



Annual Report

National Assembly

2018/2019





Parliament Building

MISSION, VISION, CORE VALUES

MISSION

To be a legislative Chamber that is representative, highly regarded, respected, citizen-friendly, and practising Parliamentary democracy.

VISION

To initiate, pass and amend laws, promote national priorities, approve budgets, and oversee government programmes.

CORE VALUES	DESCRIPTION
INTEGRITY	Demonstrate the highest standards of ethical conduct and abide by statutory and policy frameworks that guide the institution.
DIVERSITY	Show respect for all groups and value their contribution as an important asset.
ACCOUNTABILITY	Acknowledge and take responsibility for own actions and decisions.
PROFESSIONALISM	Ensure excellence in work conduct and take all actions and decisions so as to enhance the image of the National Assembly.



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LIST OF ACRONYMS

ACP-EU	African, Caribbean and Pacific – European Union
AG	Attorney General
CPA	Commonwealth Parliamentary Association
CTO	Commonwealth Telecommunications Organisation
DRC	Democratic Republic of Congo
EDRMS	Electronic Document and Record Management System
HCMS	Human Capital Management Services
ICT	Information Communication Technology
IOI	International Ombudsman Institute
IPU	Inter-Parliamentary Union
IRO	International Refugee Organisation
IT	Information Technology
MPs	Members of Parliament
NA	National Assembly
NC	National Council
O/M/A/s	Offices, Ministries and Agencies
PAC	Public Accounts Committee
PAP	Pan African Parliament
SADC	Southern African Development Community
SADC-PF	Southern African Development Community Parliamentary Forum
SADCOPAC	Southern African Development Community Organisation of Public Accounts Committees
SOEs	State-Owned Enterprises
UNCCD	United Nations Convention to Combat Desertification
VIPPD	Very Important People Protection Directorate

THE NATIONAL ASSEMBLY

MANDATE

In terms of the Namibian Constitution Articles 44, 52, and 63, the National Assembly is mandated to:

- Debate, vote on, pass or reject proposed laws (Bills) when they are tabled in the House;
- Hold public hearings to gather citizens' views on Bills or issues under the consideration of the House or Committees;
- Debate and approve government spending, regulate taxation, consider budgets prepared by various government Ministries, and pass relevant laws; approve bilateral and international agreements entered into by the Government of Namibia; and receive reports on the activities of government Offices, Ministries, Agencies, and Parastatals;
- Debate all relevant issues and advise the President on matters for which the Constitution has authorised him/her to deal with; and
- Scrutinise the activities of government Offices, Ministries, and Agencies.

PRESIDING OFFICER'S STATEMENT

In the 21st Century, there is growing interest, more than ever before, in issues related to democracy and good governance all over the world. Consequently, Parliaments exist to represent the people and this is said to be the most profoundly important role parliament plays as an institution. Parliament represents the people by articulating the views of citizens in decision-making processes. Parliament can thus be said to be the bedrock of representational democracies or the sine qua non of representative democracy. It therefore plays a unique and pivotal role that no other institution in a representative democracy can replace. This is a reflection of the increasing acceptance of the fact that democracy and good governance are not a luxury, but a fundamental requirement to achieve sustainable development. As the democratically elected representatives of the people, parliaments have the honourable task to ensure government by the people and for the people. In the performance of their key functions of legislation, representation and oversight, parliaments can actively engage in the development and implementation of laws, policies and practices that promote democracy and good governance.

Parliament provides an important platform for Members to discuss government policy, propose new pieces of legislation or amend/repeal old laws, and amend the Constitution. On top of that, Members of Parliament discuss other topical issues of the day, for example, motions as well as engaging in question-and-answer discussions where Members of the Executive Branch respond to questions from the Backbenchers. Parliament is also responsible for checking and approving government spending when the budget is presented to Parliament by the Minister of Finance each year. MPs debate budget proposals and scrutinise the Finance Bills which bring the budget into law.

These functions are imperative to the effective functioning of democracies. Additionally, the work of Parliament is centred, theoretically at least, on transparency and openness – this gives the public insight into governance and critical decision-making. This process is facilitated by allowing the media and members of the public to attend parliamentary proceedings and also when the Parliamentary Standing Committees engage the citizens through public hearings. This is another element to consider when thinking about the importance of Parliament.

Parliamentary Committees are established as instruments of the House, in terms of the Constitution and the Standing Rules and Orders, to facilitate oversight and monitor government. Committees scrutinise legislation, oversee government action and interact with the public.

Without a democratic institution to fulfil these important functions and represent the people, government would not be held accountable, democracy would be without a vital check and balance and there would not be public representation. A democratically-elected parliament is the only true voice of the people and it serves as the basic plank of a democratic system. One of its core principles is the principle of political equality, meaning that political power should be distributed as widely and as evenly as possible among the people.

As the 6th Parliament of the Republic of Namibia (2015 – 2020) is slowly moving towards the end of its mandate in March 2020, I am glad to present the 208/19 Annual Report of the National Assembly to the Namibian people. This, in a way, is also a way of reporting back to the people – which is what democracy and accountability are all about.

SPEAKER AND DEPUTY SPEAKER OF THE NATIONAL ASSEMBLY



Hon Prof Peter H Katjavivi
Speaker, MP



Hon Loide Kasingo
Deputy Speaker, MP

MANAGEMENT OF THE NATIONAL ASSEMBLY



Ms Lydia Kandetu
Secretary



Mr Findley Harker
Deputy Secretary



Mr Pietie Husselmann
Director: Legal Services



Ms Mary Chunga
Director: General Services



Mr Gerson Tjihenuna
Director: Office of the Speaker



Mr Johannes Shimaneni
Director: Library and Computer Services



Mr Immanuel Nehoya
Deputy Director: Table Office



Mr Manasse Zeraeua
Deputy Director: Committee Services



Mr Protasius Nghileendele
Deputy Director: Committee Services



Mr Vincent Sinalumbu
Deputy Director: Research and Information



Ms Hilya Amakali
Deputy Director: General Services



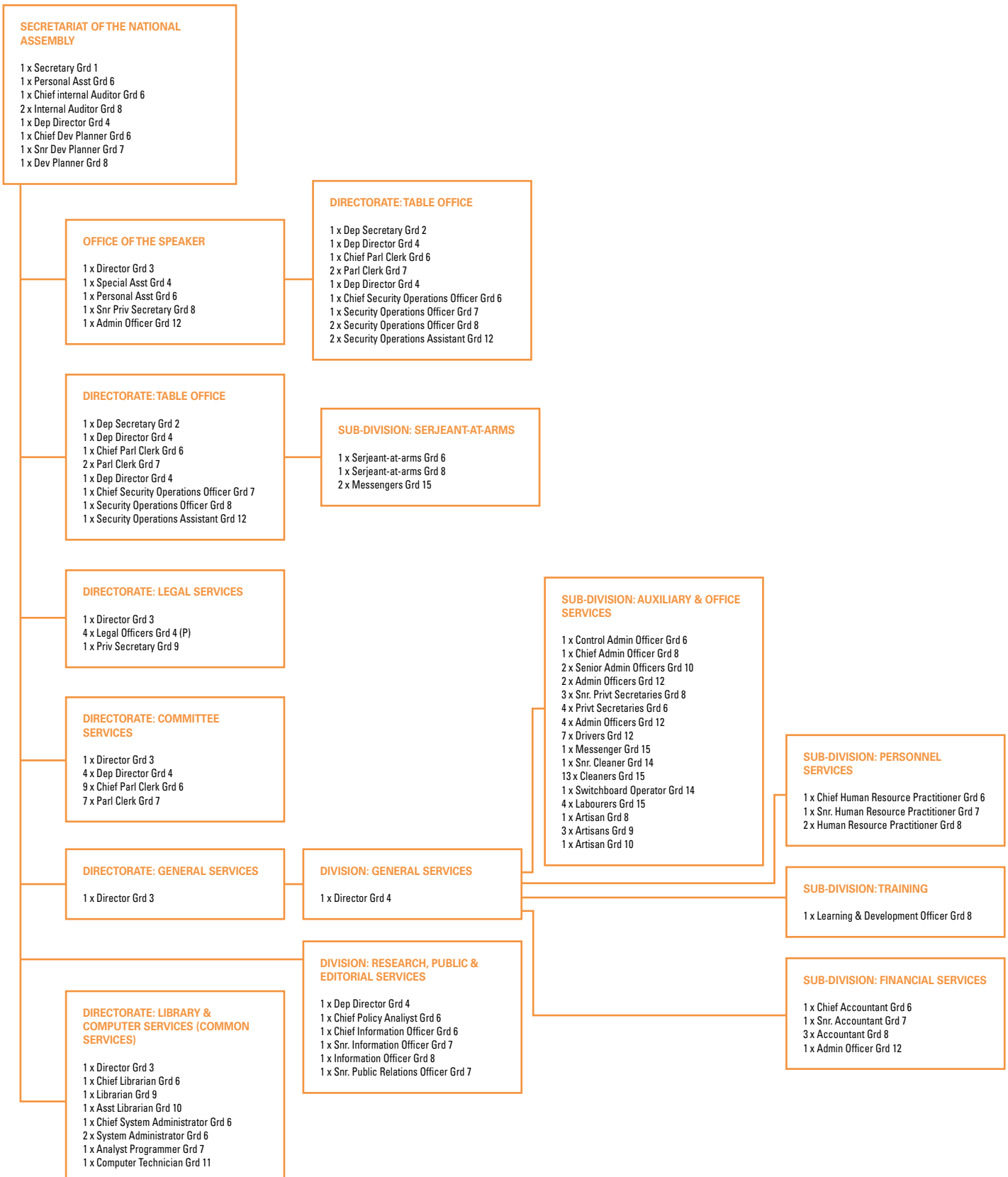
Mr Albius Mutonga
Deputy Director: Committee Services



Mr Nelson Kisaka
Special Assistant: Office of the Speaker

STRUCTURE OF THE NATIONAL ASSEMBLY

SECRETARIAT OF THE NATIONAL ASSEMBLY



OFFICE OF THE SPEAKER



President Hage Geingob, Speaker of the National Assembly, Hon Prof Peter Katjavivi, Chairperson of the National Council, Hon Margaret Mensah Williams, and first lady, Monica Geingos proceed to Parliament during the official opening

MANDATE

The functions of the Speaker are provided for in the Constitution and in the Standing Rules and Orders of the National Assembly and are, among others, as follows:

- Presiding at any sitting of the National Assembly, enforcing the Standing Rules and Orders and Internal Arrangements; calling upon members who wish to speak and maintaining order in the House. In the process, ensuring the integrity, independence and impartiality of Parliament by emphasizing the importance and independence of Parliament.
- Ensuring appropriate support services for the National Assembly, smooth administration of the precincts of the National Assembly and the welfare of its Members and staff.
- Representing the National Assembly in its relations with the Executive and other authorities at official public events and at international events of parliamentary related organs.
- Hosting diplomatic and other foreign dignitaries and delegations, in promoting state and parliamentary bilateral relations and cooperation.

SUPPORT STAFF TO THE PRESIDING OFFICERS

A number of staff members provide support services to the Speaker and the Deputy Speaker. The support services range from executive, secretarial to administrative and technical support.

ACTIVITIES UNDERTAKEN IN NAMIBIA

- On 11 April 2018, the Speaker hosted the President, HE Dr Hage Geingob, for the State of the Nation Address; which is a constitutional requirement.
- On 27 April 2018, the Hon Speaker hosted a stakeholders meeting with UNICEF to deliberate on the future of the Children's Parliament, i.e., the possibility of UNICEF's support to revive that programme. UNICEF agreed to come on board with financial support. This led to the holding of the 5th Session of the Children's Parliament which took place on 17 – 23 August 2019.
- At a joint session held in April 2018, the Standing Rules and Orders Committees of the National Assembly and the National Council adopted the Joint Rules that would govern the relations between the two Houses of Parliament.
- During the period under review, the Office of the Speaker was seized with the matter of the petition that had been submitted by the Namibia War Veterans Trust (NamVet) on behalf of former SWATF/KOEVOET members who sought recognition as war veterans. The issue was referred to the Standing Committee on Constitutional and Legal Affairs which later was rendered in a report in the House in 2019. The key finding in that Report was that the former SWATF/KOEVOET members should be encouraged to access social benefits just like all other citizens and no need was found to change the law or to enact a new law to grant them the status of war veterans.
- The Committee on Standing Rules and Orders and Internal Arrangements, under the chairmanship of the Speaker, also deliberated on the need to invite the Governor of Bank of Namibia to engage Members of Parliament on the state of the economy. That workshop took place in early 2019.
- On 19 April 2018, the National Assembly, in collaboration with the South African Institute of International Affairs (SAIA) and the Institute for Public Policy Research (IPPR), held a one-day workshop for Namibian Parliamentarians on the African Peer Review Mechanisms (APRM). The main objective of the workshop was to identify the role that local MPs could play in APRM in providing oversight, enhancing accountability, and promoting best practices and peer learning.
- The Office of the Speaker, in collaboration with UNESCO, the Ministry of Education and Culture and the Southern African Research and Documentation Center (SARDC) organized a two-day workshop on the Production of Resource Material on the National Liberation Movements in the SADC Region from 24 – 25 April 2018.
- The Chairman of the National People's Congress of the People's Republic of China visited Namibia from 15-17 May 2018, on the invitation of the Speaker of the National Assembly. The two leaders signed a Memorandum of Understanding (MOU) on mutual inter-parliamentary cooperation, which involves capacity building in technical areas including but not limited to training and exchange visits of Parliamentarians and staff. The MOU also covers the renovation of conference room C with the assistance from the Chinese Parliament.
- In October 2018, the Speaker of the National Assembly tabled the Strategic Plan of the National Assembly (2018 – 2020) in the House for adoption,
- On 13 February 2019, the Speaker hosted the President, HE Dr Hage Geingob, for the official opening of Parliament in which the President gave the opening address.
- On 06 March 2019, the Office of the Speaker briefed the Committee on Standing Rules and Orders and Internal Arrangements on the CPA-UK and Namibia Parliamentary Workshop that was scheduled for 16 -17 April 2019. The main aim of the three-day workshop was to strengthen Committee and Parliamentary Business.

- The Office of the Speaker, in collaboration with the representatives of the various High Commissions that are resident in Windhoek, organized the Commemoration of the Commonwealth Day that was held on 11 March 2019 at the Parliament Building.



Hon Prof Peter Katjavivi officially opening the expert meeting on production of resource material on national liberation movements in the SADC Region at the Parliament

ACTIVITIES IN OTHER COUNTRIES

- On 14 – 18 October 2018, the Hon Speaker and his delegation of MPs and staff serving Namibia's delegation to the IPU, attended the 139th IPU General Assembly and Related Meetings in Geneva, Switzerland.
- The Deputy Speaker attended the 6th Ordinary Session of the 5th Pan-African Parliament in Midrand, Johannesburg, South Africa, in May 2018.
- During the period under review, the Office of the Speaker successfully coordinated training of staff from both the National Assembly and the National Council on Budget and Financial Scrutiny. This programme was conducted in collaboration with the Association of European Parliamentarians with Africa (AWEPA) and was largely funded by UKAid DfID. Six other SADC Parliaments, namely, Lesotho, Zimbabwe, Mozambique, South Africa, Zambia and Malawi participated in this programme as well as the Ugandan and the Kenyan Parliament Budget Offices. The training was held in Namibia and in other SADC countries during different periods.

Speaker of the National Assembly, Professor Peter Katjavivi participates in the general debate at the 139th IPU General Assembly



Speaker of the National Assembly, Professor Peter Katjavivi participates in the general debate at the 139th IPU General Assembly

CHALLENGES

- Limited financial budget resources to support all required programmes under the Office, for both the Speaker and the Deputy Speaker.
- Constraints caused by an outdated structure that does not address the changing responsibilities and roles of the parliamentary oversight function.
- The absence of a Parliamentary Service Commission or Legislative Service Commission hampers the effective operations of the Office of the Speaker and Parliament in general.
- Lack of proper control and coordination mechanisms to ensure that the Executive implements the laws as well as recommendations emanating from reports and motions adopted by the National Assembly.

OFFICE OF THE SECRETARY

MANDATE

The mandate of the Office of the Secretary is to account for the National Assembly's administration and to advise the Speaker, Deputy Speaker, and Members of Parliament on matters pertaining to administration and procedures.

OPERATIONAL ACTIVITIES

- Responsible for the effective management of staff members of the National Assembly and providing guidance to the Directorates.
- Preparing the annual budget in consultation with the Financial Adviser.
- Attending sessions of the National Assembly and providing procedural advice in this regard to the Speaker and the House.
- Providing advice and support services to the Speaker when required.
- Representing the National Assembly at various levels when engaging Offices and Ministries and Agencies (OMAs) of the Namibian Government and other stakeholders.

SUB-DIVISION: INTERNAL AUDIT

MANDATE

- The internal auditor's mandate includes monitoring, assessing, analysing organisational risk, and implementing internal controls and compliance with policies, procedures, and regulations.

OPERATIONAL ACTIVITIES

- Working in partnership with management, external auditors, and the Audit Committee to ensure that risks are mitigated and that the Institution's positive image is maintained.
- Producing audit reports which comprise of findings and recommendations necessary to enhance compliance with policies, procedures, and regulations.
- Verifying existence of assets and ensuring their safekeeping.
- Ensuring effectiveness and efficiency in the utilisation of resources.
- Performing consulting and advisory services related to corporate governance, risk management, and internal controls as deemed appropriate for the organisation.

Activities undertaken

- Successfully convened and facilitated staff training by the visiting CPA-UK MPs delegation from 15-16 April 2019.
- The Joint Parliamentary Standing Rules and Orders for the governance of the activities of both Houses were completed and tabled in the House for adoption.

- The terms of reference of the Joint Budget Select Committee were ongoing.
- Various Petitions from different civic society groups had been received and tabled in the House for note-taking. One of them was from the GANJA Users of Namibia (GUN Members), as well as from the Women Against Legalizing Marijuana called the Turning Point Namibia.
- Successfully facilitated the State of the Nation Address by His Excellency the President, Dr Hage G Geingob, on Wednesday, 17 April 2019 in the National Assembly Chamber.
- Successfully implemented the tasks by the Standing Committee on Rules and Orders and Internal Arrangements.
- Facilitated the completion of the 2019 Declaration Forms of Members' Interests by the Members of the National Assembly.
- Successfully chaired various Management Committee meetings with senior management.
- Attended Parliamentary sessions in the Chamber on the national Budget debates.
- Attended meetings of the Secretaries and Executive Directors with the Right Honourable Prime Minister, as well as with the Secretary to Cabinet.
- Attended the Pan African Parliament Standing Committees' Meetings from 08 to 17 May 2019 in Midrand, South Africa.
- Chaired various meetings with the Public Service Commission about human resources issues of the National Assembly.
- Successfully negotiated with the Office of the Prime Minister for the adjustment of duties and functions of the position of the Deputy Secretary of the National Assembly.
- Successfully facilitated the shortlisting of the application for the SADC-PF Secretary General.
- Facilitated the secondment of an Auditor to the SADC-PF Head Office in Windhoek.
- Accorded courtesy visits to visiting Parliamentary delegations.
- Successfully attended various international and regional statutory meetings, for example, the SoCATT Professional Development Seminar, SADC-PF Plenary Sessions and the Inter-Parliamentary Union Assembly and Related Meetings.
- Met with SADCOPAC leaders who were attending a meeting in Namibia, Windhoek, on Monday 17 June 2019.
- Chaired various meetings between SADC-PF management and Public Service Commission Secretariat.
- Successfully engaged the members of the National Assembly Wellness Committee.
- Chaired various Management Committee Meetings.

DIRECTORATE: TABLE OFFICE

TABLE OFFICE



MANDATE

The Directorate sustains the National Assembly in attaining its objectives as enshrined in the Namibian Constitution. To do so, the following functions are normally performed:

- Provide operational assistance and guidance to the National Assembly;
- Provide logistical support and advice on procedural and other matters and ensure that the requirements of the Members of Parliament are attended to so as to make certain the proper functioning of the National Assembly.

ACHIEVEMENTS

- More Bills, Motions, Reports, and Questions dealt with in the House than in previous years.

CHALLENGES

- Lack of capacity building for both members and staff of the Directorate as it could not be offered/provided locally.
- Lack of electronic equipment in the Chamber hampered effective communication between the Speaker, members, and front desk officers

OPERATIONAL ACTIVITIES

The performance of the National Assembly during the period under review was as follows:

Sitting days	(78)
Days without a Quorum.....	(0)
Bills Tabled	(20)
Bills passed without amendments	(17)
Bills passed with amendments	(3)
Bills from the National Council reconsidered	(6)
International Instruments Tabled	(18)
International Instruments Adopted / Agreed to	(17)
Motions Tabled	(16)
Motions adopted/agreed to	(4)
Motions taken note-off	2)
Motions which lapsed	(1)
Motions referred to Standing Committees	(7)
Motions withdrawn	(1)
Motions rejected	(1)
Annual and Ministerial Reports Tabled	(47)
Auditor-General's (AG's) Reports Tabled	(142)
AG's Reports on Councils referred to the National Council's PAC	(74)
Reports of Committees Tabled on local visits/meetings/public hearings conducted	(15)
Reports of Committees Tabled on foreign visits/meetings attended	(8)
IPU / CPA / PAP / SADC(PF) Reports Tabled	(1)
Questions Asked with Notice	(135)
Questions Replied to	(127)
Questions which lapsed	(8)
Questions asked without Notice (Oral)	(34)
Questions Ruled out of Order (Oral).....	(2)

PETITIONS: NONE

MOTIONS:

International Instruments Tabled by the Executive

1. Minister of Environment and Tourism:
Motion to agree to the Ratification on the establishment of the International Solar Alliance (ISA)
(Agreed to on 27 February 2018)
2. Deputy Minister of Environment and Tourism:
Revised National Policy on Human Wildlife Conflict Management
(Agreed to on 5 April 2018)
3. Minister of Environment and Tourism:
Report on the Implementation of the Environmental Management Act of 2007 (Act No. 7 of 2007)
(Adopted on 26 April 2018)
4. Minister of Finance:
Amendment of Government Gazette No. 6574, Part 2A of Schedule No.1: Customs and Excise Act, 1998
(Adopted on 6 June 2018)
5. Minister of Environment and Tourism:
Motion to agree to the Ratification of the SADC Protocol on Environmental Management for Sustainable Development
(Adopted on 12 June 2018)
6. Deputy Minister of Land Reform:
Motion to agree to the Ratification of the Boundary Treaty between Namibia and Botswana
(Adopted on 13 June 2018)
7. Minister of Land Reform:
Motion to agree to the Ratification of the African Union Convention on Border Cooperation (Naimey Convention)
(Adopted on 13 June 2018)
8. Minister of Labour, Industrial Relation and Employment Creation:
Motion to agree to the Ratification of the ILO Convention on –
- Protection of the Right of Employment in the Public Service
- Labour Inspection in Industry and Commerce
- Employment Policy
- Work in the Fishing Sector
(Adopted on 4 July 2018)
9. Minister of Safety and Security:
Motion to agree to the Ratification of the UN Convention on Cluster Munitions 2008
(Adopted on 3 July 2018)

10. Minister of Finance:
In terms of Section 13 of the Interpretation of Laws Proclamation 1920:
To substitute the rates of the fuel levy in Part 5 of Schedule 1 of the Act; and to determine that the new rates of the fuel levy come into effect on the date of tabling of the relevant taxation in the National Assembly
(Adopted on 4 July 2018)
11. Minister of Sport, Youth and National Service:
Report on National Reward Policy of the Ministry
(Report taken note-off on 11 July 2018 while the Assembly is waiting for the actual Policy)
12. Minister of Finance:
Amendment of Government Gazette No. 6666 and Notice No. 156 of Part 5 of Schedule No. 1 in respect of fuel levy: Customs and Excise Act, 1998
(Amendment adopted on 18 September 2018)
13. The Minister of Home Affairs and Immigration:
Motion to agree to the Ratification of the SADC Protocol on the Facilitation of Movement of Persons
(Protocol adopted on 25 September 2018)
14. Minister of Environment and Tourism:
Report on the Implementation of the Environmental Management Act of 2007
(Adopted on 30 October 2018)
15. Minister of Information and Communication Technology:
Motion to agree to the Ratification of the African Union Convention on Cyber Security and Personal Data Protection
(Adopted on 18 October 2018)
16. Deputy Minister of Industrialisation, Trade and SME Development:
Motion to agree to the Establishment of the African Continental Free Trade Area
(Adopted on 21 November 2018)
17. Deputy Minister of Industrialisation, Trade and SME Development:
Motion to agree to the Draft National Consumer Protection Policy
(Adopted on 21 November 2018)
18. Deputy Minister of Works and Transport:
Motion to agree to the Ratification of the African Road Safety Charter
(Agreed to on 20 November 2018)

MOTIONS TABLED:

1. Motion about the change of name and symbol of the DTA of Namibia to Popular Democratic Movement (PDM) with effect from 16 January 2018
(Noted on 21 February 2018)
2. Motion on the impact of under-resourced teachers on the quality of education in Namibia
(Adopted on 14 March 2018)
3. Motion about the level of corruption in Namibia; its impact on our economy and the effectiveness to deal with corruption
(Motion lapsed on 12 July 2018 in terms of Rule 17(a) and Rule 24(b))
4. Motion on the issue of urbanization and its impact on our towns and cities
(Adopted on 10 July 2018)
5. Motion to address the roaming of domestic animals along national and district roads, causing accidents and the loss of human life
(Adopted on 10 July 2018)
6. Motion on conditions under which a liquid is brewed and which poisoned our people
(Motion referred to a Standing Committee for scrutiny on 19 June 2018)
7. Motion on the issuing of new fishing rights formulated by the Minister of Fisheries and Marine Resources and Gazetted on the 24th June 2018
(Motion taken note-off on 12 July 2018)
8. Motion on the use of Electronic Voting Machines (EVMs) in our presidential, national, regional, and local authority elections
(Motion referred to a Standing Committee for scrutiny on 4 July 2018/12 July 2018)
9. Motion on value addition on all our extractive industries to stimulate employment and high foreign earnings
(Motion referred to a Standing Committee for scrutiny on 12 July 2018)
10. Motion to discuss the service conditions of truck drivers in Namibia
(Motion referred to a Standing Committee for scrutiny on 12 July 2018)
11. Motion to discuss the practice of listing clients by credit providers and financial institutions on what is known as ITC Bureau
(Motion referred to a Standing Committee for scrutiny on 27 November 2018)
12. Motion to discuss the current bureaucracy in the public institutions that hampered efficient service delivery to citizens
(Motion referred to a Standing Committee for scrutiny on 6 November 2018)
13. Motion on the formalization of the informal sector
(Motion referred to a Standing Committee for scrutiny on 21 November 2018)
14. Motion on the need for forensic audit of the resettlement programme
(House divided and Motion rejected on 30 October 2018)
15. Motion to Transform the SADC Parliamentary Forum into a Regional Parliament
(Adopted on 13 November 2018)
16. Motion to discuss the ban of the use of plastic bags in Namibia
(Motion withdrawn in terms of Rule 28)

DIRECTORATE: LEGAL SERVICES

MANDATE

To provide legal and procedural advice to the Office of the Speaker, the Office of the Secretary, the Parliamentary Standing Committees of the National Assembly, and the Secretariat.

OPERATIONAL ACTIVITIES

- Provide legal advice on parliamentary and related matters to Members of Parliament.
- Scrutinise all legislative documents, including bills presented to the National Assembly to ensure linguistic accuracy and constitutionality.
- Review Bills on legal disputes and net related matters returned to the National Assembly by the National Council.
- Provide legal advice to Members of Committees of the National Assembly and the National Assembly Secretariat.
- Assist members of Parliament to draft private members' Bills and draft Bill summaries and analyses.
- Oversee the drafting of opinions and position papers on matters relating to the Office of the Speaker and other such topics as are presented to the Speaker for his or her attention by the citizenry.
- Draft opinions on Parliamentary, Constitutional, and Legislative matters as required by the Speaker of the National Assembly.
- Provide professional and administrative assistance to the Secretary of the National Assembly in the form of legal advice on matters of administration.
- Represent the National Assembly in a court of law or other judicial tribunals if required.

ACTIVITIES UNDERTAKEN

For the period under review, the Directorate undertook the following specific activities relating to the core function:

- 1 Legal Opinion
- 7 Bill Summaries
- 3 Memoranda of Understanding
- 1 comment paper drafted

CHALLENGES

- Lack of a support system that would assist in the provision of legal advice/ services.
- Non-submission of Bills in time. This did not give the Directorate enough time to do Bill summaries in order to assist the Members of Parliament in scrutinising the Bills to be passed.
- Training opportunities were not regularly provided as and when required.
- Late notifications for meetings. This did not give staff enough time to conduct proper legal research.
- Staff were at times compelled to give inadequately researched verbal legal advice and express opinions, yet they were not members of the Committees.
- Requests for legal opinions were not in writing and were often not required in plenty of time.
- The freezing of vacant positions.



The Parliamentary Standing Committee on Economics and Public Administration in a consultative meeting as part of the oversight function

STANDING COMMITTEE ON FOREIGN AFFAIRS, DEFENCE AND SECURITY

MANDATE

In terms of Rule 71 of the Standing Rules and Orders of the National Assembly, the Standing Committee of Foreign Affairs, Defence and Security has the duty to consider any matter it deems relevant with regard to the different Offices, Ministries and Agencies responsible for the following category of affairs: Defence, Home Affairs and Immigration, International Relations and Cooperation, Namibia Central Intelligence Service (NCIS), and Safety and Security and may, for that purpose

- (a) consult and liaise with such Offices, Ministries and Agencies;
- (b) exercise an overall oversight function with regard to Namibia's foreign policy and its relations with other States on matters of defence and security;
- (c) investigate issues relating to the policies, standards and procedures followed by the Namibia Central Intelligence Service;
- (e) obtain information from Government or other sources regarding any real or perceived threat to the security of the Republic of Namibia;
- (f) enquire into and monitor international protocols, conventions and agreements that may affect Namibia's foreign policy, defence and security, and where necessary, make recommendations to the National Assembly.

Activities undertaken

- On 4 April 2018, the Committee held consultative meetings with the Ministries of Safety and Security, Home Affairs and Immigration, Namibia Airports Company and the Namibia Civil Aviation Authority on the security situation at Hosea Kutako International Airport.
- On 13-31 May 2018, the Committee undertook oversight visits to Zambezi, Kavango East/West, Otjozondjupa, Oshana, Omusati, and Kunene Regions on the security situation and the national documents with the Ministry of Home Affairs and Immigration.
- The Committee undertook oversight visits to Hardap, Omaheke and //Kharas regions to assess the security situation at airports and aerodromes.
- The Committee undertook oversight visits to roadblocks as well as to the projects of Veterans Affairs from 11 to 25 May 2019 in Zambezi, Kavango East/West, Oshana, Omusati, Oshikoto, Ohangwena, and Kunene Regions and a report was submitted.
- The Committee carried out oversight visits to roadblocks and projects of Veterans Affairs from 19 May to 1 June 2019 in Otjozondjupa, Erongo, Omaheke, //Karas, and Hardap Regions.
- Tabled a report on the security situation at Walvis Bay Port.

PARLIAMENTARY STANDING COMMITTEE ON HUMAN RESOURCES AND COMMUNITY DEVELOPMENT

MANDATE

To enquire into and monitor international protocols, conventions and agreements that may affect the country's human resources, social and community development.

ACTIVITIES UNDERTAKEN

- From 26 May to 3 June 2018, the Committee conducted public hearings on the Motion on Teenage Pregnancies.
- From 10 to 16 June 2018, the Committee undertook benchmarking visit to Kigali, Rwanda on the Negative Impacts on Youth Unemployment had in Society.
- From 26 May to 3 June 2018, the Committee visited Zambezi, Kavango East/West, Ohangwena, Oshana, and Kunene Regions on the motion on teenage pregnancy.
- The Committee held consultative meetings with Namibia College of Open Learning (NAMCOL) and the Ministry of Labour.
- From 7 to 8 November 2018, the Committee attended a conference on social protection for the informal economy.
- The Committee submitted a report on youth centres.

THE PARLIAMENTARY STANDING COMMITTEE ON INFORMATION COMMUNICATION TECHNOLOGY AND INNOVATION

MANDATE

To deal with matters pertaining to information, communication technology and innovation and its applications in various fields. In that regard, the Parliamentary Standing Committee reviews and considers any matter relevant to the different Offices, Ministries and Agencies (O/M/As) falling within the category of affairs assigned to it.

ACTIVITIES UNDERTAKEN

- The Committee produced reports on regional visits to Omusatio and the Kavango East/West Regions.
- On 18 June 2018, the Committee held consultative meetings with NUST and the Social Security Commission on the leak of confidential social security information.
- From 9 to 16 April 2018, the Committee visited the pilot on E-Governance (Telecom Namibia) and from 14 to 18 May 2018 to ICT infrastructure in Ohangwena Region.
- Oversight visit to IT Infrastructures; 12 – 18 May 2019, Omaheke Region.
- E-Governance Conference , 18 - 23 May 2019: Estonia-Tallinn.
- Attended the 5th ICT National Summit held in Windhoek from 15 to 17 October 2018 hosted by the Ministry of ICT.
- From 27 July to 4 August 2018, the Committee visited Kunene Region and from 12 to 17 August 2018, it visited Kavango East and Zambezi Regions.
- The Committee tabled reports on visits to Kavango East/West, Ohangwena and Otjozondjupa; annual forum of the CTO and future-SAT Summit.

THE PARLIAMENTARY STANDING COMMITTEE ON GENDER EQUALITY AND FAMILY AFFAIRS

MANDATE

To consider any matter it deems relevant with regard to Offices, Ministries, Agencies (O/M/As) and all State-Owned Enterprises including parastatals responsible for gender equality, child welfare, poverty eradication, people with disabilities, and social welfare.

ACTIVITIES UNDERTAKEN

- The Committee held a consultative meeting with NamPost Management on pension payouts.
- The Committee also held a consultative meeting with the Ministry of Gender Equality and Child Welfare on the development of National Women Economic Empowerment Framework (NWEFF).
- From 20 to 26 May 2018, the Committee visited health institutions (hospitals and clinics) in Omusati, Oshana, Ohangwena, and Oshikoto Regions on SRHR, HIV/AIDS and teenage pregnancies.
- The Committee tabled three reports, namely, report on the Parliamentary Committee on Health (SEAPACOH)-Uganda; report on the benchmarking visit to the Parliament of Uganda; report on the International Parliamentary Networks on Population and Development, Dakar, Senegal.

- Public Hearings on the motions on Suicide/Gender Based Violence, 12–22 May 2019, Erongo and Kunene Regions.
- Public Hearings on the motions on Suicide/Gender Based Violence 26 May to 1 June 2019, Zambezi, Kavango East/West.
- Attended the 12th Session on the rights of persons with disabilities 11-13 June'19 New York.
- Trafficking, Modern Slavery and forced Labour Conference, 11-13 June 2019, Ghana.
- On 26 November 2018, the Committee held a consultative meeting on the GBV Plan of Action for 2019-2023.
- From 28 to 29 August 2018, the Committee attended a workshop on heightening the rights of key population in the SADC Region.
- The Committee visited Omaheke and Omusati regions to hold public meetings on motions on gender based violence and the high rate of suicide in Namibia.
- Submitted a report on the WHU Global Ministerial Conference on ending TB in Sustainable Development held in Moscow, Russia from 16 to 17 November 2018.



Members of Parliament from the Standing Committee on Gender Equality, Social Development and Family Affairs inspect a clinic during their oversight activities in the two regions of Omusati and Oshana

THE PARLIAMENTARY STANDING COMMITTEE ON NATURAL RESOURCES

ACTIVITIES UNDERTAKEN

- From 27 May to 1 June 2018, the Committee visited the Etosha National Park and the Khorixas Rest Camp to investigate the state of the fence.
- The Committee finalized and submitted a report on the Motion on Poisonous Plants.
- Held a consultative meeting with Namibia Wildlife Resorts on the situation in Etosha National Park.
- The Committee attended the Mining Expo.
- The Committee also attended the conference on climate change in Katowice, Poland from 3 to 14 December 2018.
- From 22 to 28 July 2018, the Committee visited green scheme projects in Kavango East/West and Zambezi Regions; and from 12 to 16 August 2018 it visited those in Hardap and //Kharas Regions.

THE PARLIAMENTARY STANDING COMMITTEE ON PUBLIC ACCOUNTS

MANDATE

Examine, consider and report on the accounts showing the appropriation of the sums granted by Parliament to meet public expenditure.

ACTIVITIES UNDERTAKEN

- During the time under review, one motion and four reports were referred to the Committee, namely, Motion on Payment of Genocide Lawyers; Central Government Report; Report on State Owned Enterprises; SADCOPAC Conference Report; Report on Conference on Illicit Financial Flows; Report on Regional visits to Omusati, Kavango East/West.
- The Committee held consultative meetings with the Ministry of Trade, Industrialisation and SME Development on the winding up of DBC.
- The Committee also conducted public hearings with Namibia Student Financial Assistant Fund (NSFAF).
- Attended AFROPAC Executive meeting held in Kenya from 13 to 16 May 2018 as well as the SADCOPAC Governance Council meeting held in South Africa from 27 to 29 June 2018 as well as AFROPAC/SADCOPAC AGM and training in Swakopmund from 13 to 21 September 2018.
- The Committee visited the Hardap Region to review audited financial reports of OMAs/SOEs as well as performance audits totaling 28.
- Review of Auditor Reports 12 – 18 May 2019, Khorixas, Kunene Region.
- Inspection visit to Mass Houses, 26 May – 1 June 2019 Erongo and Oshana Regions.
- Attended Africa-UK PAC workshop held in Nairobi, Kenya from 28 August to 2 September 2019 as well as AFROPAC General meeting and conference held from 19 to 23 November 2019.
- Submitted a report on the review of the audited reports on central government and state owned enterprises.
- Tabled a report on international conference on tackling illicit financial flows.



The Parliamentary standing committee on Public Accounts holding a public hearing

PARLIAMENTARY STANDING COMMITTEE ON CONSTITUTIONAL AND LEGAL AFFAIRS

ACTIVITIES UNDERTAKEN

- From 14 to 18 May 2018, the Committee visited capital projects under the Office of the Judiciary, Ministry of Justice and the Office of the Ombudsman in //Kharas and the Hardap Regions.
- Attended a workshop on the relevance of using EVM Machines 3 - 6 May 2019, Heja Lodge/ Daan Viljoen.
- PGA Regional Africa Workshop on promoting the Role of Women Parliament; 16 – 17 May 2019: Banjul, Gambia.
- A Motion on the Relevance of EVMs was referred to the Committee.
- The Committee held consultative meetings on Genocide Remembrance Day with NIED, NIPAM, and the Technical Committee on Genocide Apology and Reparation.
- The Committee held public hearings with the Electoral Commission of Namibia.
- Attended a PGA Workshop in Ukraine.

DIRECTORATE: GENERAL SERVICES

SUB-DIVISION: HUMAN RESOURCES

MANDATE

To render human resources services to Members of Parliament and staff as well as to promote their wellbeing.

OPERATIONAL ACTIVITIES

Staff movements

- During the reporting period, one Senior Accountant Grade 7 was employed, three (3) staff members, namely, a cleaner Grade 15, a Director Grade 3, and a System Administrator Grade 9 were transferred to Kavango Regional Council (Directorate of Education), Erongo Regional Council, and Hardap Regional Council.
- Regrettably, the Institution lost three (3) staff members; Chief System Administrator Grade 6, Senior Information Officer Grade 7, and a Cleaner Grade 15 due to resignations and abscondment.

CAPACITY BUILDING

- Eight (8) staff members attended short courses on Public Procurement while, two (2) staff members were funded for qualifying training.

WELLNESS PROGRAMME

- World Aids day commemoration and presentation by Ms Karina Amutenya from the Office of the Prime Minister was held on 30 November 2018.
- A five-day training workshop for the National Assembly Wellness Committee Members was held from 3 to 7 December 2018 in Otjiwarongo.
- The year-end team building function was held on the 14th December 2018.

OTHER OPERATIONAL ACTIVITIES

- Vacation leave credit days for all staff members were finalized as required in terms of PSM Circular No. 5 of 2018 and staff members were all notified in writing.
- Managers' profiles as required in terms of PSM Circular No. 10 of 2018 were prepared and submitted to the Office of the Prime Minister.
- Daily routine work schedules were done and Human Resources advices on various matters were provided.

SUB-DIVISION: AUXILIARY AND OFFICE SERVICES

MANDATE

Auxiliary Services is responsible for providing support and office services to Members of Parliament and the Secretariat. The Sub-Division has six (6) core functions, namely, registry services, transport services, procurement and stores, cleaning, and office support services as well as the management of capital projects.

OPERATIONAL ACTIVITIES

- During the year under review, ten (10) staff members were nominated to serve as an EDRMS team.
- Transport services were rendered to both Members of Parliament and staff. Furthermore, various outside trips were undertaken by the Parliamentary Standing Committees to the Regions during the reporting year and transport service was provided.
- Various IT related equipment were procured.
- Procurement activities were conducted and other ancillary work was done.

CAPITAL PROJECTS

During the year under review, the following activities were recorded as completed:

- Installation of the conference system in the Constitution Room
- Provision of four (4) photocopiers
- Completion of sewerage line revamps
- Procurement of 110 KVA power generator and 60 KVA UPS under Bidding Reference No. G/RFQ/03-03-2018

SUB-DIVISION: FINANCIAL SERVICES

MANDATE

The Financial Services Division facilitates and ensures effective financial management including planning, reporting and internal control over public resources allocated to the National Assembly.

OPERATIONAL ACTIVITIES

The main activities include prudent, effective financial management and internal control over the resources allocated for the financial year. During the reporting period, the office received an unqualified auditor report and 97% of the total budget allocation was successfully executed.

DIRECTORATE: LIBRARY AND COMPUTER SERVICES

MANDATE

The Sub-Division Computer Services is responsible for the management and maintenance of the computer network at Parliament. Computer Services runs a helpdesk that provides end-user support to Members of Parliament and administrative staff. Computer services maintains the parliamentary website, www.parliament.na, which provides direct access to information related to Parliament.

OPERATIONAL ACTIVITIES

The Sub-Division worked throughout to ensure good maintenance of computers and servers and peripheral devices such as printers and scanners. One of the important activities conducted was the development and updating of the Parliamentary website with the latest content. The Sub-Division also continued with the provision of end-user support to Members of Parliament and administrative staff of both Houses.

ACTIVITIES UNDERTAKEN

Sub Division: Library Services

- Facilitated increase in the use of study material.
- Facilitated increase in public requests.
- Provided electronic information on parliamentary proceedings.
- Conducted training on effective maintenance of the INMAGIC Library database.
- Online subscription to New Era and The Namibian publications.
- Redesign of the reference shelves and classify them as per subject matter.

CHALLENGES

- No relevant electronic books and E-journals available.
- Limited number of librarians.

Sub Division: Computer Services

ACTIVITIES UNDERTAKEN

1. Training of about 90% of all National Assembly staff on Windows 10 and Ms Office 2013.
2. Training of IT staff on Computer Security.
3. Commissioning of new security infrastructures.
4. The addition of extra CCTV cameras to the Parliament precincts. This action led to some arrests.
5. Enhancements made to the Parliament website to allow for an up-to-date website.
6. Completion of server virtualization in the main server room.
7. Additional hardware and software purchased to enable productivity.

CHALLENGES

- Inadequate IT personnel due to resignations.
- Increased cost of IT systems with a limited budget.
- Lack of awareness of users leading to security compromise.

DIVISION RESEARCH, INFORMATION, PUBLICATIONS AND EDITORIAL SERVICES

MANDATE

To enhance the effectiveness of the National Assembly by providing well-researched, non-partisan information suited to the needs of Parliamentarians; to educate the public about the law-making process to enhance the understanding of and increase participation in the democratic process as well as to conduct outreach activities and produce a wide range of publications.

OPERATIONAL ACTIVITIES

Increased the visibility and image of the National Assembly through public education, media liaison, exhibitions, social media platforms, and publications. Provided researched information to Parliamentarians.

SUB-DIVISION: RESEARCH

The Following activities were carried out by the research subdivision:

- Talking points for ICT Chairperson for the World e-Parliament Conference 3-5 December 2018, Geneva, Switzerland.
- Speech for Chairperson of Economics and Public Administration Committee at the Validation workshop for the Budget Handbook for Parliamentarian 13 July 2018.
- Speech for Chairperson of Economics and Public Administration Committee at the Launch of the Budget Handbook for Parliamentarian 21 November 2018.
- Opening and Closing Speech for Chairperson and Deputy Chairperson of Economics and Public Administration Committee at the Budget Analysis workshop 28 March 2019.
- Speech - Keynote address by Chairperson of the ICT Standing Committee at the Information Technology Indaba 29 -31 August 2018, Oshakati.
- Positional papers were prepared for the 138th IPU Assembly, Geneva, Switzerland from 24-28 March 2018 on "Engaging the private sector in implementing the SDGs, especially on renewable energy, Strengthening the global regime for migrants and refugees and the need for evidence-based policy solutions and Sustaining peace as a vehicle for achieving sustainable development".
- Presentation at the Parliamentarians and High Level Officials Training Workshop on STI Policy and Governance from 5-7 February 2018 in Pretoria, South Africa. The theme for the presentation was "Viability of national system of innovation in Namibia".
- Presentations were prepared for the IPU Seminar on Gender Mainstreaming for Members of Parliament from 27 February -1 March 2018. The themes were: Gender mainstreaming in the work of Parliament; Key partnerships for gender equality: Men Parliamentarians and Political Parties and Parliamentary culture from a Gender perspective.
- National Budget Seminar Speech and Closing remarks on the 9th March 2018.



Learners with National Assembly posters during an outreach programme

SUB-DIVISION: PUBLIC RELATIONS

The Following activities were carried out by the sub-division:

Media Releases and Invitations

In order to respond to issues raised in the media, the sub-division issued fourteen (14) Press Releases and eighteen (18) Media Invitations during the period under review. These relate to activities such as the visits of important guests, special events, and parliamentary meetings.

Publicity of the Business of the House

The Sub-division increased the House's business publicity by forwarding 67 speeches, eight Bills and all Order Papers and Minutes of proceedings electronically to the media, as a result, Parliament activities were well covered by media houses.

Outreach and Public Engagements

The School Outreach Programme, 'Know Your Parliament' was undertaken at Erongo Region from 25 June to 02 July 2018 and at Ohangwena region from 18 - 27 February, 2019. The outreach programme focused on teaching learners and teachers about the structure of the Namibian Parliament; its powers and functions, procedures, activities, and public participation in the law-making process. The programme also covered topics prescribed in schools' syllabi. Furthermore, the programme enabled Parliament to enhance the multi-party parliamentary process and ultimately consolidate democracy.

The schools covered during this programme in Erongo were Swakopmund Secondary School, Kolin Foundation Secondary School, Kuisebmond Secondary School, Namib High School, De Duine Secondary School, Karibib Junior Secondary School, Karibib Private School, and S.I !Gobs Secondary School.

While in Ohangwena, the schools visited were Oshela Secondary School, Dr Abraham Iyambo S.S.S., Haimbili Haufiku Senior Secondary School, Ponhofi Secondary School, Ongha Secondary School, Eengendjo Secondary School, Mwadikange Kaulinge Secondary School, and Shituwa Senior Secondary School.

A total number of 1270 learners in Erongo and 4861 in Ohangwena participated in the programme.

The division participated in the Annual Ongwediva Trade Fair 2018 from 24 August to 02 September 2018 and the Helao Nafidi Business Expo from 28 October – 04 November, 2018. At these events eleven thousand (15000) visitors passed through the Parliament stand. This opportunity enabled the staff to engage and educate the visitors on the parliamentary process.

Visitors and Tours

The 'Open Doors of Parliament' programme continued to attract more visitors to Parliament. During the period under review, 83 schools and groups visited parliament. This activity attracted 3593 people.

Challenges

- Obstacles in achieving objectives owing mainly to insufficient budget, and skeleton staff complement.
- An outdated divisional structure.

Achievements

The Division has created a new social media group (WhatsApp) for Journalists and parliament information staff. This new communication tool was created with the view to improving and strengthening communication between editors, parliamentary reporters, and our staff.



Learners listen attentively during one of the public education engagements on the functions of parliament

SUB-DIVISION: INFORMATION AND EDITORIAL SERVICES

The Sub-Division published over 72 news articles for the Parliament Journal, Parliament Facebook page, and website. Some of the articles published in all our communication platforms and tools include the following:

Visit by the Speaker of Finland, Workshop on oversight for Parliamentary Committees, Official opening of Parliament, Courtesy call by Ambassador of Western Sahara, Three- day seminar on gender mainstreaming for Parliamentarians, Courtesy call by British High Commissioner, ALAN Members meet Speaker; Joint consultative meeting to review strategic framework for HIV/AIDS and education sector prevention and management of learner pregnancy policy by Ministries of Education, Health' and Parliamentarians; Courtesy call by US Ambassador, Tabling of the national budget, Parliamentary standing committee on Public Accounts probes NASFAF, Commonwealth day commemoration, 138th IPU Assembly, Geneva; State of the Nation Address, Courtesy call by Ambassador of Turkey, UNDP Representative bids farewell, African Peer review mechanism sensitisation workshop, and the Expert meeting on production of resource material on liberation movements in SADC.

Selected news articles were also shared with the mainstream media including:

- Visit by the Speaker of Finland
- 138th IPU Assembly, Geneva
- Expert meeting on production of resource material on liberation movements in SADC
- Learners with parliament gifts as part of the outreach



Learners with gifts from parliament - as part of the outreach

