal operational costs.
<i>What office equipment and stationery is provided?</i> Fax machine, photocopier and photocopying papers, basic stationery items.
<i>Is there a secretarial services entitlement?</i> Partly, there are support staff who are paid for by the Parliament.
<i>Are funds provided to Members to hire research staff or other staff?</i> No. Members have access to research staff who are part of Parliament Secretariat.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No. Research Unit is currently part of the Parliament Establishment responsible for all internet access and Parliament.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> Not yet.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Yes but with restriction.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> Not a qualified economist, but a graduate who had served a number of years in the Bureau of Statistics.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes, but not monthly.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

FIJI

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Lunch.
<i>Can Members have functions catered for at any time?</i>
Yes, on request through the Secretary-General to Parliament and depending on availability of venue.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Morning and afternoon tea provided free of charge and lunch at a fair market rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
Yes, for Members only.
<i>Is alcohol served in the dining rooms?</i>
Yes.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsistence allowance of \$120 per day for eligible Members to cover accommodation.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
Hotel rooms and apartments.
<i>Is the accommodation available year-round or only during sittings?</i>
Only during sittings.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i>
30 km from Parliament.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

FIJI

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes, in Parliament. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> On request. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> Library and dining hall when not in use by Members.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none"> • Other, please list. APPU, APPF, AFPPD, LPAIT, CPA, APPCED

GUERNSEY

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Members receive an expense allowance of £1,894 per annum.
<i>What office equipment and stationery is provided?</i> None.
<i>Is there a secretarial services entitlement?</i> No.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> Yes.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> No.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> No.
<i>Does it assist the personnel of Government departments and agencies?</i> N/A
<i>Is it open to the academic community and the general public?</i> N/A

GUERNSEY

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
Yes.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
No.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>If so which online service:</i>
No.
1) full text newspaper stories, N/A
2) reference to books reports and articles appearing in popular and research publications,
3) external databases such as Reuters, Lexis/Nexis.
<i>Is information available via the Parliament website or on an intranet?</i>

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
No.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i>
N/A
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

GUERNSEY

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> No.
<i>Which meals are catered for?</i> None.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> N/A

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> N/A
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> N/A
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> N/A
<i>Is the accommodation available year-round or only during sittings?</i> N/A
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> N/A
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> N/A

GUERNSEY

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Arranged by Individual departments
Tours of Parliament
<i>Is there a standard guided tour?</i> No. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No. <i>Are these provided free or at cost?</i> N/A
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none"> • Other, please list. British-Irish Inter-Parliamentary Body

GUYANA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> None.
<i>What office equipment and stationery is provided?</i> None.
<i>Is there a secretarial services entitlement?</i> No.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Members do not have access to the Internet.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Yes.

GUYANA

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
<i>Does the Library subscribe to commercial databases?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> No.

GUYANA

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes (Cafeteria)
<i>Which meals are catered for?</i> Supper/Refreshments
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Supper or refreshments are provided free of cost.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> Yes.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Accommodation is not provided. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> N.A.
<i>Is the accommodation available year-round or only during sittings?</i> N.A.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> N.A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

GUYANA

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes.
<i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No.
<i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> No.
<i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none"> • Inter-Parliamentary Union -- Yes.

INDIA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Office accommodation is made available to recognised political parties and groups in Parliament having more than eight Members. Chairmen of Committees are also provided with office accommodation. This facility, however, is not available to individual Members.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No office or financial support for an office is provided to a Member of Parliament in his/her constituency.
<i>What office running expenses are covered?</i> Not applicable.
<i>What office equipment and stationery is provided?</i> An office expense allowance of Rs.3,000/- per month for meeting the expenses on stationery items, postage, research material, etc. and Rs.1,000/- per month for franking letters are paid to a Member.
<i>Is there a secretarial services entitlement?</i> Yes. A Member can engage person(s) to obtain secretarial assistance under the Members of Parliament (Office Expense Allowance) Rules, 1988.
<i>Are funds provided to Members to hire research staff or other staff?</i> Yes. Rs.10,000/- per month is being paid directly to the person(s) by Lok Sabha/Rajya Sabha Secretariat as engaged by the Member of Parliament for obtaining secretarial assistance.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> Yes, (for details, please see reply to the next Question)
<i>Are there any conditions which material must meet for photocopying and printing?</i> Members of Parliament and former Members can get their documents photocopies against a payment of Re. 1 per page from the Members' Reprography Unit set up in the Central Hall lounge of Parliament House. Photocopies of papers relating to day – to-day parliamentary work, i.e. important press clippings, parliamentary debates, articles in journals, newspapers and extracts from books and other documents required by members are, however, supplied to them free of cost by the Members' Reference Service.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Yes. An amount of Rupees 4 crore (equivalent to US \$ 8,00,000) has been allocated for purchase of computers and accessories during the current financial year, i.e.2002-2003.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> Members are provided with mobile telephone facility, i.e. WILL/Dolphin (pre-paid mobile connection), for which the calls are adjusted against the limit of free telephone calls available to Members. If the Members opt for WLL type of phone. They are provided with a handset free of cost (to be returned on completion of term).

INDIA

<p><i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i></p> <p>Each Member of Parliament has been provided individual access to Internet by the National Informatics Centre, a Government Department working under the Ministry of Information and Technology. All the charges are being paid by the National Informatics Centre. Every member is provided with a third telephone connection for Internet access with 50,000 free calls per year.</p>
<p><i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i></p> <p>Each Member of Parliament has been provided space for individual home page and relevant links have been provided on the web site of Indian Parliament, i.e. http://parliamentofindia.nic.in.</p>
<p><i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i></p> <p>The Lok Sabha Secretariat has not provided any computer programme or packages to Members so far.</p>
<p><i>Is computer training provided to Members?</i></p> <p>Yes, training programmes are organised for Members of Parliament and their staff from time to time.</p>

(2) PARLIAMENTARY LIBRARY

<p>Legislative Library</p>
<p><i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i></p> <p>Yes, there is a Parliament Library which caters to the information needs of Members and officers of Parliament. The Library and Reference, Research Documentation and Information Service (LARRDIS) of the Lok Sabha Secretariat serves the Members and officers of both the Houses of Parliament insofar as their information requirements are concerned.</p>
<p><i>Does it assist the personnel of Government departments and agencies?</i></p> <p>Yes, government officials duly authorised by the concerned Ministry/Department and doing any research work or are in the process of accomplishing an official assignment on their behalf are permitted entry into the Library to consult such publications which are normally not available elsewhere.</p>
<p><i>Is it open to the academic community and the general public?</i></p> <p>The Library is open to the academic community in a restricted manner, however, it is not open to the academic community in a restricted manner, however, it is not open to the general public. Under the Library Rules, facilities are give in the Library to <i>bona fide</i> research scholars to consult books, reports, records, etc. which cannot be found elsewhere. Such permission is accorded only during the inter-Session periods. A <i>bona fide</i> research scholar is a person falling within any one of the following categories:</p> <ol style="list-style-type: none"> Professors, readers, etc. of a recognised University in India; Lecturers, Post-Graduate research scholars of a recognised University or Institution who must satisfy the Secretariat as to their <i>bona fides</i> by producing a certificate from the University authorities or the Head of the institution, under whose auspices they are conducting research.

INDIA

Reference Services

Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?

Yes, there is a separate service called the Members' Reference Service organised in nine different specialised Wings/Desks – one each on: Political Affairs, Legal and Constitutional Affairs, Economic & Financial Affairs and International Trade Industry and Labour, International Affairs, Social Affairs, Infrastructure. Agriculture and Rural Development, and Human Resource Development. Among other things, the functions performed by the Service are – Supply of on the spot of information to Members from published documents, collection and dissemination of the latest relevant material, factual data, statistics, etc, on various legislative measures and other subjects of economic, social, political, constitutional and legal interest in response to Members' requisitions. The relevant information is furnished from the collections of the Library and other electronic sources. Internet connections are available to the staff of the Service to enable them to meet members' information needs.

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

The officers in –charge of the specialised Desks under the Members' Reference Services also compile statistical data from various authentic documents published by Government organizations and other specialised bodies such as Committees. Commissions, etc, and make available the same to members on demand. It is entirely up to the members as to how they use the data made available to them.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

There is no provision employing a qualified economists on a regular basis to attend to members' request in the areas of economics, trade and industry and to render specialised advice to them. However, officers having relevant academic background are posted in the Members' Reference Service to attend to members' reference requisitions pertaining to subjects falling in the realm of economics, trade and industry. Two specialised Desks, namely, the Economic and Financial Affairs and International Trade Desk and Industry and Labour Desk, as part of the Members' Reference Service, are specifically organised for this purpose. The Economic and Financial Affairs Wing of LARRDIS also attends to information needs of members in the areas of economics, trade and industry.

INDIA

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

The research and information services for members of Parliament are provided by the Research and Information Division. This Division is divided into the following self-contained specialized functional Wings or Sections identified by the subjects handled by each: Political Affairs Wing, Economic and Financial Affairs Wing, Educational & Scientific Affairs Wing, Social Affairs Wing, Legal and Constitutional Affairs Wing and Parliamentary Affairs Wing (including the Practice and Procedure Unit) and the Journal Section. The Research and Information Service assesses in advance the information needs of members of Parliament by identifying current developments – national and international- relating to political, parliamentary, legal, constitutional and socio-economic matters and brings out background papers, brochures, monographs, information bulletins, fact-sheets, etc. thereon as also on important legislative measures and issues coming up before the two Houses of Parliament from time to time.

The Service also prepares Briefs and Background Notes for Parliamentary Delegations going abroad on goodwill visits and for participating in Parliamentary Conference Meetings/Seminars/Symposia held under the auspices of the Inter Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA), the Association of SAARC Speakers and Parliamentarians and other international parliamentary bodies.

The Member's Reference Service is also manned by qualified staff well conversant with the tool and techniques of research. The officers in charge of the various specialised desks prepare from time to time Background Notes, Information Bulletin, Fact Sheets, Reference Notes, Study Boxes Bibliographical Series/Notes and Occasional Papers on various topical issues coming up or likely to come up for discussion in the Houses. These documents are made available to the members on demand. On many occasions, Notes are also prepared for individual members on request.

Electronic Reference Services

Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?

The following information are available on the web site of the Indian Parliament at <http://parliamentofindia.nic.in:->

- a) Verbatim report of parliamentary proceedings since 1996 onwards.
- b) Answers to parliamentary Questions since February 2000.
- c) Index to parliamentary Bills and Acts since 1985.
- d) Index to parliamentary proceedings, Bills, parliamentary questions, since 1985.
- e) Index of articles published in newspapers and magazines, books, reports.

INDIA

<i>Does the Library subscribe to commercial databases?</i>
No.
<i>Is information available via the Parliament website or on an intranet?</i>
Databases like Jurix (comprehensively covering all the decisions delivered by the High Courts and Supreme Court of India) and a few reference books are available on Intranet.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes, Members of Parliament have access to a Press Clippings Service. They are also provided photocopies of the clippings required by them. Efforts are also being made to computerize the Press Clippings Service. After computerisation, members of Parliament would be in a position to access the clippings through internet/intranet.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes, there is a newspaper reading room where 196 newspapers consisting of 69 English (53 published in India and 16 international editions), 36 in Hindi and 91 in regional languages are available for consultation by members.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes, the Parliament Library Bulletin containing titles of the latest additions to the Parliament Library is published every month for the information of members and other users. Index of useful literature and articles that need to be brought to the notice of members is published in the form of the fortnightly, <i>Parliamentary Documentation</i> .
<i>Is the same done for web sites of interest to Members?</i>
Not yet.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
All publications/periodicals in the stock of Parliament Library are available to members as per their demand. Parliament Library is one of the richest repositories where besides periodicals and publications brought out by the Lok Sabha Secretariat, complimentary copies of all the books, etc. printed anywhere in India and other publications brought out by the Government of India are received.

INDIA

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes. The following dining rooms in Parliament House Complex. (i) Of the three dining rooms in Parliament House, one is exclusively for the members, one for members and their guests and one exclusively for the Media. (ii) Parliament House Reception Canteen. (iii) Parliament House Annexe Canteen (iv) Tea/Coffee Buffet/Snack Bar near Central Hall, Parliament House. (v) Refreshment Lounge near the Central Hall, Parliament House. (vi) Canteen in the newly constructed Parliament Library Building.
<i>Which meals are catered for?</i> The list of items enclosed. (Please see Annexure)
<i>Can Members have functions catered for at any time?</i> Members cannot hold private functions in Parliament House Complex. However, they can have food with their family members/friends/guests in the specified dining rooms.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Meals are provided by the Northern Railways Catering Division on a 'no profit no loss' basis. Rates are fixed by the Joint Committee on Food Management, Parliament House Complex. The losses, if any, incurred on sales by the Northern Railways are reimbursed by the Lok Sabha and the Rajya Sabha Secretariats in the ratio of 2:1 annually.
Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes, Members are provided with accommodation near Parliament in the various members' residential areas.

INDIA

<p><i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i></p> <p>Under the Housing and Telephone Facilities (Members of Parliament) Rules, 1956, each member is entitled without payment of licence fee, housing accommodation in the form of a flat throughout his term and if the member is provided with housing accommodation in the form of a bungalow, he will be charged full normal licence fee.</p> <p><i>What form does it take (for example: houses, apartments, rooms, etc)?</i></p> <p>Accommodation is in the form of bungalow type accommodation, flats, M.S. Flats (Type VI) and suites. Bungalows are further categorised into various types, i.e. Type V, VI, VII and VIII, depending upon the number of rooms in them. Flats generally have two-three bedrooms.</p>
<p><i>Is the accommodation available year-round or only during sittings?</i></p> <p>Accommodation is provided to members throughout their term of office.</p>
<p><i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i></p> <p>Regardless of distance, each and every member is provided with accommodation near Parliament throughout his/her entire term.</p>
<p><i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i></p> <p>No. Since members are provided with Government accommodation in the vicinity of Parliament, the need does not arise.</p>

(5) OTHER FACILITIES

Childcare Centre
<p><i>Does this exist to meet the childcare needs of parents working in Parliament?</i></p> <p>No.</p>
Parking
<p><i>Are they assigned permanent parking spaces at or near Parliament?</i></p> <p>Parking space is available for members of Parliament in the Parliament House Complex.</p> <p><i>Is there a cost to the Member?</i></p> <p>No.</p>
Automatic Teller Machine
<p><i>Is one located within Parliament?</i></p> <p>Yes.</p>
Laundry and Ironing Facilities
<p><i>Is there a laundry with an ironing facility?</i></p> <p>No.</p> <p><i>Are there washing machines and dryers?</i></p> <p>No.</p>
Medical Emergency Rooms
<p><i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i></p> <p>A first-aid post functions in Parliament House throughout the year to render medical help to Members within the precincts of the Parliament House. A Medical Centre, equipped with modern and sophisticated instruments and manned by specialists, function in the Parliament House Annexe throughout the year to serve the members.</p>

INDIA

Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
Yes. There is a club for members within half a kilometre's distance from Parliament House known as the Constitution Club where various recreational facilities have been provided.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No room has been specifically allotted for the use of CPA Members and Associates.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
There is no specific travel office. However, to assist Members in travelling, the Ministry of Railways and the Indian Airlines have their booking/reservation offices at Parliament House.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes, during inter-Session periods.
<i>Can Members of Parliament arrange special tours?</i>
Yes. During inter-Session periods.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Committee Rooms are allotted to Members for conducting functions and meetings free of cost if the invitees are MPs and the function is confined to parliamentary activities. If the meeting is to be attended by those other than MPs, a member has to make payment for utilising the Committee Room.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
<i>Are these provided free or at cost?</i>
Not applicable.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
<ul style="list-style-type: none"> (i) Railway reservations can be done by the public if their request is sponsored by Members; (ii) There are MPs' Clubs — one each in North Avenue and South Avenue MPs' residential areas. These can be utilised by the general public on the recommendation of Members.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • <i>Inter-Parliamentary Union</i> Yes • <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> No • <i>Other, please list.</i> • <i>A) Asia-Pacific Parliamentarians Conference on Environment and Development (APPCED).</i> • <i>B) The Association of SAARC Speakers and Parliamentarians.</i>

ARUNACHAL PRADESH (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Does not arise.
<i>What office equipment and stationery is provided?</i> Nothing
<i>Is there a secretarial services entitlement?</i> Nothing
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> No.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> No.

ARUNACHAL PRADESH (INDIA)

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases? Yes.</i>
<i>If so which online service:</i> 1) full text newspaper stories, No. 2) reference to books reports and articles No. appearing in popular and research publications, No. 3) external databases such as Reuters, Lexis/Nexis. No.
<i>Is information available via the Parliament website or on an intranet?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

ARUNACHAL PRADESH (INDIA)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> No.
<i>Which meals are catered for?</i> No.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Does not arise

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Nothing <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Nothing
<i>Is the accommodation available year-round or only during sittings?</i> No.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> Nothing
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

ARUNACHAL PRADESH (INDIA)**(5) OTHER FACILITIES**

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> Yes.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> Nothing
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i> No. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No. <i>Are these provided free or at cost?</i> Nothing
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

ARUNACHAL PRADESH (INDIA)

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none">• <i>L'Assemblée Parlementaire De La Francophonie (APF) ---Yes.</i>

GOA (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
None.
<i>What office equipment and stationery is provided?</i>
None.
<i>Is there a secretarial services entitlement?</i>
No.
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Members are entitled to computer equipment including a laptop under the Goa Salary and Allowances of Members Act 1964.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Yes.
<i>Is computer training provided to Members?</i>
Yes as and when required.

GOA (INDIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas, which are either made generally available to all Members or prepared for individual Members on request?</i>
Members are provided with background papers on political issues or on other subject areas on request.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
These will soon be available online.
<i>Does the Library subscribe to commercial databases?</i>
<i>If so which online service:</i>
1) full text newspaper stories, Yes. 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis.
<i>Is information available via the Parliament website or on an intranet?</i>
Internet.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes, special reading rooms in the Library.

GOA (INDIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> A publication containing the titles of various books available in the Legislature Library has been circulated to all Members.
<i>Is the same done for web sites of interest to Members?</i> Work is progressing.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Publications issued by the Legislature are circulated to all Members.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes, a dining room and a cafeteria.
<i>Can Members have functions catered for at any time?</i> Yes, if the Speaker gives permission.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> At a fair market rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No. There is a proposal to construct a MLA hostel adjacent to the Assembly building in future.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Members are paid Rs. 300 per day for sittings in lieu of accommodation.
<i>Is the accommodation available year-round or only during sittings?</i> Either during sittings of the session or committee meetings.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

GOA (INDIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> A doctor and a nurse are available during Assembly sittings.
Recreation Facilities
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

GUJARAT (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Such facility is not provided in or near the Legislative Building.
<i>Is an office, or financial support for an office, provided in each constituency?</i> Yes, an office is provided to each M.L.A.
<i>What office running expenses are covered?</i> No.
<i>What office equipment and stationery is provided?</i> Small and big letterheads and covers are provided to each Member of Legislative Assembly at concessional rate.
<i>Is there a secretarial services entitlement?</i> Typing facility is provided during session period.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No, this type of facility is not provided.
<i>Are there any conditions which material must meet for photocopying and printing?</i> Not applicable please.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No, there is not any fund for the purchase of computers including laptops.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No, this type of facility is not provided to Members of Legislative Assembly.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> There is a common internet facility provided to each M.L.A. in Legislative Assembly without charges.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> There is a website of Legislative Assembly but there is not individual website for Members.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> A computer programme based on constituency development data has been developed for Members.
<i>Is computer training provided to Members?</i> Yes, computer training is provided.

GUJARAT (INDIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Is it open to the academic community and the general public?</i> No

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.

GUJARAT (INDIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Dining room facility provided to all Members in the Assembly building canteen as well as Members hostel building.
<i>Which meals are catered for?</i> Vegetarian food is provided to Members.
<i>Can Members have functions catered for at any time?</i> Meals are catered to Members at fixed time.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No, Meals are provided at a subsidized rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes, residential accommodation provided near Legislative Assembly.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Accommodation is provided to each Member at a nominal rate
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Apartments are provided.
<i>Is the accommodation available year-round or only during sittings?</i> Accommodation facility is provided to Members for their whole term.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> Accommodation facility is provided to each Member without any restrictions.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> All Members are provided a residential plot for construction of house at Gandhinagar where Legislative Assembly is situated.

GUJARAT (INDIA)

(5) OTHER FACILITIES

Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes.
<i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> Laundry facility is provided at MLAs residential complex. <i>Are there washing machines and dryers?</i>
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Medical facility is provided to each Member during the session at assembly building premises.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.

HARYANA (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> There is no provision for Office Accommodation. There is a Legislative Assembly Secretariat for the services of Members, but no separate staff is provided to Members.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Under the provision of Section 3C of the Haryana Legislative Assembly (Allowance and Pension of Members) Act, 1975, there shall be paid to each Members an Office Allowance of Two thousand five hundred Rupees per month or as may be prescribed.
<i>What office equipment and stationery is provided?</i> D.O. Envelopes and D.O pads are provided to MLAs on payment basis.
<i>Is there a secretarial services entitlement?</i> There is Legislative Assembly Secretariat.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.
Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> Except confidential proceedings or matters there is no other condition for photocopying for Members.
Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> There is no fund for purchase of computers. However, as per the decision of the State Government, laptop computers were provided to MLAs in March, 2002 on returnable basis.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> Yes.

HARYANA (INDIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> No.
<i>Is it open to the academic community and the general public?</i> No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> Under consideration.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> Under consideration

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Press clippings sent to the Hon. Speaker/President CPA Haryana Branch for information.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> There is a reading lounge in the State Assembly Secretariat Library. There is no separate Room.

HARYANA (INDIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> There is no provision of Dining Room in the Assembly secretariat. However, there is a small canteen that provides the soft drinks, tea, coffee and snacks etc.
<i>Which meals are catered for?</i> No.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Not applicable.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Subsidised rate. Rent of MLAs flats is Rs. 120/- per month and Rooms in the MLA's hostel are provided @ Rs3.50 per day.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Apartments and rooms (in Legislators Hostel)
<i>Is the accommodation available year-round or only during sittings?</i> Year round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> No Restrictions. However rooms in the Legislators Hostel are provided subject to availability of rooms.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> Some ministers who do not get ministerial suites, are given private residences.

HARYANA (INDIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> Yes.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> No. Members may park their vehicle outside the Secretariat Building.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> In Legislators hostel and MLAs flats such facility is there on chargeable basis. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> There is dispensary in Legislators hostel. However, a temporary medical dispensary is no arranged in the secretariat during the session periods.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> There is no separate room for the use of CPA Members & Associates in this secretariat.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> No. <i>Can Members of Parliament arrange special tours?</i> Only parliamentary Committees conduct Study Tours.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> An entry pass to see the Assembly Sessions.

HARYANA (INDIA)

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none">• <i>Other, please list.</i>• Indian Parliamentary Association• Institute of Constitutional and Parliamentary Studies (on payment of Annual/Life Membership subscriptions)

HIMACHAL PRADESH (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
No.
<i>What office equipment and stationery is provided?</i> Laptop computer have been provided to each sitting member for which no office stationery is given.
<i>Is there a secretarial services entitlement?</i> No. However D.O. Pads along with envelopes are provided on subsidized rates by the H.P.Vidhan Sabha Secretariat.
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No. separate fund has been provided.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> Yes. The training is being imparted in the H.P.Vidhan Sabha Secretariat. Whenever, any request made from Member.
<i>Is computer training provided to Members?</i>

HIMACHAL PRADESH (INDIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Academic Community

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> List of Business is available on intranet.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes. On demand
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.

HIMACHAL PRADESH (INDIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> On subsidized rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes, at Shimla
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Rent is charge @ 10% of the salary. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Three Room-Suites
<i>Is the accommodation available year-round or only during sittings?</i> Accommodation is available year-round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

HIMACHAL PRADESH (INDIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> Yes.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Yes.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> Members often go on tour with House Committees.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

KERALA (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Yes, for Parliamentary Parties.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> N.A.
<i>What office equipment and stationery is provided?</i> Letter head, Inland letter card, Envelops etc. are supplied.
<i>Is there a secretarial services entitlement?</i> Yes, provide service of an officer not above the rank of a Selection Grade Assistant.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> Yes, for copies above 15.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> Members' details are given in the Website of the Kerala Legislative Assembly.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> Yes

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Open to Heads of Departments and Staff of Secretariat
<i>Is it open to the academic community and the general public?</i> Open to Research Scholars.

KERALA (INDIA)

Reference Services

Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?

Yes.

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

The Employees of Reference Wing are competent to provide statistics on all subjects.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

No.

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

Yes – Both.

Electronic Reference Services

Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?

Questions only.

Does the Library subscribe to commercial databases?

No.

Is information available via the Parliament website or on an intranet?

Yes. – via Parliament Website.

Press cutting service

Do individual Members receive or have access to a press-cutting service?

Yes.

Reading Rooms

Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?

Yes.

Current Awareness Publications

Do Members receive an information circular, which lists the most important new books, and reports received each month?

Yes.

Is the same done for web sites of interest to Members?

No.

Do Members receive all publications issued by the Parliament and the Government?

Yes.

KERALA (INDIA)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Which meals are catered for?</i> Tea, Coffee and Snacks
<i>Can Members have functions catered for at any time?</i> Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Tea, and Coffee at subsidized rate

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Nominal cost. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Rooms and Apartments.
<i>Is the accommodation available year-round or only during sittings?</i> Year round
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> No restrictions
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

KERALA (INDIA)**(5) OTHER FACILITIES**

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> Yes
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> Provided on payment basis. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Yes.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> A railway reservation counter at Legislators' Hostel.
Tours of Parliament
<i>Is there a standard guided tour?</i> No.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

MIZORAM (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Nil.
<i>What office equipment and stationery is provided?</i> Nil.
<i>Is there a secretarial services entitlement?</i> No.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> N/A

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> No.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> No.

MIZORAM (INDIA)

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

MIZORAM (INDIA)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> No.
<i>Which meals are catered for?</i> N/A
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Accommodation is charge at a nominal cost <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Rooms
<i>Is the accommodation available year-round or only during sittings?</i> Year-round
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> Yes.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

NAGALAND (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Does not arise.
<i>What office equipment and stationery is provided?</i> Stationery, writing pad etc.
<i>Is there a secretarial services entitlement?</i> Yes, when they require.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> Yes.
<i>Is computer training provided to Members?</i> No.

NAGALAND (INDIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> Parliament Website.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.

NAGALAND (INDIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Can Members have functions catered for at any time?</i> Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> At a fair market rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Nominal cost. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Rooms
<i>Is the accommodation available year-round or only during sittings?</i> Year – round
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> Does not arise
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> Does not arise

NAGALAND (INDIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> Does not arise.

RAJASTHAN (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Postal Allowance – Rs. 2000 per month, Telephone Allowance – Rs. 4000 P.M., Constituency Allowance – Rs. 8000 P.M. Travelling Facility by Bus - Free
<i>What office equipment and stationery is provided?</i> A furniture limit of Rs. 50,000/- has been kept out of which they can have furniture either for residence or office. Other Allowances are as above.
<i>Is there a secretarial services entitlement?</i> Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> Photocopy facility has been provide free of cost with some limits.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Not yet
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> Yes.

RAJASTHAN (INDIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Is it open to the academic community and the general public?</i> No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> List of Parliamentary Questions is accessible.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>If so which online service:</i> N/A
<i>Is information available via the Parliament website or on an intranet?</i> Yes

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> Not yet
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Members receive all the Publications issued by the Assembly Secretariat.

RAJASTHAN (INDIA)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> At a subsidised rate

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> At Nominal cost.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Houses/flats
<i>Is the accommodation available year-round or only during sittings?</i> For the term of the Assembly.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

RAJASTHAN (INDIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes.
<i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No.
<i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Yes.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> Not yet.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

UTTAR PRADESH (INDIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Secretariat Allowance is admissible @Rs. 1000/- p.m.
<i>What office equipment and stationery is provided?</i> Furnished office with one person is provided to the Legislature Party within the premises of Legislature Building.
<i>Is there a secretarial services entitlement?</i> Typing facility is provided during session period.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Only laptops are admissible to Members out of their Legislator's Fund.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> Only telephone facilities are provided in the State capital of the State as well as in their respective Constituencies.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Is computer training provided to Members?</i> Yes. End user computer Training Programme is organized by the Govt. for the Members.

UTTAR PRADESH (INDIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> No.
<i>Is it open to the academic community and the general public?</i> It is not open to the general public. Academic Community has to apply for its membership individually.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes. Background material is prepared in anticipation of the issues likely to be raised in the House, and also specially prepared for individual Members on request.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> On Legislative Assembly Website.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes, only access
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.

UTTAR PRADESH (INDIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes, the same is made available in the Legislature Library.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> A Cafeteria is available.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Meals are provided at a Subsidized Rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Free of charge <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Houses
<i>Is the accommodation available year-round or only during sittings?</i> Accommodation is made available during the whole tenure of membership.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

UTTAR PRADESH (INDIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Free parking facility is provided.
Automatic Teller Machine
<i>Is one located within Parliament?</i> Yes.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Yes.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> Members can use Legislative Library's Reading room & Literature pertaining to C.P.A. which is available in the Legislative Library.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Computerized Railway Reservation Office is available within the Assembly Secretariat Building for the Members.
Tours of Parliament
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.
Liaison with Other International Bodies
<i>Do your Members belong to any other Associations?</i> No.

ISLE OF MAN

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> All.
<i>What office equipment and stationery is provided?</i> Computers, Fax, Photocopier, and all Stationery
<i>Is there a secretarial services entitlement?</i> 35 Members for Constituency correspondence
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> Must be Parliamentary or Constituency material, and not be used for electioneering purposes.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Laptop trial under way at present
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> All Members entitled to answer phone/fax for their home.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No. Short Biography of Members included on Parliamentary Website.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No specialized programmes.
<i>Is computer training provided to Members?</i> Yes.

ISLE OF MAN

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No specialist statistician.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> Hansard – Yes : Parliamentary Questions – Yes.
<i>Does the Library subscribe to commercial databases?</i> Yes.
<i>If so which online service:</i> 1) full text newspaper stories, 2) reference to books reports and articles appearing in popular and research publications, --- Yes. 3) external databases such as Reuters, Lexis/Nexis.--- Yes.
<i>Is information available via the Parliament website or on an intranet?</i> Yes.

ISLE OF MAN

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Only if included on Order Papers, or circulated by Department.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes, shared by Government Staff
<i>Which meals are catered for?</i> Lunch and Snacks.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Subsidized.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> N/A

ISLE OF MAN

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Admin Staff Provide Assistance.
Tours of Parliament
<i>Is there a standard guided tour?</i> By prior arrangement <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> Yes. <i>Are these provided free or at cost?</i> Limited Amount Free, thereafter at cost.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

JERSEY

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> All members receive a flat rate expenses allowance of £9,277 per annum. This is intended to cover any expenses incurred by a member in relation to his or her political duties including telephones, personalised stationery and other office expenses.
<i>What office equipment and stationery is provided?</i> “States of Jersey” headed paper and envelopes; I.T. equipment shown below. A shared photocopier and fax machine are available in the Members’ Room adjacent to the States Chamber.
<i>Is there a secretarial services entitlement?</i> No.
<i>Are funds provided to Members to hire research staff or other staff?</i> No, unless they choose to use part of their expenses allowance (referred to above) for this purpose.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Members are given free use of a leased laptop computer during their term of office.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Yes, each member is given a free ADSL telephone line in conjunction with their laptop and this provides free access to the Internet.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> Brief biographical details, Committee membership details, together with details of each member’s address(es), telephone, e-mail are published on the States Assembly website but this information is standard information provided by the States Greffe (Clerk’s Office) and not under the direct control of the member concerned.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> The leased laptop is supplied with standard Microsoft Office software and the Internet access gives access to the States Assembly website.
<i>Is computer training provided to Members?</i> Limited training and a telephone “helpdesk” service is provided with the laptop computer.

JERSEY

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Not at present although the Privileges and Procedures Committee is considering establishing a library/research facilities.
<i>Does it assist the personnel of Government departments and agencies?</i>
N/A.
<i>Is it open to the academic community and the general public?</i>
N/A.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No although staff of the States Greffe (Clerk's Office) will assist as far as possible if requested to do so.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Members can request assistance from the Statistics Unit which is part of the States of Jersey Policy and Resources Department.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
Not employed by the Assembly but members can request assistance from the Economic Adviser employed by the Policy and Resources Department.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Not at present (but see answer under Legislation Library above).

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
The States Assembly website contains all propositions (including draft legislation), States Minutes (including questions), Order Papers, and Reports. Standing Orders and other legislation governing procedure in the States Assembly is also published on the Assembly website. Jersey legislation, once in force, is published on the website of the Jersey Legal Information Board.
<i>Does the Library subscribe to commercial databases?</i>
N/A.
<i>Is information available via the Parliament website or on an intranet?</i>
Website.

JERSEY

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
No.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Members receive copies of all official publications (propositions, reports and States Minutes) free of charge and can obtain legislation on request.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
No.
<i>Which meals are catered for?</i>
A light lunch is provided for members on States' meeting days and at Committee meetings held in the lunch hour.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
N/A.

JERSEY

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
N/A.
<i>Is the accommodation available year-round or only during sittings?</i>
No.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i>
N/A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Yes, at approximately 5 minutes walk.
<i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No.

JERSEY

Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
Yes if a request is made to the Bailiff (Speaker) or Greffier (Clerk).
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes subject to availability.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Only if attending official function (such as CPA conferences).
<i>Are these provided free or at cost?</i>
Free when used as above.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
No.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • L'Assemblée Parlementaire De La Francophonie (APF) Yes. • Other, please list. None.

KENYA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> At the moment No. However, one will be provided soon after the renovation of a Newly acquired Office Building.
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> N/A.
<i>What office equipment and stationery is provided?</i> A Room, Telephone, Furniture and shared (Pool) and Secretarial Services will be provided.
<i>Is there a secretarial services entitlement?</i> No.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Only selected political offices have access. The rest are using the Common Facility in Library.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No. We are yet to develop one.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> Yes.

KENYA

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Library available for use by Members and Parliamentary Staff.
<i>Does it assist the personnel of Government departments and agencies?</i> Occasionally.
<i>Is it open to the academic community and the general public?</i> Yes, with permission from the Clerk.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes. Library Staff.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Research Services on Papers are prepared by the Clerk's Department.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> The Library Staff maintain and update press cuttings on Parliament and Parliamentarians.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Available in the Library.

KENYA

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Information is provided by the Library on request.
<i>Is the same done for web sites of interest to Members?</i> N/A
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Any Publication tabled in the House is available to every Member.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Which meals are catered for?</i> Tea and Lunch
<i>Can Members have functions catered for at any time?</i> Yes with appropriate notice to the Catering Manager.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Nominal Cost

Bar Facilities
<i>Is there a bar for Members and staff?</i> Yes.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No. MPs receive a House Allowance which is used to procure accommodation anywhere.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> N/A.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> N/A.
<i>Is the accommodation available year-round or only during sittings?</i> House Allowance paid monthly all year round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> N/A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> A House Mortgage Scheme is available to Members.

KENYA

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
This will be available soon in the Office Block Building under Renovation.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No. Parliament has contracted Travel Agents for this purposes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
<i>Are these provided free or at cost?</i>
N/A.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
No.

KENYA

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none">• <i>Inter-Parliamentary Union --- Yes.</i>• <i>Other, please list.</i>• Amani Forum (An East African Peace Institute by MPs)

SARAWAK (MALAYSIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Office not provided.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
Operating expenses for general office only.
<i>What office equipment and stationery is provided?</i>
None.
<i>Is there a secretarial services entitlement?</i>
No.
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.
<i>Is computer training provided to Members?</i>
Yes.

SARAWAK (MALAYSIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes, but restricted.
<i>Does the Library subscribe to commercial databases?</i>
No.
<i>Is information available via the Parliament website or on an intranet?</i>
No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.

SARAWAK (MALAYSIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Refreshments.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Free of charge.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Paid by Legislative Office.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
Hotels.

SARAWAK (MALAYSIA)

<i>Is the accommodation available year-round or only during sittings?</i>
Only during sittings.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?)</i>
No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.

SARAWAK (MALAYSIA)

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> No. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> Yes. <i>Are these provided free or at cost?</i> Free.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

MALAWI

1. MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
No. Offices are only available for Members of Parliament (MPs) who hold House positions e.g. Leader of the House, Party Whips, Leader of Opposition, Leader of the smallest party.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No Office. Members get a constituency allowance which they can use to rent an office and to provide other services.
<i>What office expenses are covered?</i>
Not specified. Members of Parliament have the discretion to decide.
<i>What office equipment and stationery is provided?</i>
Depends on what the MP decides to buy if he rents an office.
<i>Is there a secretarial services entitlement?</i>
An MP may hire a secretary from his allowance
<i>Are funds provided to Members to hire research staff or other staff?</i>
They may use the constituency allowance or use research officers available in Parliament.
Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Members are not charged if the documents are certified parliamentary.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
They must relate to an MPs work in the House or Committees.
Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No.
<i>Is there an allocation lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own websites?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.
<i>Is computer training provided to Members?</i>
Yes.

MALAWI

(2) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Various but MPs must pay from their allowances.
<i>Can Members have functions catered for at any time?</i>
Yes, But they have to pay for such services.
<i>Are meals provided free of charge, at a subsidized or nominal cost at a fair marked rate?</i>
No subsidy but the prices are slightly lower than normal market prices.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining room?</i>
No.

(3) ACCOMMODATION

Is residential accommodation provided at or near Parliament for use by Members
No. MPs are paid an allowance which they use to identify their own accommodation
<i>Is Accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
See above.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
See above.
<i>Is the accommodation available year-round or only during sittings?</i>
See above.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament</i>
See above.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
Parliament is not involved. It is left entirely to MPs.

MALAWI

(4) OTHER FACILITIES

Child Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
No, but parking for MPs is available.
<i>Is there a cost to the Member?</i>
No
Automatic Teller Machine
<i>Is one located within Parliament</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Yes.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes, During orientation.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
On Special arrangement.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong</i>
<ul style="list-style-type: none"> • <i>Inter-Parliamentary Union</i> Yes. • <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> Yes. • <i>SADC Parliamentary Forum</i> Yes.

MALTA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
In Parliament - Minister, Parliamentary Secretaries & Whips; Two additional rooms one for each party – back benchers.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
The Minister's office are run by each respective Ministry. The offices allocated to each party – all expenses covered by Parliament.
<i>What office equipment and stationery is provided?</i>
Photocopies, faxes computers and telephone papers, envelopes, postage and all other stationery items.
<i>Is there a secretarial services entitlement?</i>
Each Party is entitled to a particular amount of money to pay for Secretarial Services.
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
All material should be related to Parliamentary work.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.
<i>Is computer training provided to Members?</i>
From time to time.

MALTA

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> No.
<i>Is it open to the academic community and the general public?</i> Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> No.

Electronic Reference Services
<i>Are Acts, Hansard, Parliamentary Questions and standing orders accessible online?</i> Yes.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

MALTA

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> No.
<i>Which meals are catered for?</i> Snacks.
<i>Can Members have functions catered for at any time?</i> No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No.

Bar Facilities
<i>Is there a bar for Members and staff?</i> Yes.
<i>Is alcohol served in the dining rooms?</i> No. It is served in the Bar.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> N/A but an allowance is provided for each Member from Gozo.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> N/A.
<i>Is the accommodation available year-round or only during sittings?</i> N/A.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> N/A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> N/A.

MONTSERRAT

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i> Minimal support.
<i>What office running expenses are covered?</i> Telephone, Internet and clerical support.
<i>What office equipment and stationery is provided?</i> Computer, paper, pens, etc.
<i>Is there a secretarial services entitlement?</i> Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Government budget.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> Yes.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> No.

MONTSERRAT

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Under construction.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> Not all.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> Yes.

Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> No.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> HOST.

MONTSERRAT

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
No.
<i>Which meals are catered for?</i>
None.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
N/A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

MONTSERRAT

(5) OTHER FACILITIES

Childcare Centre	
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>	
No.	
Parking	
<i>Are they assigned permanent parking spaces at or near Parliament?</i>	No.
<i>Is there a cost to the Member?</i>	No.
Automatic Teller Machine	
<i>Is one located within Parliament?</i>	No.
Laundry and Ironing Facilities	
<i>Is there a laundry with an ironing facility?</i>	No.
<i>Are there washing machines and dryers?</i>	No.
Medical Emergency Rooms	
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>	
No.	
Recreation Facilities	
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>	
No.	
Commonwealth Parliamentary Association Room	
<i>Is there a room set aside for use by CPA members and Associates?</i>	Yes.
Travel Office	
<i>Does one exist to assist Members' travelling?</i>	No.
Tours of Parliament	
<i>Is there a standard guided tour?</i>	No.
<i>Can Members of Parliament arrange special tours?</i>	Yes.
Committee Rooms	
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>	
Yes.	
Promotional Items	
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>	
No.	
Other	
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>	
The parliamentary library that is under construction.	

NEW ZEALAND

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes, financial support provided.
<i>What office running expenses are covered?</i>
Approved and accountable office expenses include rates, electricity and/or heating charges, stationery, office equipment, staff travel costs, signage, equipment rental charges, and depreciation on assets.
<i>What office equipment and stationery is provided?</i>
Furniture and equipment which is the property of Parliamentary Service is available for use by a new member. New equipment can be purchased or leased by the member using their member's support allocation.
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes but on a parliamentary party basis. Members are not the legal employer however.
Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Yes
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Yes, those conditions are set out in the Members' Handbook of Services relating to 'parliamentary business'.
Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes but not as a specific allowance. Members can use their support budget to fund technology purposes.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Yes, see above.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes and Yes.

NEW ZEALAND

Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?

New Zealand Parliament does not provide a website or section for each member, however members may use their support budget for such purposes and each parliamentary party may use its funding for such purposes.

Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?

Microsoft office programs are provided as part of the desktop PC facilities provided in every member's office in Parliament

Is computer training provided to Members?

Yes, as requested.

(2) PARLIAMENTARY LIBRARY

Legislative Library

Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?

Yes.

Does it assist the personnel of Government departments and agencies?

Not generally. Staff working within the parliamentary complex may use the services of the Library. This includes all Ministers' offices.

Is it open to the academic community and the general public?

Researchers/academics may access collections held by the Library and the public can access certain specific collections but not generally.

Reference Services

Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?

Yes.

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

Yes.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

Yes.

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

Yes.

NEW ZEALAND

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> Acts, Bills and Parliamentary Questions – Yes. Hansard arrangements underway.
<i>Does the Library subscribe to commercial databases?</i> If so which online service:
1) full text newspaper stories, Newztext 2) reference to books reports and articles indexes: INNZ, National Bibliography Database (NZ) appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis. Fulltext: Infoirac, INFOS, Status Acts and Regulations, Visual Census.
<i>Is information available via the Parliament website or on an intranet?</i> Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes, for major newspapers.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Weekly lists are posted on to the Intranet.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes for all papers issued under the authority of the House of Representatives but all members do not receive every publication issued by the Government.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Which meals are catered for?</i> Breakfast, lunch and dinner (but not for each outlet). Room service is also available within set hours.
<i>Can Members have functions catered for at any time?</i> Member hosted functions are subject to the Speaker's approval and agreement with the caterer.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> No. Combination of market rates and controlled pricing subject to a subsidy.

NEW ZEALAND

Bar Facilities
<i>Is there a bar for Members and staff?</i> Yes (no subsidy).
<i>Is alcohol served in the dining rooms?</i> Yes (no subsidy).

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> Only for Presiding Officers (Speaker and Deputy Speaker) who are provided with residential accommodation within the parliamentary complex. Ministers are eligible for housing in the Capital but this is <u>not</u> provided by the Parliament.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Free of charge. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> For Presiding Officers - apartments
<i>Is the accommodation available year-round or only during sittings?</i> Year round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?)</i> N/A for members. Ministerial housing only available for those normally residing outside of Wellington commuting area.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> Yes. A Wellington Accommodation Allowance for renting, or leasing premises in Wellington plus outgoings like utility costs – insurance. Allowance also payable for member-owned accommodation in respect of property outgoing including mortgage payments (interest only).

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> Yes.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes – but not on an individual member basis. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> Yes.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> Yes <i>Are there washing machines and dryers?</i> Yes.

NEW ZEALAND

Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Trained first aid staff and appropriate emergency services available.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> Yes. Exercise Room, swimming pool, and members' recreation room (including 2 billiard tables)
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes if they book the rooms beforehand.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> Yes. <i>Are these provided free or at cost?</i> Members must use their support budget for this purpose meeting the full cost.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> Yes but those attending must be specifically invited. A member cannot hold a public meeting within Parliament.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none"> • Inter-Parliamentary Union – Yes.

EDO (NIGERIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i> Yes.
<i>What office running expenses are covered?</i> Overhead costs and payments of Hon. Members and Staff Salaries and Allowances.
<i>What office equipment and stationery is provided?</i> Furniture, computer outfits, internet, printing machines, vehicles, books, magazine and other publications.
<i>Is there a secretarial services entitlement?</i> No.
<i>Are funds provided to Members to hire research staff or other staff?</i> No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> Yes
<i>Are there any conditions which material must meet for photocopying and printing?</i> Yes.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> Not All.
<i>Is computer training provided to Members?</i> Yes.

EDO (NIGERIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> No.
<i>Is information available via the Parliament website or on an intranet?</i> Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.

EDO (NIGERIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Can Members have functions catered for at any time?</i> Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> At a fair market rate.

Bar Facilities
<i>Is there a bar for Members and staff?</i> Yes.
<i>Is alcohol served in the dining rooms?</i> No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Free of charge. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Houses / Apartments
<i>Is the accommodation available year-round or only during sittings?</i> Year round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

EDO (NIGERIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> Only minor ailments.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> No. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No. <i>Are these provided free or at cost?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

SAINT LUCIA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Every Parliamentarian has an office in their constituency.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
All office expenses are covered.
<i>What office equipment and stationery is provided?</i>
All office stationery is provided.
<i>Is there a secretarial services entitlement?</i>
Yes.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Laptops are not included.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Yes.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.
<i>Is computer training provided to Members?</i>
No.

SAINT LUCIA

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> No.
<i>Is it open to the academic community and the general public?</i> Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> No.
<i>Does the Library subscribe to commercial databases?</i> <i>If so which online service:</i> 1) full text newspaper stories, - Yes. 2) reference to books reports and articles - Yes. appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis. - No.
<i>Is information available via the Parliament website or on an intranet?</i> No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> No.

SAINT LUCIA

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Which meals are catered for?</i> Snacks and Lunch.
<i>Can Members have functions catered for at any time?</i> Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Meals are free of charge.

Bar Facilities
<i>Is there a bar for Members and staff?</i> Yes.
<i>Is alcohol served in the dining rooms?</i> Yes.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> N/A. <i>What form does it take (for example: houses, apartments, rooms, etc)?</i> N/A.
<i>Is the accommodation available year-round or only during sittings?</i> N/A.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i> N/A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> N/A.

SAINT LUCIA

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> Within close proximity.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> The Lounge can be used by both CPA and Parliamentarians.
Travel Office
<i>Does one exist to assist Members' travelling?</i> Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i> <ul style="list-style-type: none"> • L'Assemblée Parlementaire De La Francophonie (APF) --- Yes.

SAMOA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
No.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
Nil.
<i>What office equipment and stationery is provided?</i>
Nil.
<i>Is there a secretarial services entitlement?</i>
Nil.
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.

SAMOA

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
On request.
<i>Is it open to the academic community and the general public?</i>
On request.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Librarian.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
No.
<i>Does the Library subscribe to commercial databases?</i>
No
<i>Is information available via the Parliament website or on an intranet?</i>
No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Library.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

SAMOA

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
No.
<i>Which meals are catered for?</i>
Morning and afternoon tea only.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Morning and afternoon tea only.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

SAMOA

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Yes.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
No.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
No.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • Inter-Parliamentary Union ✓

SINGAPORE

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office, or financial support for an office, provided in each constituency?</i> No.
<i>What office running expenses are covered?</i> Telephones, postages, transport and stationery.
<i>What office equipment and stationery is provided?</i> Papers and pencils.
<i>Is there a secretarial services entitlement?</i> No.
<i>Are funds provided to Members to hire research staff or other staff?</i> Members employ secretarial and legislative assistants to undertake research work in connection with Parliament.
Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.
Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> Yes.
<i>Is computer training provided to Members?</i> Yes.

SINGAPORE

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
There is a Library for use of Members and their legislative and secretarial staff
<i>Does it assist the personnel of Government departments and agencies?</i>
No.
<i>Is it open to the academic community and the general public?</i>
No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
The Librarian and her assistants.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
1) full text newspaper stories, Yes. 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis Yes.
<i>Is information available via the Parliament website or on an intranet?</i>
On Parliament's website.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes in the Library.

SINGAPORE

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> No.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes.
<i>Which meals are catered for?</i> The type of meals depend on the orders made by the Members
<i>Can Members have functions catered for at any time?</i> Members can utilise the dining room to host functions.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> The Members buy meals. A third party contractor runs our cafeteria.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No
<i>Is alcohol served in the dining rooms?</i> Yes during hosted occasions

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Not applicable.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> Not applicable.

SINGAPORE

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Parking lots are available for Members.
<i>Is there a cost to the Member?</i>
None.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
Yes.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
Yes. But for washing gym towels and napkins.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Only during Parliament sitting.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
Access to gymnasium and billiard room.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
Yes. The Singapore Parliamentary Society Reading Room.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.

SINGAPORE

Promotional Items

<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
--

Only on purchase.

<i>Are these provided free or at cost?</i>
--

As above.

Other

<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
--

The Auditorium can be hired.

Liaison with Other International Bodies
--

<i>Which of the following other Associations do your Members belong?</i>
--

- | |
|--|
| <ul style="list-style-type: none">• <i>Inter-Parliamentary Union</i> |
|--|

Yes.

SOUTH AFRICA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i> Yes.
<i>What office running expenses are covered?</i> <ul style="list-style-type: none"> • Remuneration • Stationery • Office Equipment • Other Office related expenditure.
<i>What office equipment and stationery is provided?</i> All kinds – no restriction
<i>Is there a secretarial services entitlement?</i> Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i> Yes.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> Yes.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Yes.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> Includedoffice equipment.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> We provide a general website for all Members.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> Yes.

SOUTH AFRICA

(2) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Breakfast and Lunch Cater for supper if House sits late.
<i>Can Members have functions catered for at any time?</i>
Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidized Cost.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
Yes, only for Members
<i>Is alcohol served in the dining rooms?</i>
Yes, only at functions

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Nominal Cost
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
Houses.
<i>Is the accommodation available year-round or only during sittings?</i>
Year- round
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?)</i>
No Restrictions.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

GAUTENG (SOUTH AFRICA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
All
<i>What office equipment and stationery is provided?</i>
All Office requirement except stationery.
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Yes, but not charged
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Computer but not laptops.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Connected by network.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.

GAUTENG (SOUTH AFRICA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
No only Legislature.
<i>Is it open to the academic community and the general public?</i>
No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>Is information available via the Parliament website or on an intranet?</i>
Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.

GAUTENG (SOUTH AFRICA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
Yes.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Breakfast, Lunch and Supper
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidized.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
Not yet.
<i>Is alcohol served in the dining rooms?</i>
Yes after hours.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
No.
<i>Is the accommodation available year-round or only during sittings?</i>
No.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?</i>
N/A
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

LIMPOPO (SOUTH AFRICA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
No.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
1) full text newspaper stories, 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis. --- SABINET
---Yes.
<i>Is information available via the Parliament website or on an intranet?</i>
Yes.

LIMPOPO PROVINCE (SOUTH AFRICA)

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
No.
<i>Which meals are catered for?</i>
No.
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

LIMPOPO PROVINCE (SOUTH AFRICA)

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
Yes.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidized.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
Houses.
<i>Is the accommodation available year-round or only during sittings?</i>
Year-round.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?</i>
No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No. Still being organized.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
No.
<i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.

LIMPOPO PROVINCE (SOUTH AFRICA)

Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No. being arranged.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Yes.
<i>Are these provided free or at cost?</i>
Free
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
No.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • Inter-Parliamentary Union <div style="text-align: right;">---- Yes.</div>

NORTHERN CAPE (SOUTH AFRICA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
Rent, Salary, Equipment and Stationery.
<i>What office equipment and stationery is provided?</i>
Photostat, machine, fax, computer as well as day-to-day stationery costs.
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Research Staff is allocated to each party.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Yes.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Yes.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
Discretionary.
<i>Is computer training provided to Members?</i>
Yes.

NORTHERN CAPE (SOUTH AFRICA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No.

NORTHERN CAPE (SOUTH AFRICA)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
No. But there are plans to have one.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Yes.
<i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.

NORTHERN CAPE (SOUTH AFRICA)

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
Yes.

WESTERN CAPE (SOUTH AFRICA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Constituency allowance paid to Parties.
<i>What office running expenses are covered?</i>
Policy governs expenditure that may be incurred.
<i>What office equipment and stationery is provided?</i>
None - refer above.
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes - to Parties, not individual Members.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
Not applicable - see above

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Once-off conditional allowance was paid during 2001/02 - Secretarial allowance may be used for this purpose also.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Secretarial allowance may be used for this purpose.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No. MPP's contact details are on parliamentary website.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Yes.
<i>Is computer training provided to Members?</i>
Yes.

WESTERN CAPE (SOUTH AFRICA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
No.
<i>Is it open to the academic community and the general public?</i>
No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
1) full text newspaper stories, Yes.
2) reference to books reports and articles appearing in popular and research publications, Yes.
3) external databases such as Reuters, Lexis/Nexis. No.
<i>Is information available via the Parliament website or on an intranet?</i>
No.

WESTERN CAPE (SOUTH AFRICA)

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
Yes, but not monthly - 2 a year.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Not all.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
All.
<i>Can Members have functions catered for at any time?</i>
Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidised.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
Yes.
<i>Is alcohol served in the dining rooms?</i>
Yes.

WESTERN CAPE (SOUTH AFRICA)

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Not applicable.
<i>Is the accommodation available year-round or only during sittings?</i>
Not applicable.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
Yes - Accommodation allowance.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Yes.
<i>Is there a cost to the Member?</i>
Yes - R30 per month.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
Not applicable.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Yes.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
Gym and Billiard Room.

WESTERN CAPE (SOUTH AFRICA)

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Not as yet - in process.
<i>Are these provided free or at cost?</i>
Not applicable.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Yes.

ZANZIBAR (TANZANIA)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No. Office available in the constituencies but some amount of fund is provided to cover some expenses of the constituencies.
<i>What office running expenses are covered?</i>
No particular item is mentioned to be covered
<i>What office equipment and stationery is provided?</i>
No equipment or stationeries are provided
<i>Is there a secretarial services entitlement?</i>
No.
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Yes, but for office purpose only.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
The internet facility available is utilised by the whole. No individual access is granted.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
We have not been able to do that so far, but we have such intention.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Not as yet.
<i>Is computer training provided to Members?</i>
Yes.

ZANZIBAR (TANZANIA)

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes we have, but it is not sufficient.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
We have not yet established electronic facilities.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
We have currently established a research Unit but it is not very active as yet.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
No.
<i>Does the Library subscribe to commercial databases?</i>
No.
<i>Is information available via the Parliament website or on an intranet?</i>
No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.

ZANZIBAR (TANZANIA)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Light Meals and Beverage
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Market Prices.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i>
Depending on Individual Requirement/Needs

ZANZIBAR (TANZANIA)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
Yes.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
Yes, but only during sessions
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Library facilities only.

TRINIDAD AND TOBAGO

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i> No.
<i>Is an office, or financial support for an office, provided in each constituency?</i> Yes.
<i>What office running expenses are covered?</i> Rent, utilities, postage, stationery supplies, mobile phone, routine maintenance.
<i>What office equipment and stationery is provided?</i> Computers, photocopies, fax machine, printer, furniture, refrigerator, microwave oven, air-condition unit.
<i>Is there a secretarial services entitlement?</i> At the moment there is a monthly allocation of \$6,000 for a maximum of three staff members which will be increased in 2004 to \$10,000 for a maximum of four persons.
<i>Are funds provided to Members to hire research staff or other staff?</i> Starting in 2004, there will be a monthly allocation of \$5,000 for a Research Assistant.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i> No.
<i>Are there any conditions which material must meet for photocopying and printing?</i> No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i> Yes but there is funding for laptops.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i> Computers and photocopiers will be leased in 2004. Other equipment will be purchased.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i> No.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i> No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i> No.
<i>Is computer training provided to Members?</i> Not at the moment.

TRINIDAD AND TOBAGO

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i> Yes.
<i>Does it assist the personnel of Government departments and agencies?</i> Yes.
<i>Is it open to the academic community and the general public?</i> By appointment only.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i> Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i> Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i> No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i> Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i> Yes.
<i>Does the Library subscribe to commercial databases?</i> <i>If so which online service:</i> 1) full text newspaper stories, 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis. Yes. Yes.
<i>Is information available via the Parliament website or on an intranet?</i> Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i> No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i> Yes.

TRINIDAD AND TOBAGO

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i> Yes, printed and on the website.
<i>Is the same done for web sites of interest to Members?</i> No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i> Yes.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i> Yes. There is a dining room.
<i>Which meals are catered for?</i> Tea, lunch and dinner.
<i>Can Members have functions catered for at any time?</i> No. Functions must be official and is subject to the Speaker's approval.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> Free of charge.

Bar Facilities
<i>Is there a bar for Members and staff?</i> No.
<i>Is alcohol served in the dining rooms?</i> Very seldom.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i> No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i> N/A.
<i>What form does it take (for example: houses, apartments, rooms, etc)?</i> N/A.
<i>Is the accommodation available year-round or only during sittings?</i> If the House/Senate rises after 11:00 pm, hotel accommodation is provided to Members who reside more than a specified distance from Parliament.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?)</i> Members who live beyond a radius of 16 kilometres from Parliament.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i> No.

TRINIDAD AND TOBAGO

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i> No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i> Yes. <i>Is there a cost to the Member?</i> No.
Automatic Teller Machine
<i>Is one located within Parliament?</i> No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i> No. <i>Are there washing machines and dryers?</i> Yes for housekeeping purposes.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i> No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i> No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i> No.
Travel Office
<i>Does one exist to assist Members' travelling?</i> No.
Tours of Parliament
<i>Is there a standard guided tour?</i> Yes. <i>Can Members of Parliament arrange special tours?</i> Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i> Yes.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i> No.

TURKS AND CAICOS ISLANDS

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
No.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
None.
<i>What office equipment and stationery is provided?</i>
None.
<i>Is there a secretarial services entitlement?</i>
To the Hon. Leader of Opposition (only)
<i>Are funds provided to Members to hire research staff or other staff?</i>
No.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
No. (Ministers only)
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
No.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
No.

TURKS AND CAICOS ISLANDS

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
No.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
No.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
No.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No.
<i>Is the same done for web sites of interest to Members?</i>
No.

TURKS AND CAICOS ISLANDS

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Tea Breaks (only)
<i>Can Members have functions catered for at any time?</i>
No.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.
<i>Is the accommodation available year-round or only during sittings?</i>
No.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?)</i>
No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

TURKS AND CAICOS ISLANDS

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Yes. <i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No. <i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.

TURKS AND CAICOS ISLANDS

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
No.
Tours of Parliament
<i>Is there a standard guided tour?</i>
No.
<i>Can Members of Parliament arrange special tours?</i>
No.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
No.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
<i>Are these provided free or at cost?</i>
No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
No.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none"> • None.

UNITED KINGDOM

1. MEMBERS SUPPORT

1.1 Office accommodation and staff services	
Is an office provided in or near the Parliament/ Legislative building?	Yes.
Is an office, or financial support for an office, provided in each constituency?	Yes.
What office running expenses are covered?	Utilities, telephone, furniture, rental costs, council tax, office equipment and additional IT equipment.
What office equipment and stationery is provided?	Only IT equipment is provided free (see below). House of Commons stationery and post paid envelopes are provided. These must not be used for purposes which are not properly a charge on the public purse.
Is there a secretarial services entitlement?	Yes (within the overall staffing allowance).
Are funds provided to Members to hire research staff or other staff?	Yes.

1.2 Photocopying and printing	
Is there a charging system which identifies copy usage and cost incurred?	Members are charged 2 pence per copy for using the Serjeant at Arms photocopying facilities.
Are there any conditions which material must meet for photocopying and printing?	The cost of printing or photocopying circulars must be met at Members' own expense.

1.3 Technology allowance	
Is there a fund for the purchase of computer equipment including laptops?	Each Member is entitled to 3 PCs, 1 laptop, 2 printers, 1 photocopier and a fax. Members also purchase additional (compatible) equipment from the allowance.
Is there an allocation to lease or purchase other technological aids, i.e. pagers and phone-fax machines?	Yes (see 1.1).
Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?	Yes; installation and line rental charges from allowance; call charges paid centrally.
Does Parliament provide: a website for each Member on the parliamentary website or assistance to enable each Member to establish their own website?	No website provided; but Members' allowance may be used to fund cost of setting up a website.
Are any computer programmes or packages provided to Members, including specialised parliamentary programmes developed for them?	Standard software provided with free IT equipment.
Is computer training provided to Members?	Yes, and staff.

UNITED KINGDOM

2. Library facilities

Legislative Library

Is there a Legislative Library, which serves the information needs of Members, their staff and staff of Parliament?

The House of Commons Library was established in 1818 and now has about 200 (full-time equivalent) staff. It supports the House, its committees and individual Members through the provision of research, analysis and information services. It also provides information to the public through the House of Commons Information Office and the Parliamentary Education Unit, which both form part of the Library Department. The information and research services are supported by documentation, information technology and library services.

Does it assist the personnel of Government departments and agencies?

No – other than through the House of Commons Information Office.

Is it open to the academic community and the general public?

Library rooms are not open to anyone other than Members of Parliament, their staff and staff of Parliament. The academic community and the general public use the enquiry services and website material provided by the Information Office.

Reference Services

Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?

Both reference and research (more specialised) enquiry services are provided. These rely on extensive and often specialised collections of material and, increasingly, on electronic resources.

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

Yes. The research service employs a number of statisticians who provide statistics and statistical advice on all subjects.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

The research service employs a number of economists (some of whom combine economics with statistics) to answer questions of this nature.

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

UNITED KINGDOM

The research service provides:

- Research papers on topical issues and most legislation (typically 30-100 pages long) - 100 to 120 each year.
- Regularly updated standard notes on frequently raised issues (typically 5 to 20 pages long). Stock at 1 July 2002 approximately 1,530, of which 960 were available on the Parliamentary Intranet.
- Responses to individual enquiries, mostly from Members of Parliament (written briefings and more informal verbal consultations, mostly by telephone). About 30,000 per annum, of which some 13,000 are more formal and substantive written briefings.
- A wide range of subject-based information made available on the parliamentary intranet.

Electronic Reference Services

Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?

Yes.

Does the Library subscribe to commercial databases?

If so which online service: 1) full text newspaper stories, 2) reference to books reports and articles appearing in popular and research publications, 3) external databases such as Reuters, Lexis/Nexis.

The Library subscribes to a number of commercial databases. These include Lexis/Nexis and Reuters, and BBC Monitoring for news services; BL Inside, Ebsco Online, and JSTOR for periodicals; and Lawtel for legal information. (The House of Commons Library has a bilateral agreement with the House of Lords Library whereby the latter subscribes to other legal information services such as JUSTIS on behalf of both chambers). The Library also stores the text of selected newspaper articles and press releases in its own Press Database, which is available via the parliamentary Intranet.

Is information available via the Parliament website or on an intranet?

The Parliament website and the Parliamentary Intranet are managed by a representative group of officials from both chambers. The House of Commons Library publishes a substantial amount of information on the website, including details of Members and how to contact them; factsheets about the work, history and proceedings of the House; a website tailored specifically for educational use; and a version of the Library's main information retrieval tool, POLIS, is also made available. In addition, the Library publishes its research paper series on the internet.

In addition to the above, the House of Commons Library offers additional information services on the Parliamentary Intranet. These include the Library catalogue and some specialist database applications created and managed internally and some CD-ROM services. Several commercial online services, including LexisNexis, are licensed for general intranet use. The Library also creates and maintains many subject pages on the Parliamentary Intranet. In addition to the research papers cited above, these contain shorter, less formal papers ("standard notes") on matters of interest to Members, statistical information, and links to useful external sources.

UNITED KINGDOM

Press cutting service

Do individual Members receive or have access to a press-cutting service?

The Library does not provide a personalised press-cutting service, but the Lexis/Nexis service is available to all Members and their staff. In addition the Library's database of official press notices and selected press cuttings is available on the Parliamentary Intranet. Some Members may receive a press cuttings service in relation to their committee work or via their political party.

Reading Rooms

Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?

The Library has two such reading rooms, one almost exclusively for Members of Parliament and one for Members, their personal staff and the staff of Parliament. Both provide extensive selections of national and regional newspapers and periodicals as well as online access. Both have staff who provide assistance and enquiry services for users.

Current Awareness Publications

Do Members receive an information circular, which lists the most important new books, and reports received each month?

The Library issues a weekly email bulletin, *What's new from the Library*, which alerts Members to new Library research papers and standard notes, and provides links to new and existing Library online services. The *Parliamentary Current Awareness Service*, a daily email bulletin when the House is sitting, provides links to documents and websites – such as debates and questions, official statements, press releases and media reports - on topics relating to Parliament as an institution and the constitution. A hard copy list of new books acquired by the Library is produced two or three times a year.

Is the same done for web sites of interest to Members?

The Library's subject pages on the intranet contain links to useful web sites but these are not currently included in the alerting service.

Do Members receive all publications issued by the Parliament and the Government?

The House of Commons Vote Office (document supply service – not part of the Library) makes parliamentary publications and some government publications available to Members.

UNITED KINGDOM

3. CATERING FACILITIES

Dining Rooms: Is there a dining room or cafeteria available for use?	Yes. There are 6 self-service restaurants; 6 table-service restaurants; one seasonal restaurant and a coffee bar.
Which meals are catered for?	All meals are catered for, though not by all the restaurants.
Can Members have functions catered for at any time?	The Refreshment Department operates banqueting and private dining services on a commercial tariff.
Are meals provided free of charge, at a subsidised or nominal cost or at a fair market rate?	All meals are paid for. The cost covers everything except the cost of the staff involved with parliamentary catering.
Bar facilities: Is there a bar for Members and staff?	There are 8 bars.
Is alcohol served in the dining rooms?	Yes.

4. ACCOMMODATION

Is residential accommodation provided at or near Parliament for use by Members?	No.
Is accommodation provided free of charge, at a subsidised or nominal cost or at a fair market rate? What form does it take (for example: houses, apartments, rooms, etc)?	There is an allowance available to Members to meet the additional expense of being away from home to attend sittings of the House of Commons. It can be used to meet the cost of hotel or rented accommodation or loan interest only for house purchase.
Is the accommodation available year-round or only during sittings?	The allowance is available except during dissolution of Parliament.
Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament)?	Members with inner London constituencies are not entitled to the allowance, only to London weighting. Members in outer London may choose either the allowance or London weighting.
Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?	Yes; Members entitled to the allowance referred to above can claim interest only on a loan to buy a private residence in London, within the fixed annual limit of the allowance.

UNITED KINGDOM

5. OTHER FACILITIES

Childcare Centre

Does this exist to meet the childcare needs of parents working in Parliament?

There is no creche but members of staff may be entitled to claim childcare vouchers to help with the cost of childcare. Staff may also use a holiday playscheme. Members may use the Office Costs allowance to contribute to the childcare costs of their staff.

Parking

Are they assigned permanent parking spaces at or near Parliament?

Parking spaces are available for Members in the precincts of Parliament.

Is there a cost to the Member?

No.

Automatic Teller Machine

Is one located within Parliament?

Yes.

Laundry and Ironing Facilities

Is there a laundry with an ironing facility? No.

Are there washing machines and dryers? No.

Medical Emergency Rooms

Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?

Yes.

Recreation Facilities

Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?

Members have access to a gymnasium on payment of membership fees.

Commonwealth Parliamentary Association Room

Is there a room set aside for use by CPA members and Associates?

Yes.

Travel Office

Does one exist to assist Members' travelling?

Yes.

Tours of Parliament

Is there a standard guided tour? Yes.

Can Members of Parliament arrange special tours? Yes.

Committee Rooms

Can Members use Committee Rooms for meetings with constituency or other groups?

Yes.

UNITED KINGDOM

Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i> Promotional items such as lapel badges may be purchased.
<i>Are these provided free or at cost?</i> At cost.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Banqueting facilities, meeting rooms and a venue for exhibitions.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none">• <i>Inter-Parliamentary Union</i> Yes.• <i>Other, please list.</i>• British-American Parliamentary Group and other all-party subject and country groups.

NORTHERN IRELAND (UNITED KINGDOM)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
<p>(Annex)</p> <ul style="list-style-type: none"> • Staff The cost of staff salaries and other payments for secretarial support and research assistance. • Research costs Matters currently before the assembly or an assembly committee on which the Member sits. Examination of complaints/correspondence from constituents. • Members travelling expenses <p>Members may pay staff travel costs, home to office is not generally paid, but where it is taxable on other mileage recommended to use IR rates to reduce tax liability (but can set own)</p> <p>Reimbursement for 18 single journey a year for staff travelling between constituency and Parliament Buildings (from Assembly T & S budget, not (OCA)</p> <ul style="list-style-type: none"> • Conference & Seminars <p>Members cost are generally not OCA, may be reimbursable from Party Fund Allowance if deemed appropriate by Party.</p> <p>Staff attendance can be met if the content can be directly related to improving their ability to do their job.</p> <ul style="list-style-type: none"> • Volunteer Expenses. <p>Reimbursement of expenses (mileage and food) if assistance is related to constituency or Assembly, must not be for work</p> <ul style="list-style-type: none"> • Equipping the Office Purchase, HP, renting, leasing maintenance & repair of Rental costs of office Limited refurbishment – painting, carpets, minor plumbing, electric or internal structural work Office insurance (advised to check that they duplicating other insurance offer by landlord and/or assembly Office furniture Computers (hardware & software), printers, fax and telecom equipment Radio, television, satellite TV (provided news & current affairs package) other packages are a personal cost. Mobile phones Home phone – calls only

<p>Day to day running costs (rates, utilities, cleaning)</p> <p>Local papers and magazines/periodicals related to constituency/assembly duties</p> <p>Postage & stationery for assembly business</p> <p>Petty cash</p> <p>Surgery advertising and associated costs – local notices which do not carry any political messages</p> <p>Rent/lease (excluding hp) of small caravan for use as mobile office, costs of fitting a two bar.</p> <p>Rent/lease of temporary buildings</p> <ul style="list-style-type: none"> • Hospitality <p>Limited to reasonable tea/coffee/biscuits for staff working in and visitors to constituency offices only.</p>
<p><i>What office equipment and stationery is provided?</i></p> <p>An allowance provides for this.</p>
<p><i>Is there a secretarial services entitlement?</i></p> <p>Yes.</p>
<p><i>Are funds provided to Members to hire research staff or other staff?</i></p> <p>Yes.</p>

<p>Photocopying and Printing</p>
<p><i>Is there a charging system which identifies copy usage and cost incurred?</i></p> <p>No.</p>
<p><i>Are there any conditions which material must meet for photocopying and printing?</i></p> <p>Yes. Copyright law must be adhered to. Members must not use photocopiers for party political purposes . Overall guidelines for Members are outlined in a list of conditions which are sent to all Members.</p>

<p>Technology Allowance</p>
<p><i>Is there a fund for the purchase of computer equipment including laptops?</i></p> <p>Yes, All Members are provided with computer equipment in Parliament Buildings and in their Constituency Offices. Laptops are not part of the standard provision.</p>
<p><i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i></p> <p>Not specifically from the IT budge; such items would be funded from Members' Office Cost Allowance.</p>
<p><i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i></p> <p>Members are provided with individual access to the Internet in Parliament Buildings, for which the Assembly pays all charges. Connection time to the Internet from Constituency Offices is funded from Members' Office Cost Allowance.</p>
<p><i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i></p> <p>The Assembly provides a section for each Member on the parliamentary website.</p>

NORTHERN IRELAND (UNITED KINGDOM)

Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?

Assembly Members are provided with standard office automation facilities; no specific parliamentary programmes are provided for them.

Is computer training provided to Members?

Yes. A tailored training programme has been developed specifically for Assembly computer users to give them an understanding of the desktop applications with which they are provided. Training is provided at basic and advanced levels to ensure that all users are catered for regardless of the extent of their IT knowledge, with introductory courses being specifically structured around the network facilities provided in the Assembly.

(2) PARLIAMENTARY LIBRARY

Legislative Library

Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?

Yes.

Does it assist the personnel of Government departments and agencies?

Yes.

Is it open to the academic community and the general public?

No.

Reference Services

Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?

Yes.

Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?

Yes.

Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?

No.

Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?

Yes.

NORTHERN IRELAND (UNITED KINGDOM)

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
1) <i>full text newspaper stories,</i> Yes.
2) <i>reference to books reports and articles appearing in popular and research publications,</i> Yes.
3) <i>external databases such as Reuters, Lexis/Nexis</i> Yes.
<i>Is information available via the Parliament website or on an intranet?</i>
Intranet.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
New additions to stock are included in the Members' Newsletter which comes out by monthly. Other current awareness publications are available on the intranet.
<i>Is the same done for web sites of interest to Members?</i>
Not sent to individual Members but a list of useful websites arranged by subject is available on the intranet and is updated regularly.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.

NORTHERN IRELAND (UNITED KINGDOM)

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Breakfast, lunch, high tea, morning and afternoon.
<i>Can Members have functions catered for at any time?</i>
Yes.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Subsidised

Bar Facilities
<i>Is there a bar for Members and staff?</i>
Yes.
<i>Is alcohol served in the dining rooms?</i>
Yes.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
No.

NORTHERN IRELAND (UNITED KINGDOM)

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Members are not assigned individual spaces but parking is available to them beside the Parliament Building.
<i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
Yes.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
No. A major hospital with A&E department is nearby.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.

NORTHERN IRELAND (UNITED KINGDOM)

Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
Yes.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes, available to guests of Members and certain officers.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes, subject to availability.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Not at this stage.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Yes.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none">• Not aware of any.

SCOTLAND (UNITED KINGDOM)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Yes.
<i>What office running expenses are covered?</i>
Rent, Telephones
<i>What office equipment and stationery is provided?</i>
Computers, Mobile phone stationery, heating and lighting
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes. (but salaries are paid directly from Parliament)

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No, but record is kept
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Yes, they must be for Parliamentary business only.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Laptops are provided by parliament.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Provided by Parliament
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
Biographical details are provided for each Member.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Only standard packages example word, excel etc.
<i>Is computer training provided to Members?</i>
If required.

SCOTLAND

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
No.
<i>Is it open to the academic community and the general public?</i>
No.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>Is information available via the Parliament website or on an intranet?</i>
Yes.

SCOTLAND

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Information available if required.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
No.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
Yes.
<i>Which meals are catered for?</i>
Breakfast, Lunch.
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
Fair Market Rate

Bar Facilities
<i>Is there a bar for Members and staff?</i>
No.
<i>Is alcohol served in the dining rooms?</i>
No.

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.

SCOTLAND

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
No but voucher scheme available. (Plans to have crèche by 2003)
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
No.
<i>Is there a cost to the Member?</i>
Yes.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
Yes.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Yes.

SCOTLAND

Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
Yes.
<i>Are these provided free or at cost?</i>
No.
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Yes, through MPs.

Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<ul style="list-style-type: none">• <i>Inter-Parliamentary Union</i> ---- No.• <i>L'Assemblée Parlementaire De La Francophonie (APF)</i> --- -No.• <i>Other, please list.</i>• BIIPB, COR, CALRE

WALES (UNITED KINGDOM)

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes, each Assembly Member has an office in the Assembly building
<i>Is an office, or financial support for an office, provided in each constituency?</i>
Financial support is included within the Office Costs Allowance – currently £11,450 per year.
<i>What office running expenses are covered?</i>
Typically the costs of rent, rates, heating and lighting, telephone charges, stationery, newspapers and other periodicals, office equipment.
<i>What office equipment and stationery is provided?</i>
Members can order stationery centrally for Assembly business. This covers letterheads, envelopes, prepaid envelopes, and all other general stationery items. Members can also order stationery for their constituency office. These items are funded centrally.
<i>Photocopiers are available for use in the Assembly Building. In addition, there is a central copy unit for larger copy jobs.</i>
Computers and printers are provided to Members and their support staff in the Assembly building and at their constituency office.
Members have access to the Assembly computer network including e-mail, fax, calendar, file sharing, Intranet and Internet.
Laptop computers are provided to allow mobile network connection from within UK.
<i>Is there a secretarial services entitlement?</i>
A Staff Salaries Allowance is payable to allow Members to employ (on average) two full time equivalent members of staff. The Allowance is currently £41,450.
<i>Are funds provided to Members to hire research staff or other staff?</i>
Yes – within the Staff Salaries Allowance.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No. Logs are held of general usage. Consideration is being given to introducing pin codes for individual Assembly Members which would enable accurate copy usage to be recorded.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
Copying services and facilities are for use in connection with Assembly business only. This is detailed in the Guidance to Members on Use of Stationery and Resources

WALES (UNITED KINGDOM)

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
Members may purchase additional IT equipment from within their Office Costs Allowance
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
Yes- within the Office Costs Allowance
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Internet access is available via connection to the Assembly network. Costs are included in the overall network cost met by the Assembly and there is no direct cost to the Member.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
Members may fund their own website from their Office Costs Allowance.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Members Management System provides Members details, Register of Interests, Attendance and Voting records and Statements of Opinion.
Chamberweb provides Member access to Chamber business and email direct from touch screens at their Chamber seat.
Members can request the installation of third party packages and hardware devices on the understanding that these pass a network impact test and do not conflict with security policy.
<i>Is computer training provided to Members?</i>
Members and their support staff are able to attend in-house training courses for the standard applications used on the Assembly network.
One to one "floorwalker" training is also available where a requirement is identified.

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
At present yes but the service will be restructured in the near future and the parts serving the Members will be separated from the parts serving the Executive, external organisations and members of the public.
<i>Is it open to the academic community and the general public?</i>
As above.

WALES (UNITED KINGDOM)

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
Yes.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
Yes.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
Yes.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
Yes.
<i>If so which online service:</i>
<div> <div>1) full text newspaper stories,</div> <div>Yes, for certain papers.</div> </div> <div> <div>2) reference to books reports and articles appearing in popular and research publications,</div> <div>Yes</div> </div> <div> <div>3) external databases such as Reuters, Lexis/Nexis.</div> <div>Yes</div> </div>
<i>Is information available via the Parliament website or on an intranet?</i>
Yes.

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
Yes (limited).
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes.

WALES (UNITED KINGDOM)

Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
No but this service is being developed.
<i>Is the same done for web sites of interest to Members?</i>
As above.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
No but only because of the volume. They are entitled to a copy of every Assembly publication and will be provided with one on request.

(3) CATERING SERVICES

Dining Rooms
<i>Is there a dining room or cafeteria available for use?</i>
A restaurant is available for Members and staff. Members also have access to a Members' Tea Room and can have lunch served in the Tea Room from Tuesday to Thursday.
Dining Rooms are also available for Members Private dining
<i>Which meals are catered for?</i>
Breakfast, lunch and evening meal
<i>Can Members have functions catered for at any time?</i>
From 8.00 am to 8.00 pm
<i>Are meals provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
The Catering contract is subsidised in relation to services in the Restaurant and Members' Tea Room Hospitality is charged at cost to members (no subsidy)

Bar Facilities
<i>Is there a bar for Members and staff?</i>
There is a bar in the Members' Tea Room. Access is for Members only Tuesday all day, Wednesday all day and Thursday until 2.30pm. Staff have access on Monday and Friday and Thursday after 2.30 pm
<i>Is alcohol served in the dining rooms?</i>
Alcohol is served in the Dining rooms if it is booked as part of a private function.

WALES (UNITED KINGDOM)

(4) ACCOMMODATION

<i>Is residential accommodation provided at or near Parliament for use by Members?</i>
No.
<i>Is accommodation provided free of charge, at a subsidized or nominal cost or at a fair market rate?</i>
No.
<i>Is the accommodation available year-round or only during sittings?</i>
N/A.
<i>Are there restrictions on the Members who may use it (for example, availability restricted to Members who live more than a specified distance from Parliament?)</i>
N/A.
<i>Is any assistance provided to Members, or to certain specified Members, to help them to acquire private residences near Parliament?</i>
An allowance is payable for Members is payable to Members whose main home is outside an area defined by the Assembly to maintain a second home near the Assembly. The Allowance is currently £10,650 per year. A lower level of allowance is payable to Members living within the defined area to take account of any ad hoc requirements for accommodation, including near the Assembly, this allowance is currently £3,250 per year.

(5) OTHER FACILITIES

Childcare Centre
<i>Does this exist to meet the childcare needs of parents working in Parliament?</i>
Yes.
Parking
<i>Are they assigned permanent parking spaces at or near Parliament?</i>
Each Assembly Member has one reserved car parking space in the Assembly Building
<i>Is there a cost to the Member?</i>
No.
Automatic Teller Machine
<i>Is one located within Parliament?</i>
No.
Laundry and Ironing Facilities
<i>Is there a laundry with an ironing facility?</i>
No.
<i>Are there washing machines and dryers?</i>
No.

WALES (UNITED KINGDOM)

Medical Emergency Rooms
<i>Is there such a facility staffed by health professionals trained to handle both medical emergency cases and minor ailments?</i>
There is a First Aid room and there are a number of trained First Aiders within the building.
Recreation Facilities
<i>Do Members have access to a Gymnasium, Billiard Room, Swimming Pool or other recreational facilities?</i>
No.
Commonwealth Parliamentary Association Room
<i>Is there a room set aside for use by CPA members and Associates?</i>
No.
Travel Office
<i>Does one exist to assist Members' travelling?</i>
The Fees Office provides such a service.
Tours of Parliament
<i>Is there a standard guided tour?</i>
Yes.
<i>Can Members of Parliament arrange special tours?</i>
Yes.
Committee Rooms
<i>Can Members use Committee Rooms for meetings with constituency or other groups?</i>
Members can use rooms in connection with Assembly business.
Promotional Items
<i>Is each Member entitled to receive promotional items such as lapel pins, flags, etc for distribution to the public?</i>
No.
<i>Are these provided free or at cost?</i>
N/A
Other
<i>Are there any facilities in Parliament which are available for use by the public provided there is a Parliamentary sponsor?</i>
Provided there is a Parliamentary sponsor, the in - house catering company prepares food and drink for the public as part of an event. Provided there is Assembly Member support, the public can book exhibition spaces in the Assembly Hall for purposes of events, they may also book conference rooms and dining rooms in the same way.
Liaison with Other International Bodies
<i>Which of the following other Associations do your Members belong?</i>
<i>Other, please list.</i>
British-Irish Inter-Parliamentary Body BIIPB
Committee of the Regions COR
(Commonwealth Parliamentary Association CPA)
Conference of European Regional Legislative Assemblies CALRE
Congress of Local and Regional Authorities of Europe CLRAE
As an Assembly we have representation on all of these. However, unlike the CPA not all AMs are members.

ZAMBIA

(1) MEMBERS SUPPORT

Office Accommodation and Staff Services
<i>Is an office provided in or near the Parliament/Legislative Building?</i>
Yes, only one pool office is provided for all the Members in the Legislative Building.
<i>Is an office, or financial support for an office, provided in each constituency?</i>
No.
<i>What office running expenses are covered?</i>
Nothing
<i>What office equipment and stationery is provided?</i>
Two Computers and Printers and Stationery
<i>Is there a secretarial services entitlement?</i>
Yes.
<i>Are funds provided to Members to hire research staff or other staff?</i>
However Parliament employs Research and other staff for Members.

Photocopying and Printing
<i>Is there a charging system which identifies copy usage and cost incurred?</i>
No.
<i>Are there any conditions which material must meet for photocopying and printing?</i>
No.

Technology Allowance
<i>Is there a fund for the purchase of computer equipment including laptops?</i>
No.
<i>Is there an allocation to lease or purchase other technological aids, i.e. pagers or phone-fax machines?</i>
No.
<i>Is each Member provided with individual access to the Internet, and if so, are all relevant charges paid by Parliament?</i>
Yes.
<i>Does Parliament provide: a website for each Member, a section for each Member on the parliamentary web site or assistance to enable each Member to establish their own website?</i>
Yes.
<i>Are any computer programmes or packages provided to Members, including specialized parliamentary programmes developed for them?</i>
Yes.
<i>Is computer training provided to Members?</i>
Yes.

ZAMBIA

(2) PARLIAMENTARY LIBRARY

Legislative Library
<i>Is there a Legislative Library, which serves the information, needs of Members, their staff and staff of Parliament?</i>
Yes.
<i>Does it assist the personnel of Government departments and agencies?</i>
Yes.
<i>Is it open to the academic community and the general public?</i>
Yes.

Reference Services
<i>Is there reference staff who can fill requests for publications or information using specialized collections and electronic resources?</i>
No.
<i>Is there someone employed to provide statistics on all subjects and advice on the validity and use of statistics?</i>
No but the Research Department handles requests related to statistics.
<i>Is there a qualified economist employed to answer requests in the areas of economics, trade and industry, and to provide advice?</i>
No.
<i>Is there a research service to produce background papers on political issues or subject areas which are either made generally available to all Members or prepared for individual Members on request?</i>
Yes.

Electronic Reference Services
<i>Are Acts, Hansard, Bills, Parliamentary Questions and standing orders accessible online?</i>
Yes.
<i>Does the Library subscribe to commercial databases?</i>
No.
<i>Is information available via the Parliament website or on an intranet?</i>
No.

ZAMBIA

Press cutting service
<i>Do individual Members receive or have access to a press-cutting service?</i>
No.
Reading Rooms
<i>Is there a newspaper reading room providing a selection of national and local daily weekly newspapers?</i>
Yes in the Library.
Current Awareness Publications
<i>Do Members receive an information circular, which lists the most important new books, and reports received each month?</i>
Yes.
<i>Is the same done for web sites of interest to Members?</i>
No.
<i>Do Members receive all publications issued by the Parliament and the Government?</i>
Yes.