



Annual Report

National Assembly

2019/2020





Parliament Building

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MISSION, VISION, CORE VALUES

MISSION

To provide services to the people of Namibia by addressing development challenges through transforming the legislative processes and oversight responsibilities by practising innovative parliamentary administration.

VISION

To be an effective and efficient legislative chamber that responds to the needs and aspirations of Namibia's inhabitants.

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.



LIST OF ACRONYMS

ACP	African, Caribbean and Pacific Group of States
AFROPAC	African Organisation of Public Accounts Committees
AGM	Annual General Meeting
CPA	Commonwealth Parliamentary Association
EU	European Union
ICT	Information and Communications Technology
IMO	International Maritime Organization
IPU	Inter-Parliamentary Union
JPA	Joint Parliamentary Assembly
MP	Member of Parliament
OECD	Organisation for Economic Co-operation and Development
O/M/As	Offices, Ministries and Agencies
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
SDGs	Sustainable Development Goals
SOEs	State-Owned Enterprises
SRHR	Sexual and Reproductive Health and Rights
UN	United Nations

MANDATE OF THE NATIONAL ASSEMBLY

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

- 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 its Committees;
- Debate and approve Government spending, regulate taxation, consider budgets prepared by various Government Offices, Ministries and Agencies (O/M/As) and pass relevant laws;
- Approve bilateral and international agreements entered into by the Government;
- Debate all relevant issues and advise the President on matters the Constitution has authorised him/her to deal with;
- Receive reports on the activities of O/M/As and State Owned Enterprises, and
- Scrutinise the activities of O/M/As.

STATEMENT BY THE SPEAKER OF THE NATIONAL ASSEMBLY

I would like to take this opportunity to thank the parliamentary staff for their service and commitment to the work of the National Assembly. This Annual Report covers the review period from 1 April 2019 to 31 March, 2020, in which the National Assembly accounts for a significant aspect of its achievements and challenges in the pursuance of its constitutional mandate.

Division: Table Office, deserves specific mention for its sterling work during the reporting year.

However, in respect of the highest costs incurred during the review period, the Table Office is again highlighted – in this case for the expense of producing the Hansard. We are therefore working on managing the expenditure by this Division without compromising quality.

Directorate: Legal Services, also did a great job, despite being understaffed.

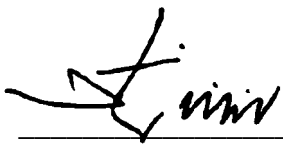
Directorate: Committee Services, too had many highlights among its achievements for the year under review. Moreover, we fulfilled our regional and global parliamentary statutory obligations despite financial constraints, and concerted efforts continue to be made not only to improve report-writing, but also in respect of implementing a follow-up mechanism to ensure report recommendations are actioned.

Directorate: General Services, which plays the role of facilitator and auxiliary in respect of National Assembly's overall activities, tirelessly continued to open avenues for staff training in critical areas, i.e. those that are unique to Parliament and crucial for its smooth and vibrant functioning. We also participated in various programmes mounted by parliamentary partner institutions. However, a severe lack of drivers continued to hamper the conducting of National Assembly business and needs to be addressed urgently. In addition, there are ongoing challenges associated with the new procurement guidelines because their implementation was not adequately prepared. For the immediate to mid-term scenario, the guidelines appear to have created new bottlenecks rather than solving old ones. Despite this difficult situation, we remain hopeful that we shall forge a meaningful way forward. As regards the structural safety of the Parliament Building, its obvious age demands major maintenance. It is vital, therefore, that we provide adequately for its maintenance and security in our annual budgets. With regard to staff recruitment, constant efforts were made to ensure that vacant positions were filled. This was not possible in all cases, however: some critical posts remain unfilled due to the prevailing financial constraints.

Directorate: Library and Computer Services has immense potential, but this also requires resources. We have initiated a taskforce on operationalising the *e-Library* and *e-Governance* concepts in the institution.

Under the Division: Research, Information, Publications and Editorial Services (RIPES), we urgently need specialised researchers. In equal measure, we are looking forward to stocking and operationalising our Resource Centre, which will be of great benefit to MPs not only in terms of having access to professional research and computer laboratory services within the National Assembly, but also as a training facility.

To conclude, I would like to say that, so far, we have achieved a great deal and the future looks promising. Let me continue to urge both my fellow Parliamentarians and our staff to tirelessly and selflessly dedicate their service to the National Assembly. Let us continue to make our Parliament the centre of our noble objectives and bring pride to our citizens and the nation at large.



Hon. Prof. Peter H Katjavivi, MP

EXECUTIVE SUMMARY

Article 44 of the Namibian Constitution gives the National Assembly the legislative power to scrutinise and pass Bills and refer them to the National Council for review before they are sent to the President for assent.

LAWMAKING

During the 2019/20 reporting period, Fifteen Bills were tabled in the National Assembly. Of these, Nine Bills were passed without amendment and five passed with amendments after extensive debate. One Bill was withdrawn after being tabled, while Five Bills were reconsidered after having been approved by the National Council.

OVERSIGHT AND ACCOUNTABILITY

The mandate for the oversight function of the National Assembly is exercised through tabling of motions, questions, public hearings and oversight visits. To this end, a total of Thirteen (13) motions were tabled for discussions and about eight (8) motions were adopted by the House, 140 Auditor-General's Reports were tabled, a total of seventeen (17) reports of Standing Committees on outreach visits, meeting and public hearings were tabled, in addition, a total of eighteen (18) Committee reports on foreign visits were also tabled.

OUTREACH

As per the National Assembly's oversight mandate, public hearings on various motions and inspection visits to capital projects in all 14 Regions were conducted. Under the "Know Your Parliament" Programme, the National Assembly targeted selected communities for its public education efforts, which included attending trade fairs and visiting secondary schools around the country.

REGIONAL AND OTHER INTERNATIONAL ENGAGEMENTS

Being a member of several regional, continental and other international parliamentary bodies meant that National Assembly representatives attended various engagements by the SADC-PF, PAP, CPA and the IPU.

PARLIAMENT SECRETARIAT

The Secretariat consists of various Directorates, Divisions and Offices, which provide secretarial and administrative services to the National Assembly. The duties and functions of the Secretariat form part of this report.

PRESIDING OFFICERS OF THE NATIONAL ASSEMBLY



Hon Prof Peter H Katjavivi, MP
Speaker

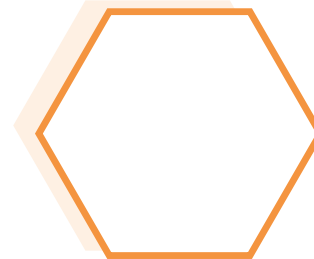


Hon Prof Loide Kasingo, MP
Deputy Speaker

MANAGEMENT OF THE NATIONAL ASSEMBLY



Ms Lydia Kandetu
Secretary



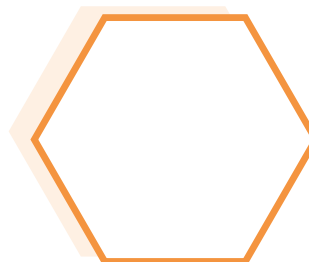
Vacant
Deputy Secretary



Mr Gerson Tjihenua
Director: Office of the Speaker



Mr Petrus Husselmann
Director: Legal Services



Vacant
Director: Committee Services



Vacant
Director: General Services



Mr Johannes Shimaneni
Director: Library and Computer Services



Mr Immanuel Nehoya
Deputy Director: Table Office



Mr Albius Mutonga
Deputy Director: Committee Services



Mr Manasse Zeraeua
Deputy Director: Committee Services



Mr Protasius Nghileendele
Deputy Director: Committee Services



Ms Hilya Amakali
Deputy Director: General Services

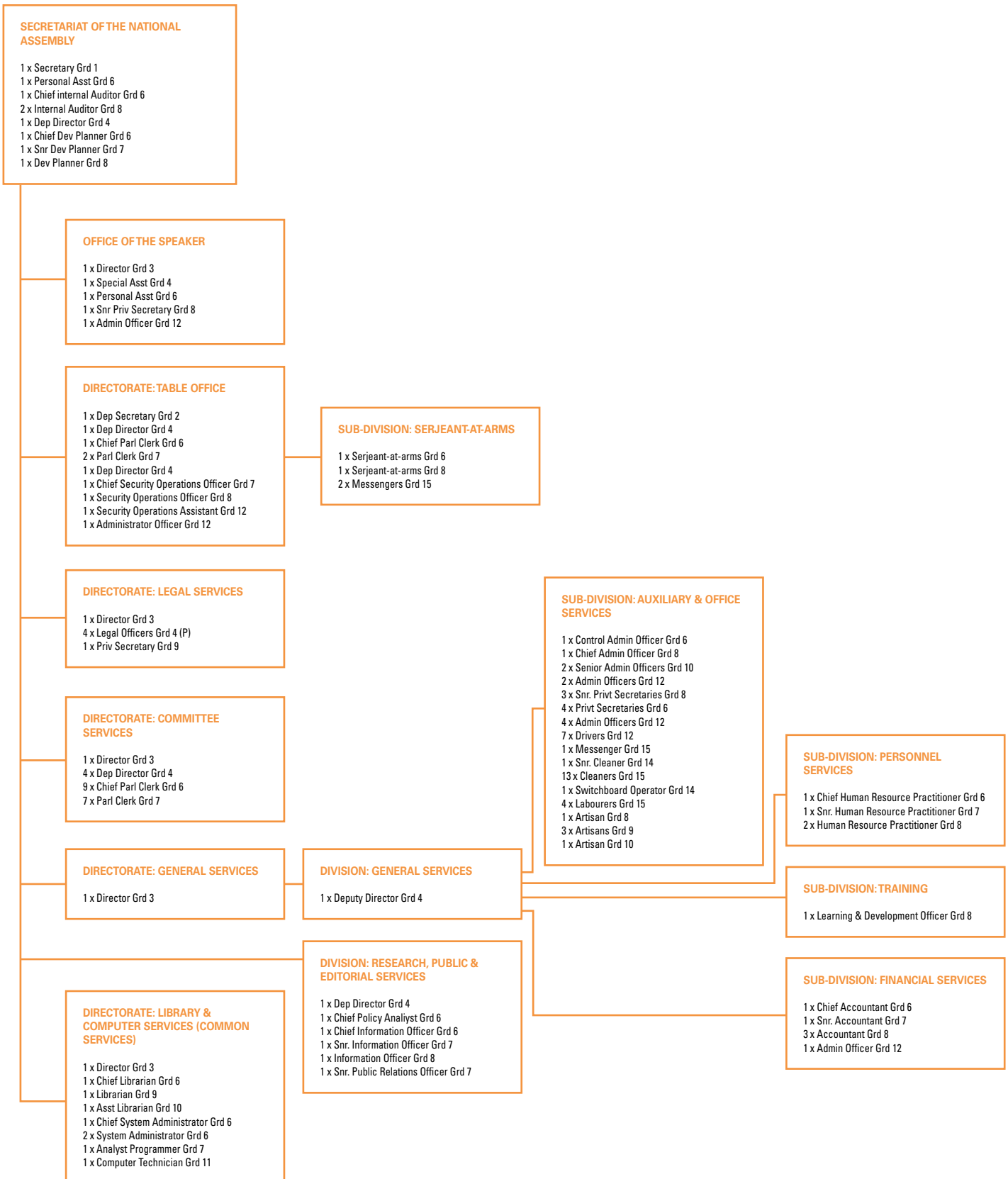


Mr Vincent Sinalumbu
Deputy Director: Research and Information



Mr Nelson Kisaka
Special Assistant: Office of the Speaker

SECRETARIAT OF THE NATIONAL ASSEMBLY





The Speaker successfully convened the Sixth Session of the Children's Parliament on 19th August 2019.

OFFICE OF THE SPEAKER

MANDATE

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

- preside over sittings of the National Assembly;
- enforce the Standing Rules and Orders;
- call on members who wish to speak and maintain order in the House;
- ensure the integrity, independence and impartiality of the National Assembly by emphasising the importance and independence of Parliament as a whole;
- ensure that the National Assembly has appropriate support services that its precincts are smoothly administered;
- ensure the welfare of its Members and staff;
- represent the National Assembly in its relations with the Executive and other authorities at official domestic events as well as at international events of parliamentary organs; and
- host diplomatic and other foreign dignitaries and delegations to promote parliamentary bilateral relations and cooperation.

SUPPORT STAFF

The Speaker and the Deputy Speaker, are assisted by support staff. Their assistance entail executive, secretarial, administrative and technical support.

OPERATIONAL ACTIVITIES

A number of domestic and international activities were undertaken by the Speaker and the Deputy Speaker during the period under review.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- On 17 April 2019, the Speaker hosted H.E. the President, Dr Hage Geingob, who addressed Parliament on the state of the nation and on future policies of the government in terms of Article 32(2) of the Namibian Constitution.
- From 11 to 13 June 2019, the Office of the Speaker, in collaboration with the Food and Agriculture Organization (FAO) of the United Nations (UN), conducted a two-day workshop for Members of Parliament (MPs) on land management and tenure and on how to monitor the implementation of the resolutions of the Second National Land Conference.
- On 25 June 2019, the Office of the Speaker hosted a workshop for MPs on the Kudu Gas-to-Power Project to demystify its operations and obtain an update on its status and viability.
- From 19 to 23 August 2019, the Office of the Speaker successfully convened the Sixth Session of the Children's Parliament. The practice aims to educate the Namibian child on the functions of the legislature as one of the three pillars of government. It also teaches the important skill of lobbying Government and its lawmaking agencies to fast-track policies that

would improve the rights and welfare of children and the youth in accordance with national and international legal instruments.

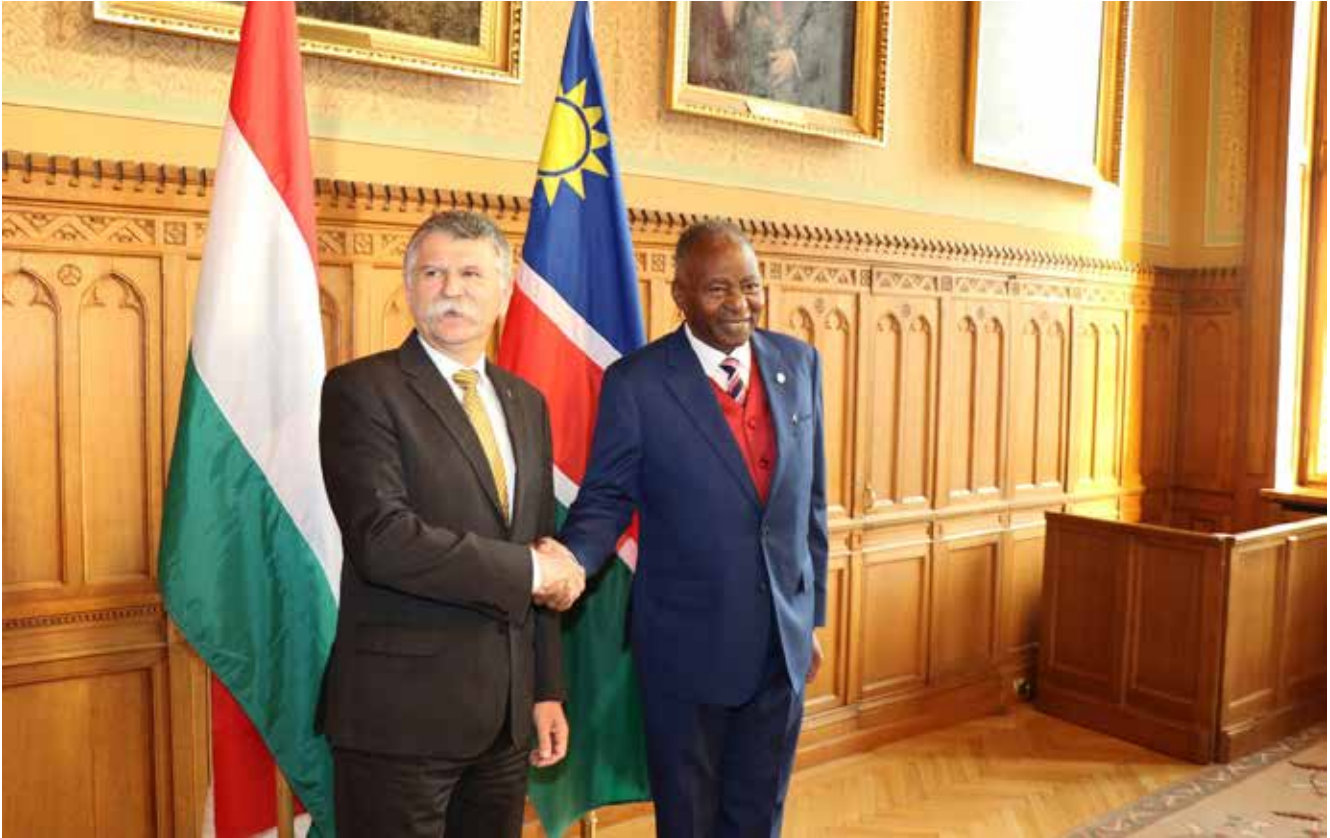
- On 25 September 2019, the Speaker launched the Sexual and Reproductive Health and Rights, HIV and AIDS Governance Project Partners' Chapter on behalf of the Southern African Development Parliamentary Forum (SADC PF).
- On 31 October 2019, the Speaker officially inaugurated the refurbished C1 Conference Centre as well as the handing over of a new parliamentary bus for outreach programmes. C1's refurbishment and the bus donation came about through mutual inter-parliamentary cooperation between the Parliament of the Republic of Namibia and the National People's Congress of the People's Republic of China.
- On 4 December 2019, the Speaker delivered the closing address at a function held by the Action for Becoming a Credible CSO in Namibian Communities (CCSO) Project.
- On 9 February 2020, the Speaker hosted a group of founding members of the Constituent Assembly and the Constitution Drafting Committee to mark 30 years since the Namibian Constitution was officially adopted. These events commemorating Constitution Day were graced by the presence of Hon. Ben Amathila, Hon. Nahas Angula, Hon. Pendukeni Iivula-Ithana, Hon. Mburumba Kerina, Hon. Andrew Matjila, Hon. Dirk Mudge, Hon. Vekuii Rukoro and Hon. Hartmut Ruppel.
- The Speaker officiated at the Constitution's 30th anniversary ceremony at the David Bezuidenhout High School in Khomasdal, Windhoek, which was organised in collaboration with the Office of the Ombudsman.
- On 10 February 2020, the Speaker met with Hon. Valéry Létard, Deputy Speaker of the French Senate and Counsellor of the Haut-de-France Region in France and his delegation to discuss Namibian–French relations and bilateral cooperation.
- On 17 February 2020, in conjunction with the Konrad Adenauer Foundation in Windhoek, the Office of the Speaker hosted MPs and staff from the German Bundestag to strengthen bilateral relations between the two Parliaments.
- On 10 March 2020, the Speaker officiated at the launch of SADC PF's SRHR, HIV and AIDS Governance Project.
- On 20 March 2020, Hon. Prof. Peter H. Katjavivi was re-elected as the Speaker of the National Assembly, while Hon. Loide Kasingo was also re-elected as the Deputy Speaker of the National Assembly.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- In line with the strategic objective that deals with the enhancement of regional and other international engagements, the Speaker serves as a Member of the Inter-Parliamentary Union (IPU) Bureau in respect of UN affairs.
- From 6 to 10 April 2019, the Speaker attended the 140th IPU Assembly and Related Meetings in Doha, Qatar, under the theme *Parliaments as platforms to enhance education for peace, security and the rule of law*. The Speaker participated in the general debate on the subtheme *Strengthening international law*.
- From 6 to 17 May 2019, the Deputy Speaker attended Third Ordinary Session of the Fifth Parliament of the Pan-African Parliament (PAP) in Midrand, South Africa. The debates included the topics of peace and security on the African continent, a discussion of a report

on statelessness and citizenship on the continent, and discussion of the model law on policing in Africa.

- From 15 to 25 July 2019, the Speaker attended the 45th Session of the Plenary Assembly of the Southern African Development Community Parliamentary Forum (SADC PF) in Maputo, Mozambique, under the theme *Climate change, mitigation and adaptation – The role of parliaments: Towards implementing the Paris Declaration and Katowice Roadmap*.
- From 5 to 6 August 2019, the Speaker attended the 10th Conference of Speakers of African Parliaments in Midrand, South Africa, which acknowledged the refugee crisis facing the continent and reiterated the commitment of national parliaments in stemming the crisis.
- From 2 to 10 August 2019, the Deputy Speaker attended the meetings of PAP's Permanent Committees in Cairo, Egypt. Among the issues focussed on were the following:
 - The role of parliamentarians in achieving the African Union's Agenda 2063 and the UN Sustainable Development Goals (SDGs);
 - Education opportunities for refugees and internally displaced persons in Africa;
 - Framework law on food and nutrition security;
 - A model law on climate change; and
 - Immigration and human trafficking.
- From 7th to 19 October 2019, the Deputy Speaker attended the Third Ordinary Session of the Fifth Parliament of PAP in Midrand, South Africa. The theme for the Session was *Refugees, returnees and internally displaced persons: Towards durable solutions to forced displacement in Africa*.
- From 13 to 17 October 2019, the Speaker attended the 141st IPU Assembly and Related Meetings in Belgrade, Serbia, and contributed to the general debate under the theme *Parliamentary roles and mechanisms, and the contribution of regional cooperation*.
- From 18 to 21 October 2019, the Speaker undertook an official visit to the Parliament of Hungary. The visit aimed at strengthening relations and cooperation between the two Parliaments in the areas of capacity-building and oversight, and it explored the possibility of establishing a Parliamentary Friendship Group.
- From 31 January to 3 February 2020 the Speaker hosted the Rt Hon. Gabriela Cuevas Barron, President of the IPU. The visit further consolidated the good relations between the IPU and Namibia's Parliament.
- From 13 to 14 March 2020, the Speaker attended the SADC PF Executive Committee Meeting in Johannesburg, South Africa.



Speaker Hon. Prof. Peter Katjavivi met his Hungarian counterpart, Hon. László Kövér in Budapest in a three-day reciprocal visit aimed at cementing cooperation between the two parliaments.

REMAINING CHALLENGES

- Limited financial and human resources constitute the principal challenges facing the Office of the Speaker, hampering its provision of efficient and effective services to the Speaker and Deputy Speaker.
- The absence of an independent Parliamentary Service Commission to address staff recruitment and allocation is another service delivery gap for the Office.

OFFICE OF THE SECRETARY

MANDATE

To account for the National Assembly's administration and advise the Speaker, Deputy Speaker and MPs on matters pertaining to administration and procedures.

SUPPORT STAFF

Three staff members are employed under the Office of the Secretary. Two staff members provide direct executive, secretarial and administrative support, while the third staff member is the Internal Auditor.

OPERATIONAL ACTIVITIES

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

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

The Secretary:

- Attended a meeting of the Senior Civil Servants Committee at the Office of the Prime Minister in July 2019.
- Coordinated and facilitated a presentation by the National Petroleum Corporation of Namibia in the National Assembly Chamber on 4 July 2019 on the Kudu Gas-to-Power Project.
- Facilitated the Parliament–Public Engagement on Sustainable Forest Management Workshop in the National Assembly Chamber on in July 2019.
- Facilitated Parliamentary Standing Committees Chairpersons' Meetings in July 2019.
- Facilitated the Fifth Session of the Children's Parliament in the National Assembly Chamber from 16 to 23 August 2019.
- Attended National Assembly Sessions from 10 July to 10 September 2019 as business was resumed.
- Received various petitions from aggrieved civil society groups during July and September 2019.
- Facilitated the launch of the revamped C1 Conference Centre and the commissioning of the donated Parliament bus on 31 October 2019.
- Coordinated and facilitated events to celebrate Commonwealth Day in February 2020.

- Chaired various Management Committee Meetings during the reporting year.
- Facilitated the swearing-in of new National Assembly MPs in March 2020.
- Attended meetings of the Standing Committee on Standing Rules, Orders and Internal Arrangements after the swearing-in of new Members in March 2020.
- Facilitated a meeting between the Chief Whips of all political parties and the Speaker in March 2020 to draw up the National Assembly Sessions calendar.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

The Secretary:

- Attended a meeting of the Association of Secretaries-General of Parliaments (ASGP) in South Africa, from 4 to 8 August 2019.
- Attended the Annual General Meeting of the Society for Clerks-at-the-Table (SoCATT) Africa Region in Zanzibar, Tanzania.
- Attended IPU Related Meetings in Kampala, Uganda in September 2019.
- Attended the 64th Commonwealth Parliamentary Association (CPA) Conference in Kampala, Uganda, from 22 to 29 September 2019.
- Attended IPU meetings in Geneva, Switzerland in October 2019.
- Accompanied the Speaker of the National Assembly to Hungary for meetings with his counterpart in October 2019.
- Attended SADC PF meetings in South Africa, in November 2019.
- Attended the SADC PF Inaugural Meeting of the Committee of Clerks/Secretaries of SADC Member Parliaments from 27 to 28 February 2020, in Mauritius.
- Participated in the Parliamentary Service Commission's benchmarking visits to Kenya, Uganda and Zimbabwe from 1 to 14 March 2020.

INTERNAL AUDIT SUBDIVISION

MANDATE

Among other things, to monitor, assess and analyse organisational risk, to implement internal controls, and to ensure compliance with policies, procedures and regulation.

OPERATIONAL ACTIVITIES

- Working in partnership with management, external auditors and the Audit Committee to ensure that risks are mitigated.
- Maintaining the National Assembly's positive image.
- Producing audit reports that present audit findings and making recommendations to enhance compliance with policies, procedures and regulations.
- Verifying the existence of assets and ensuring their safekeeping.
- Ensuring effectiveness and efficiency in the utilisation of resources.
- Rendering appropriate consulting and advisory services related to corporate governance, risk management and internal control.



New National Assembly MPs sworn in March 2020.

DIRECTORATE: TABLE OFFICE

MANDATE

To support the National Assembly in attaining its objectives as enshrined in the Namibian Constitution.



OPERATIONAL ACTIVITIES

- Providing operational assistance and guidance to the National Assembly.
- Rendering logistical support and advice on procedural and other matters.
- Meeting MPs' requirements to ensure the proper functioning of the National Assembly.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

STATISTICAL SPECIFICS

- 84 sitting days.
- Zero days without a lack of quorum.
- 15 Bills tabled.

- 9 Bills passed without amendments.
- 5 Bills passed with amendments.
- 1 Bill withdrawn.
- 5 Bills reconsidered from the National Council.
- 13 international instruments tabled.
- 13 international instruments adopted.
- 13 Motions by backbench members tabled of which –
 - 8 were adopted.
 - 1 was withdrawn.
 - 1 was referred to the Prime Minister.
 - 1 was referred to a Standing Committee.
 - 2 were rejected.
- 38 Annual and Ministerial Reports tabled.
- 140 Auditor-General Reports tabled.
- 61 Auditor-General Reports on Regional and Local Authority Councils referred to the National Council's Public Accounts Committee.
- 17 Committee Reports tabled on the conducting of local visits, meetings or public hearings.
- 18 Committee Reports tabled on the conducting of foreign visits or meetings.
- 4 CPA, IPU, PAP or SADC PF Reports tabled.
- 121 questions asked with notice of which.
 - 118 questions were replied to.
 - 2 questions lapsed.
- 40 questions asked without notice (oral).
- 3 petitions received.
 - Petition by the Affirmative Repositioning Movement.
 - Petition by the Concerned Namibian Citizens group protesting a petition by marijuana users.
 - Petition from the members of Fridays for Future – Windhoek.

MOTIONS PROCESSED

INTERNATIONAL INSTRUMENTS TABLED BY THE EXECUTIVE

- **Deputy Minister of Industrialisation, Trade and SME Development:** Ratification of the Kigali Amendment to the UN Protocol on Substances that Deplete the Ozone Layer ("Montreal Protocol") (adopted 6 March 2019).
- **Prime Minister:** Declaration of State of Emergency: National Disaster (Drought) (adopted 7 May 2019).
- **Minister of Finance:** Amendment of *Government Gazette* No. 6967 and Notice No. 225 of Part 5A of Schedule No. 1 to the Customs and Excise Act, 1998 (No. 20 of 1998) (adopted 17 September 2019).
- **Deputy Minister of Information and Communication Technology:** National Broadband Policy for the Republic of Namibia (2019–2029) and its Implementation Action Plan (2019–2024) (adopted 15 October 2019).

- **Prime Minister:** Extension of the Declaration of State of Emergency: National Disaster (Drought) for a further six months, from 6 October 2019 to 6 March 2020 (adopted 2 October 2019).
- **Minister of Finance:**
 - Organisation for Economic Co-operation and Development (OECD) Convention on Mutual Administrative Assistance in Tax Matters as amended by the provisions of the Protocol which entered into force on 1 June 2011 (adopted 29 October 2019).
 - OECD Multilateral Convention to Implement Tax Treaty Related Measures to Prevent Base Erosion and Profit Shifting (adopted 29 October 2019).
 - OECD Multilateral Competent Authority Agreement on Automatic Exchange of Financial Account Information (adopted 29 October 2019).
- **Minister of Industrialisation, Trade and SME Development:** Ratification of the Tripartite Free Trade Area among Member and Partner States of the Common Market for Eastern and Southern Africa (COMESA), the East African Community (EAC) and SADC (adopted 29 October 2019).
- **Minister of Industrialisation, Trade and SME Development:** Ratification of the SADC Protocol on Trade in Services (adopted 18 March 2020).
- **Minister of Finance:** Amendment of Government Notice No. 297 and Government Notice No. 298 of *Government Gazette* No. 7022 of 16 October 2019 in terms of section 65(8) of the Customs and Excise Act to remain on the Table for 28 consecutive days, as required by the Act (adopted 10 March 2020).
- **Deputy Prime Minister and Minister of International Relations and Cooperation:** Ratification of the UN Treaty on the Prohibition of Nuclear Weapons (adopted 11 March 2020).
- **Minister of Defence:** Ratification of the UN Arms Trade Treaty (adopted 12 March 2020).
- **Minister of Works and Transport:**
 - Ratification of the International Maritime Organization (IMO) International Convention for the Control and Management of Ships' Ballast Water and Sediments (adopted 18 March 2020).
 - Ratification of the IMO International Convention on Civil Liability for Bunker Oil Pollution Damage (adopted 18 March 2020).
 - Ratification of Annexes IV (Sewage Pollution by Ships) and VI (Air Pollution by Ships) of the IMO International Convention for the Prevention of Pollution from Ships (agreed to on 18 March 2020).
- **Minister of Health and Social Services:**
 - Ratification of the International Atomic Energy Agency (IAEA) Convention on Early Notification of a Nuclear Accident (adopted 18 March 2020).
 - Ratification of the IAEA Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency (adopted 18 March 2020).

OTHER MOTIONS TABLED

- **Deputy Prime Minister and Minister of International Relations and Cooperation:** Resolution to extend the Declaration of State of Emergency: National Disaster (COVID-19) for a period of six months with effect from the expiration of the Declaration which is Monday, 23 March 2020 (adopted 18 March 2020).
- **Mr McHenry Venaani:** Motion to discuss the plight of foreign-trained medical doctors (rejected 26 March 2019).
- **Mr McHenry Venaani:** Motion to discuss the precarious situation prevailing at the Public Service Medical Aid Scheme (referred to Standing Committee for scrutiny, 18 June 2019).
- **Ms Evelyn !Nawases-Taeyele:** Motion in support for the immediate and unconditional end to the illegal occupation by Morocco of Western Sahara (adopted 27 March 2019).
- **Ms Pendukeni Iivula-Ithana:** Motion on the state of driving on our roads and measures to be put in place to avoid loss of lives (referred to Standing Committee for scrutiny, 18 June 2019; extended for further investigation, 24 October 2019; Committee Report tabled 12 March 2020; Committee Report adopted 17 March 2020).
- **Ms Eunice lipinge:** Motion to implement the African Union Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa, and to amend the Electoral Act, 2014 (No. 5 of 2014) for political parties participating in the National Assembly and Local Authority elections to submit their list on a 50/50 gender basis (referred to Prime Minister, 4 July 2019).
- **Ms Elma Dienda:** Motion on Government Institutions Pension Fund retirement benefits for civil servants (rejected 9 July 2019).
- **Ms Evelyn !Nawases-Taeyele:** Motion as to whether the Namibian nation is indeed a "One Namibia–One Nation" as we strive for it to be (adopted 11 July 2019).
- **Ms Elma Dienda:** Motion on implementing social security protection funds aimed at promoting and improving social welfare (adopted 2 October 2019).
- **Mr McHenry Venaani:** Motion to discuss the precarious land ownership at Endombo TCL Mine Hostel in Tsumeb (Motion concluded, 18 February 2020).
- **Dr Tangeni Iijambo:** Motion to discuss the National Reconciliation Policy (tabled 26 February 2020; withdrawn 5 March 2020 in terms of Rule 30(b) of the Rules of Procedure and Standing Orders).
- **Mr McHenry Venaani:** Motion to address a bailout plan for commercial farmers that are severely hit by drought and high repayment of their loans at commercial banks and at Agribank (adopted 17 March 2020).

Table 1 presents a summary of proceedings on Bills tabled in the National Assembly for discussion during the 2019/20 financial year.

Table 1: Proceedings on Bills in the National Assembly during the review period

List No.	Bill No.	Short title of Bill	Introduced by	First reading	Second reading	To Committee	Amendment considered	Third reading	Outcome
1	B.12-2018	Arms and Ammunition Amendment Bill	Deputy Minister of Safety and Security	06.03.19	19.03.19	10.07.19	11.07.19	11.07.19	Agreed to
	B.15-2018	Reconsideration Public Enterprises Governance Bill	Minister of Public Enterprises	n/a	n/a	07.03.19	09.04.19	n/a	Agreed to
2	B.1-2019	Bank of Namibia Bill	Minister of Finance	26.03.19	04.06.19	05.06.19	n/a	25.06.19	Agreed to
3	B.3-2019	Appropriation Bill	Minister of Finance	27.03.19	16.04.19	23.04.19	n/a	07.05.19	Agreed to
		Reconsideration Basic Education Bill	Deputy Minister of Education, Art and Culture			11.06.19	11.06.19		Agreed to
4	B.2-2019	Electronic Transactions Bill	Minister of Information and Communication Technology	01.04.19	26.06.19	02.07.19	n/a	02.07.19	Agreed to
	B.11-2018	Namibia Financial Institutions Supervisory Authority Bill	Minister of Finance	25.06.19	Lapsed 11.07.19 in terms of Rule 24(b)	n/a	n/a	n/a	n/a
	B.10-2018	Financial Services Adjudicator Bill	Minister of Finance	25.06.19	Lapsed 11.07.19 in terms of Rule 24(b)	n/a	n/a	n/a	n/a
	B.13-2018	Financial Institutions and Markets Bill	Minister of Finance	26.06.19	Lapsed 11.07.19 in terms of Rule 24(b)	n/a	n/a	n/a	n/a
5	B.11-2018	Namibia Financial Institutions Supervisory Authority Bill	Minister of Finance	25.06.19	Lapsed 11.07.19 in terms of Rule 24(b)	n/a	n/a	n/a	n/a
6	B.10-2018	Financial Services Adjudicator Bill	Minister of Finance	25.06.19	Lapsed 11.07.19 in terms of Rule 24(b)	n/a	n/a	n/a	n/a
	B.13-2018	Financial Institutions and Markets Bill	Minister of Finance	17.09.19	29.10.19	On 30.10.19 deferred by the Minister of Finance to February 2019	n/a	n/a	n/a
7	B.13-2018	Financial Institutions and Markets Bill	by the Minister of Finance	26.06.19	Lapsed 11.07.19 in terms of Rule 24(b)	n/a	n/a	n/a	n/a

List No.	Bill No.	Short title of Bill	Introduced by	First reading	Second reading	To Committee	Amendment considered	Third reading	Outcome
8	B.5-2019	Prevention and Combating of Torture Bill	Minister of Justice	17.09.19	Withdrawn 29.10.19 by the Minister	n/a	n/a	n/a	n/a
	B.1-2019	Reconsideration: Bank of Namibia Bill	Minister of Finance	n/a	n/a	02.10.19	02.10.19	n/a	Agreed to
	B.2-2019	Reconsideration: Electronic Transactions Bill	Minister of Information and Communication Technology	n/a	n/a	02.10.19	02.10.19	n/a	Agreed to
	B.12-2018	Reconsideration: Arms and Ammunition Amendment Bill	Deputy Minister of Safety and Security	n/a	n/a	02.10.19	02.10.19	n/a	Agreed to
9	B.4-2019	Prevention and Combating of Pollution of the Sea by Oil Amendment Bill	Minister of Works and Transport	17.09.19	01.10.19	08.10.19	n/a	08.10.19	Agreed to
	B.6-2019	The Control of the Import and Export of Dairy Products and Dairy Product Substitutes Bill	Minister of Agriculture, Water and Forestry	29.10.19	30.10.19	Lapsed 31.10.19 in terms of Rule 24(b)	n/a	n/a	n/a
10	B.7-2019	Appropriation Amendment Bill	Minister of Finance	22.10.19	29.10.19	30.10.19	n/a	30.10.19	Agreed to
11	B.6-2019	The Control of the Import and Export of Dairy Products and Dairy Product Substitutes Bill	Minister of Agriculture, Water and Forestry	29.10.19	30.10.19	Lapsed 31.10.19 in terms of Rule 24(b)	n/a	n/a	n/a
12	B.8-2019	Post and Telecommunications Companies Establishment Amendment Bill	Minister of Information and Communication Technology	12.02.20	18.03.20	19.03.20	19.03.20	19.03.20	Agreed to
13	B.1-2020	Income Tax Amendment Bill	Minister of Finance	19.02.20	10.03.20	11.03.20	11.03.20	11.03.20	Agreed to
14	B.2-2020	Gaming and Entertainment Control Amendment Bill	Minister of Environment and Tourism	19.02.20	17.03.20	18.03.20	n/a	18.03.20	Agreed to
15	B.3-2020	Communication Amendment Bill	Minister of Information and Communication Technology	25.02.20	17.03.20	18.03.20	n/a	18.03.20	Agreed to

REMAINING CHALLENGES

- Capacity-building in respect of both MPs and staff of the Directorate was lacking as it could not be provided locally. Benchmarking or exchange visits for capacity-building is, therefore, a necessity.
- Outdated electronic equipment in the Chamber hampered effective communication between the Speaker, MPs and the Clerks at the Table.



One of the sessions of the National Assembly during the reporting period.

DIRECTORATE: LEGAL SERVICES

MANDATE

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

OPERATIONAL ACTIVITIES

- Providing legal advice on parliamentary and related matters to MPs.
- Scrutinising all legislative documents, including Bills, presented to the National Assembly to ensure linguistic accuracy and constitutionality.
- Reviewing Bills on legal disputes and related matters returned to the National Assembly by the National Council.
- Rendering legal advice to Members of Committees of the National Assembly and the National Assembly Secretariat.
- Assisting MPs with drafting private members' Bills, draft Bill summaries and Bill analyses.
- Overseeing the drafting of opinions and position papers on matters relating to the Office of the Speaker and such other topics as are presented by the citizenry for the Speaker's attention.
- Drafting opinions on parliamentary, constitutional and legislative matters as required by the Speaker of the National Assembly.
- Providing professional and administrative assistance to the Secretary of the National Assembly in the form of legal advice on matters of administration.
- Representing the National Assembly in a court of law or other judicial tribunals if required.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

The Directorate undertook the following specific activities relating to its core function:

- provided 6 Bill summaries.
- 1 draft Comment on Paper Attendance of four Pan African Parliament sessions and Committee activities.

REMAINING CHALLENGES

- A support system that would assist in the provision of legal advice and services is lacking.
- Bills are not submitted on time, thus the Directorate has insufficient time to summarise them for MPs for their scrutiny.
- The time between Bills being tabled and discussed is too short to allow the Directorate to compile summaries of such documents, the period should either be lengthened or all Bills should be referred to Committees to allow sufficient time for summaries to be drafted.
- Training opportunities were not regularly provided.

- Due to late notifications given for meetings, Legal Services staff had insufficient time to conduct proper legal research.
- Requests for legal opinions were not submitted to the Directorate timeously and in writing, which detracted from the quality and delivery of duly considered opinions.
- Vacant positions were frozen due to the economic situation being compromised by the COVID-19 pandemic.

DIRECTORATE: COMMITTEE SERVICES

MANDATE

- To provide procedural advice, secretarial services, and administrative and logistical support to National Assembly Standing Committees, and to coordinate Committee work and manage their budgets.

OPERATIONAL ACTIVITIES

- Being responsible overall for the coordination and functioning of the Standing Committees, including managing their allocated budget, through the provision of secretariat services, administrative and logistical support, and procedural advice.
- Providing staffing services for international parliament-related organisations (SADC PF, PAP and IPU) and for matters pertaining to the Partnership Agreement between African, Caribbean and Pacific (ACP) countries and the European Union (EU).

SERVICES TO STANDING COMMITTEES DURING THE REVIEW PERIOD

- The eight Standing Committees that were operational consisted of between 13 and 18 members each (see Table 2).
- During the Sixth Parliament, 42 MPs formed part of the standing committees.
- The Directorate also provides support to MPs serving on international bodies, namely the CPA, the IPU, the PAP and SADC PF.
- The Directorate's staff establishment is comprised of 22 staff members comprising 1 Director, 4 Deputy Directors, 9 Chief Parliamentary Clerks, 7 Parliamentary Clerks and 1 Private Secretary.
- One Deputy Director position and three Parliamentary Clerk positions were vacant for the reporting year.
- The post of Director was filled during the last quarter of the reporting period.

Table 2: Membership of Standing Committees during the review period

Standing Committees*	No. of members
Constitutional and Legal Affairs	17
Economics and Public Administration	17
Foreign Affairs, Defence and Security	18
Gender Equality, Social Development and Family Affairs	14
Human Resources and Community Development	18
Information and Communications Technology and Innovation	11
Management of Natural Resources	13
Public Accounts	16

*** These Committees were set up in accordance with Rule 54 of the Standing Rules and Orders of Procedure of the National Assembly and operate under their respective terms of reference set out in Rules 69 to 76 therein.**

The following sections provide more detail on the specific terms of reference and highlights for each Standing Committee during the reporting year.

STANDING COMMITTEE ON CONSTITUTIONAL AND LEGAL AFFAIRS

SPECIFIC TERMS OF REFERENCE

The Committee has the duty to consider any matter it deems relevant with regard to the Offices, Ministries, Agencies, and all State-Owned Enterprises and Parastatals responsible for the following category of affairs which shall, inter alia, include:

- Justice;
- Attorney-General;
- Electoral Commission;
- Ombudsman;
- Petitions;
- Anti-Corruption Commission;
- Human Rights;

and may for that purpose consult and liaise with the relevant institutions.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- A delegation of the Standing Committee visited Kigali, Rwanda, from 20 to 25 October 2019 as part of its activities on the Motion on Genocide Remembrance Day.
- The main purpose of the mission to Rwanda was to gain insight into how that country dealt with the aftermath of the 1994 genocide.
- The delegation reported back on the good practices that Namibia could possibly take on board in dealing with its own genocide history.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Consultations were held with the Nama Genocide Technical Committee as part of the continuing consultations nationwide on the Motion on Genocide Remembrance Day since its referring to the Standing Committee in April 2016.
- Consultations on the Motion on the Continued Use of Electronic Voting Machines and the Voting Process were held with the following stakeholders:
 - The Technical Committee on Electronic Voting Machines.
 - The Faculty of Computing and Informatics at the Namibia University of Science and Technology (NUST).
 - A joint meeting with the Electoral Commission of Namibia and NUST.
- A report on stakeholder consultation outcomes was tabled during the Sixth Parliament (see Table 3).

Table 3: Reports tabled during the review period

Date tabled	Report title	Status
23.10.2019	Report of the Standing Committee on Constitutional and Legal Affairs on the Motion on Continued Use of Electronic Voting Machines and the Voting Process	Due to a lack of a decision-making quorum of 49 voting Members on 30 October 2019, the Committee Report lapsed in terms of Rule 24(b).
27.02.2020	Report of the Standing Committee on Constitutional and Legal Affairs on the Oversight Visits Conducted in July 2018 to the High Court in Oshakati, Magistrate Courts, and Regional Offices of the Electoral Commission and Ombudsman, as well as the Osire Refugee Settlement in the Oshana, Omusati and Otjozondjupa Regions	Adopted 17.03.2020
11.03.2020	Report of the Standing Committee on Constitutional and Legal Affairs on the Nationwide Public Consultations on the Motion on Genocide Remembrance Day, conducted during May 2017 to March 2020	Adopted 17.03.2020
19.03.2020	Report of the Standing Committee on Constitutional and Legal Affairs on visits to Community Courts, the Rundu Magistrate's Court and Marginalised Communities in the Kavango West and Kavango East Regions from 19 to 23 August 2019	For information only

STANDING COMMITTEE ON ECONOMICS AND PUBLIC ADMINISTRATION



The Standing Committee on Economics and Public Administration conducting its oversight function in the Zambezi Region in 2019.

SPECIFIC TERMS OF REFERENCE

To consider any matter it deems relevant with regard to the O/M/As, State-owned Enterprises (SOEs) responsible for the following categories:

- Finance;
- The National Planning Commission;
- Industrialisation and Trade;
- Public Enterprises;
- Works and Transport.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

Members of the Committee attended the following events:

- Bundestag invitation to the Chairperson to attend a fact-finding mission, 7–13 April 2019, Berlin, Germany;
- 54th Session of the African, Caribbean and Pacific Group of States Parliamentary Assembly (ACP PA), 14–17 October 2019, Brussels, Belgium;
- 55th Session of the ACP PA and the 38th Session of the African, Caribbean and Pacific Group of States and European Union (ACP–EU) Joint Parliamentary Assembly (JPA), 13–21 November 2019, Kigali, Rwanda; and
- 18th Regional Meeting (Southern Africa Region) of the ACP–EU JPA, 20–22 February 2020, Maseru, Lesotho.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Consultative meetings were held with the following parties:
 - Management of the Namibian Association of Medical Aid Funds (NAMAF) to discuss the Financial Institutions and Markets Bill, 17 April 2019;
 - Management of the Retirement Funds Institute of Namibia on 24 April 2019;
 - Management of the Roads Authority to obtain feedback for the Motion on Road Accidents on the State of Driving on 19 June 2019;
 - Management of the Roads Authority to obtain feedback for the Motion on Road Accidents on the State of Driving on 3 July 2019;
 - Management of the Motor Vehicle Accident Fund (MVA) to obtain feedback for the Motion on Road Accidents on the State of Driving on 26 September 2019; and
 - Management of the MVA to obtain feedback for the Motion on Road Accidents on the State of Driving on 3 October 2019;
- Written response submitted to the National Assembly on the Motion on Road Accidents in consultation with the Management of the Namibian Police and the Windhoek City Police, 12 December 2019.
- Site visits to assess the extent to which capital projects have been implemented in the Hardap, //Kharas, Omaheke, Kunene, Omusati, Oshana, Ohangwena, Kavango East and West, Otjozondjupa and Oshikoto Regions, 12-24 May 2019, 22-27 July 2019, 18-24 August 2019.
- Consideration of final annual activities for the 2019/20 financial year and of the draft annual budget programme for the Budget Analysis Meeting, 6 March 2019.
- Attendance of the Annual Budget Analysis Breakfast Meeting, 28 March 2019.
- Attendance of the Bank of Namibia's 20th Annual Symposium, 19 September 2019.
- Reports on the regional visits conducted during 12–24 May 2019 and 19–24 August 2019 were automatically referred to O/M/As, as was the report on the Motion on the State of Driving, which was tabled with recommendations to be implemented by O/M/As; hence no reports were transmitted to O/M/As by the Committee.
- Various reports tabled in the National Assembly (see Table 4).

Table 4: Reports tabled during the review period

Date tabled	Report title	Status
30.10.19	Report by the Standing Committee on Economics and Public Administration on the 49th Session of the African, Caribbean and Pacific (ACP) Group of States and Intersessional Meetings of the African, Caribbean and Pacific Groups of States and European Union Joint Parliamentary Assembly (ACP-EU JPA), held in Brussels, Belgium, from 20 to 22 March 2018	Noted
	Report by the Standing Committee on Economics and Public Administration on the 50th Session of the African, Caribbean and Pacific (ACP) Group of States and Intersessional Meetings of the African, Caribbean and Pacific Groups of States and the 35th;Session-European Union Joint Parliamentary Assembly (ACP-EU JPA), held in Brussels, Belgium, from 13-20 June 2018	Noted
	Report by the Standing Committee on Economics and Public Administration on the 51st Session of the African, Caribbean and Pacific (ACP) Group of States and Intersessional Meetings of the African, Caribbean and Pacific Groups of States and European Union Joint Parliamentary Assembly (ACP-EU JPA), held in Brussels, Belgium, from 9-11 October 2018	Noted
	Report by the Standing Committee on Economics and Public Administration on the 52nd Session of the African, Caribbean and Pacific (ACP) Group of States and Intersessional Meetings of the African, Caribbean and Pacific Groups of States and the 36th ;37th ; Session of the European Union Joint Parliamentary Assembly (ACP-EU JPA), held in Cotonou, Benin, from 28 November 2018 to 5 December 2018	Noted
12.03.20	Report by the Standing Committee on Economics and Public Administration on the 53rd Session of the African, Caribbean and Pacific (ACP) Group of States and Intersessional Meetings of the African, Caribbean and Pacific Groups of States and the 37th Session of the European Union Joint Parliamentary Assembly (ACP-EU JPA), held in Bucharest, Romania, from 13 to 20 March 2019	For information only
	Report by the Standing Committee on Economics and Public Administration on the 55th Session of the African, Caribbean and Pacific Group of States and European Union Joint Parliamentary Assembly (ACP-EU JPA), held in Kigali, Rwanda, from 14 to 21 November 2019	Adopted 17 March 2020
	Report by the Standing Committee on Economics and Public Administration on the Motion of Hon. Pendukeni Iivula-Ithana on the State of Driving on our Roads and the Consequent Carnage and Injuries Therefrom	For information only
	Report by the Standing Committee on Economics and Public Administration on the Oversight Visit to the Development Project in the Kunene, Omusati, Oshana, Ohangwena, Kavango East and West, Zambezi, Otjozondjupa, Oshikoto, Kharas, Hardap and Omaheke Regions, from 12 to 24 May 2019, 22 to 27 July 2019 and 19 to 24 August 2019	For information only
	Accountability Report by the Standing Committee on Economics and Public Administration on Committee Activities for the Period of February 2015 to March 2020	For information only

STANDING COMMITTEE ON FOREIGN AFFAIRS, DEFENCE AND SECURITY

SPECIFIC TERMS OF REFERENCE

- To consider any matter, it deems relevant with respect to the various O/M/As responsible for defence, home affairs, immigration, international relations, international cooperation, safety

and security, and intelligence services, and to consult and liaise with such O/M/As to this end.

- To exercise an oversight function with regard to Namibia's foreign policy and its relations with other states on matters of defence and security.
- To investigate issues relating to the policies, standards and procedures followed by the Namibia Central Intelligence Service.
- To obtain information from Government or other sources regarding any real or perceived threat to the security of the Republic of Namibia.
- To 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.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Committee visited the Embassy of Namibia to the Republic of Senegal in Dakar on 15–19 July 2019 and to the Arab Republic of Egypt in Cairo on 22–26 July 2019.
- The purpose of the visits was to assess whether Namibia's International Relations and Cooperation Policy was being adhered to, and to inquire about the well-being of foreign staff and Namibian citizens abroad as well as the security situation, infrastructure, and conditions on the ground at the two missions visited.
- The Standing Committee tabled a report to the National Assembly on 4 March 2020 of its visit to Egypt and one on 17 March 2020 of its visit to Senegal.
- The Standing Committee requested the Ministry of International Relations and Cooperation to comment on the reports' findings and implement their respective recommendations.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Standing Committee conducted oversight visits from 11 to 25 May 2019 in respect of capital projects earmarked in the Development Budget in the Medium-term Expenditure Framework (2015/16–2017/18) for the construction of veterans' housing in the Kavango East, Kavango West, Kunene, Ohangwena, Omusati, Oshana, Oshikoto and Zambezi Regions.
- The purpose of the visits was to acquaint Standing Committee Members with progress made by the Office of the Vice President's Directorate of Veterans' Affairs in respect to the implementation of the approved Development Budget.
- The Standing Committee undertook oversight and inspection visits to the Alpha, Omakange, Ongwediva and Oshivelo Police roadblocks and checkpoints from 11 to 25 May 2019 acquaint its Members with, and to assess, the security situation as well as the various achievements and challenges.
- Various reports were tabled in the National Assembly (see Table 5).
- After the reports had been dealt with in the House, in terms of Rule 66 of the Rules and Standing Orders of the National Assembly, the Secretariat transmitted the reports to the relevant O/M/As to implement the associated recommendations and provide feedback on their progress in that regard.

Table 5: Reports tabled during the review period

Date tabled	Report title	Status
19.06.2019	Report of the Parliamentary Standing Committee on Foreign Affairs, Defence and Security on Oversight Visits to the Osire Refugee Resettlement and to Regional and Subregional Offices of the Ministry of Home Affairs and Immigration in the Omaheke, Karas and Hardap Regions (Administration and Accessibility of National Documents) between 31 July and 9 August 2018	Adopted 02.07.2019
19.06.2019	Report of the Parliamentary Standing Committee on Foreign Affairs, Defence and Security on Oversight Visits to Assess Security at Airports and Aerodromes in the Omaheke, Karas and Hardap Regions during the period of 31 July to 9 August 2018	Adopted 04.07.2019
20.06.2019	Report of the Parliamentary Standing Committee on Foreign Affairs, Defence and Security on the Safety and Security Workshop held at the Seaside Hotel in Swakopmund from 25 to 26 October 2017	For information and note-taking
17.03.2020	Report of the Parliamentary Standing Committee on Foreign Affairs, Defence and Security on the Oversight Visit to Namibia's Diplomatic Mission in Cairo, the Arab Republic of Egypt, from 22 to 26 July 2019	For information and note-taking
17.03.2020	Report of the Parliamentary Standing Committee on Foreign Affairs, Defence and Security on the Oversight Visit to the Embassy of the Republic of Namibia in Dakar, Senegal, from 13 to 21 July 2019	For information and note-taking

STANDING COMMITTEE ON GENDER EQUALITY, SOCIAL DEVELOPMENT AND FAMILY AFFAIRS



Members of the Standing Committee on Gender Equality, Social Development and Family Affairs attending a Regional Workshop on Modern Slavery organised by the Commonwealth Parliamentary Association (CPA) held in Accra, Ghana, 11–13 June 2019.

SPECIFIC TERMS OF REFERENCE

To consider any matter it deems relevant with regard to O/M/As and state-owned enterprises responsible for gender equality, child welfare, poverty eradication, persons with disabilities and social welfare.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Committee attended the 12th Session of the UN Convention on the Rights of Persons with Disabilities held at the UN Headquarters in New York from 11 to 13 June 2019. The Committee's progress report to the UN body contained highlights on Namibia's commitment to protect, promote and fulfil the rights of persons with disabilities in line with the Convention and the Optional Protocol thereto.
- The Committee attended the Meeting of the Network of African Parliamentary Committees of Health in Kampala, Uganda, from 29 to 31 October 2019. The aim of the Meeting was to share lessons learned and to discuss challenges on the implementation of the commitments on improving reproductive health and family planning in the context of achieving the UN SDGs.
- The Committee attended a Regional Workshop on Modern Slavery organised by the CPA and held in Accra, Ghana, from 11 to 13 June 2019. The aim of the Workshop was to examine

and compare the legal frameworks and policies in place in Commonwealth countries and to measure the working relationship with the relevant implementing authorities, i.e. Ministry of Immigration (border patrol), Ministry of Labour, Law Enforcement Agencies and Ministry of Justice (prosecuting authorities).

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- A presentation was made by the Konrad Adenauer Foundation on 1 April 2019 on linking the Committee with communities through accredited civil society organisations in Namibia.
- A courtesy call and briefing to the Committee were made on 10 April 2019 by Ambassador Mara Marinaki, Principal Advisor on Gender and on the Implementation of UN Security Council Resolution 1325 on Women, Peace and Security at the European External Action Service. The briefing was initiated by the EU Delegation to Namibia as a preliminary step towards the Third Capital-level Workshop of the Women, Peace and Security Focal Points Network held in Windhoek from 10 to 11 April 2019.
- The Committee held a meeting in Windhoek on 11 April 2019 with Ms Johanna Roper, United Kingdom Special Envoy on Gender, and officials from the British High Commission to Namibia. The meeting was aimed at gaining insight as to how Namibia gained its 48% representation by women in the legislature as well as to obtain insight on how Namibia planned to further bridge the gap on gender disparities in other spheres.
- The Committee also tabled various reports in the National Assembly (see Table 6).

Table 6: Reports tabled during the review period

Date tabled	Report title	Status
23.10.19	Report of the Parliamentary Standing Committee Gender Equality, Social Development and Family Affairs on the Motion of Old Age Homes	Adopted 2020
23.10.19	Report of the Parliamentary Standing Committee Gender Equality, Social Development and Family Affairs on the Amitofo Care Centre (Orphanage)	Noted
06.11.19	Joint Report by the Parliamentary Standing Committee Gender Equality, Social Development and Family Affairs and the Deputy Minister of Disability Affairs on their attendance of the 12th Session of the Convention on the Rights of Persons with Disabilities held at the United Nations Headquarters in New York from 11 to 13 June 2019	Noted

STANDING COMMITTEE ON HUMAN RESOURCES AND COMMUNITY DEVELOPMENT

SPECIFIC TERMS OF REFERENCE

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

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Regional Early and Unintended Pregnancies Campaign was launched on 31 July 2019 in Johannesburg, South Africa.
- The Turkish-Friendship Group met with some Committee Members on 22 July 2019 to discuss cooperation.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Committee undertook a familiarisation visit to the Ministry of Labour, Industrial Relations and Employment Creation's offices in the Hardap and Kharas Regions from 11 to 17 August 2019. The visits aimed to acquaint Committee Members with the conditions and the programmes as well as interventions with the Labour offices and Unions pursuing the communities in the regions.
- Friedrich Ebert Foundation (FEF) representatives met with the Standing Committee to discuss projects involving the youth.
- The FEF also briefed the Committee with respect to their planned interventions, which included:
 - Cooperation with both Houses of Parliament as well as Regional and Local Authorities.
 - Capacity-building of selected civil society organisations in five targeted Regions.
 - Production of training programmes and materials for capacity-building sessions, and impact assessments.
- Namibia National Labour Organisation (NANLO) held consultations with the Standing Committee on 9 April 2019 on the Motion of Truck Drivers.
- Several reports were tabled in the National Assembly (see Table 7).

Table 7: Reports tabled during the review period

Date tabled	Report title	Status
24.09.2019	Report on the Motion of Unskilled and Unemployed Youth in Namibia	Adopted 10.10.2019
24.10.2019	Report on the Motion on the High Rate of Teenage Pregnancy in Namibia	Adopted 29.10.2019
11.03.2020	Report on the Oversight Visit to the //Kharas and Hardap Regions on Conditions and Programmes as well as Interventions of Labour Offices and Unions in the Regions	For information only

STANDING COMMITTEE ON INFORMATION AND COMMUNICATIONS TECHNOLOGY AND INNOVATION

SPECIFIC TERMS OF REFERENCE

- To deal with matters pertaining to information and communications technology (ICT) and innovation, and their application in various fields.
- To review and consider any matter relevant to the various O/M/As and SOEs falling within the scope of affairs assigned to the Committee in its portfolio, which include the following:
 - Information and Communication Technology (ICT);
 - Higher education, technology and innovation;
 - Public Service ICT management;
 - The Communications Regulatory Authority of Namibia (CRAN);
 - The Namibian Broadcasting Cooperation (NBC);
 - Namibia Post Limited (NamPost);
 - Mobile Telecommunications Company (MTC); and
 - Telecom Namibia.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Three Committee Members attended the following events:
 - Fifth Annual International e-Governance Conference in Tallinn, Estonia, 18–23 May 2019; and
 - 59th Council Meeting of the Commonwealth Telecommunications Organisation (CTO) and Commonwealth ICT and Telecommunications Forum in Dhaka, Bangladesh, 30 September–4 October 2019.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Oversight visit in respect of assessing ICT infrastructure needs in the Oshana and Oshikoto Regions (12–18 May 2019) and the Omaheke Region (22–26 July 2019).
- Basic computer training for MPs, Otjiwarongo, 29 July–2 August 2019.
- Consultative meeting with the Action Coalition on the African Commission on Human and Peoples' Rights *Guidelines on Access to Information and Elections in Africa*, 16 September 2019.
- Launch of the Broadband Policy and Implementation Action Plan, 13 February 2020.
- Cybersecurity Validation Workshop, 18–21 February 2020.
- Data Protection Drafting Workshop, 24–26 February 2020.
- Cybercrime Drafting Workshop, 27–28 February 2020.
- Tabling of various reports to the National Assembly (see Table 8).

Table 8: Reports tabled during the review period

Date tabled	Report title	Status
11.06.2019	Report of the Standing Committee on ICT and Innovation on the Oversight Visit to the Kunene, Erongo, Zambezi, Kavango East and Omaheke Regions from 22 July to 4 August 2018 and from 12 to 17 August 2018	Discussed 18.06.2019, adopted 29.10.2019
23.10.2019	Report of the Standing Committee on ICT and Innovation on the Oversight Visit to the Omaheke Region from 13 to 17 May 2019 and the Oshikoto and Oshana Regions from 22 to 26 July 2019	29.10.2019
18.06.2019	Report of the Standing Committee on ICT and Innovation on the World e-Parliament Conference held in Geneva, Switzerland, from 3 to 5 December 2018	Adopted 02.07.2019
23.10.2019	Report of the Standing Committee on ICT and Innovation on the Fifth Annual International e-Governance Conference held in Tallinn, Estonia, from 20 to 22 May 2019	Adopted 29.10.2019
18.03.2020	Report of the Standing Committee on ICT and Innovation on the 59th Council Meeting of the Commonwealth Telecommunications Organisation (CTO) and the Commonwealth ICT and Telecommunications Forum in Dhaka, Bangladesh, from 30 September to 1 October 2019	Report was tabled for note taking.

STANDING COMMITTEE ON NATURAL RESOURCES

SPECIFIC TERMS OF REFERENCE

- Consider any matter it deems relevant with regard to the Offices, Ministries, Agencies, and all State-owned Enterprises and Parastatals responsible for the following category of affairs which shall, inter alia, include: Agriculture, Water and Forestry; Environment, and Tourism; Fisheries and Marine Resources ; Mines and Energy and Land Reform.
- monitor, enquire into, and make recommendations to the Assembly on matters that may directly or indirectly affect the natural resources of the Republic of Namibia and its people;
- operate with a vision to promote sustainable utilization of Namibia's natural resources;
- enquire into and monitor international protocols, conventions and agreements that may affect the Namibian natural resources, economy and public administration and where necessary make recommendations to the National Assembly.

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Committee undertook a benchmarking visit to the Parliament of South Africa from 17 to 19 September 2019 to learn how that country dealt with *Dichapetalum cymosum* (poison leaf/*gifblaar*). The visit also aimed at further strengthening and deepening relations between the two countries' Parliaments.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- On 23 April 2019, the Committee held a consultative meeting with the Office of the Inspector-General of the Namibian Police on the welfare of police officers deployed in Etosha National Park and other parks.

- From 19 to 25 May 2019, the Committee undertook familiarisation visits to the Onankali Tree Plantation Project, the sand-mining areas in the Oshana Region, and the Etunda Irrigation Project under the auspices of the Ministry of Agriculture, Water and Forestry in the Omusati Region. The visit specifically aimed at investigating the negative environmental impacts associated with sand-mining.
- A presentation by the National Petroleum Corporation of Namibia on the Kudu Gas-to-Power Project took place on 4 July 2019 in the National Assembly Chamber.
- Inspection visits were made to the Kavango East, Kavango West and Zambezi Regions from 3 to 11 August 2019 to assess the impact of timber harvesting.
- On 1 October 2019, the Committee hosted a meeting with a parliamentary delegation from Liberia to discuss matters of mutual interest and strengthen bilateral relations between the two countries.

STANDING COMMITTEE ON PUBLIC ACCOUNTS



The Standing Committee on Public Accounts holds one of its public hearings in 2019.

SPECIFIC TERMS OF REFERENCE

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

INTERNATIONAL HIGHLIGHTS OF THE YEAR UNDER REVIEW

- 16th Southern Africa Development Community Organisation of Public Accounts Committees (SADCOPAC) Annual General Meeting (AGM) held from 6 to 11 September 2019 in Johannesburg, South Africa.

- Sixth Executive Meeting of the African Organisation of Public Accounts Committees (AFROPAC) held from 26 to 28 September 2019 in Nairobi, Kenya.

DOMESTIC HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Review of Auditor-General Reports, 12-18 May 2019, Otjiwarongo, Otjozondjupa Region.
- Inspection visit to Mass Houses, 26-31 May 2019, Erongo and Kunene Regions.
- Consultative meeting with the Namibian Qualifications Authority and the Namibia Students' Financial Assistance Fund on the plight of Namibian medical students with foreign qualifications in June 2019.
- Consultative meeting with the Public Accountants and Auditors Board in October 2019.
- Consultative meeting with the Ministry of Urban and Rural Development on the status of mass housing development projects in March 2020.
- SADCOPAC governance meetings and training workshop, 9-13 March 2020, Maseru, Lesotho.
- Tabling of various reports in the National Assembly (see Table 9).

Table 9: Reports tabled during the review period

Date tabled	Report title	Status
20.06.2019	Report on the 13th Annual Conference and 14th SADCOPAC AGM held from 8 to 13 October 2017 in Maputo, Mozambique	Adopted 04.07.2019
15.10.2019	Reports of the National Council's Standing Committee on Public Accounts and Economy on the Review of the Auditor-General's Reports on Regional Councils and Local Authorities (financial years ended 31 March 2011, 2012, 2013, 2014 and 2015 for Regional Councils, and ended 30 June 2010, 2011, 2012, 2013, 2014 and 2015 for Local Authorities)	Adopted 22.10.2019
15.10.2019	Report on the 15th SADCOPAC AGM (13–15 September 2018) and Joint AFROPAC–SADCOPAC Training (17-21 September 2018) in Swakopmund, Namibia	Noted
24.10.2019	Report on the Third General Meeting and Conference of AFROPAC held from 19 to 23 November 2018 in Kampala, Uganda	Lapsed
24.10.2019	Report on the Africa-UK Public Accounts Committee Workshop held from 29 August to 1 September 2018 in Nairobi, Kenya	Noted
24.10.2019	Report on Skills Development for African Parliamentary Network to Track, Stop and Retrieve Illicit Financial Flows and Tax Avoidance from Africa from 9 to 10 October 2017 in Nairobi, Kenya	Noted

Services to international parliament-related organisations and the ACP–EU Partnership Agreement during the review period.

SOUTHERN AFRICAN DEVELOPMENT COMMUNITY PARLIAMENTARY FORUM (SADC-PF)

MEMBERSHIP

5 National Assembly MPs and the Speaker.

OBJECTIVE

- To strengthen SADC’s implementation capacity by involving Parliamentarians in its affairs.
- To advocate for the harmonisation, ratification, domestication and implementation of SADC Protocols, Treaties and other decisions at national level.
- To promote the principles of human rights, democracy, peace and security, regional integration, human and social development, economic governance and gender equality through collective responsibility within the SADC Region.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Members of the Namibian Chapter of the SADC PF attended the following events:
 - Meeting of the Regional Parliamentary Model Laws Oversight Committee, Johannesburg, South Africa, 5-8 May 2019;
 - Meeting of the SADC PF Executive Committee, Am Weinberg Conference Centre, Windhoek, Namibia, 10-12 May 2019;
 - SADC PF Committee meetings, Johannesburg, South Africa, 18-22 May 2019;
 - Standing Committee Meetings, Johannesburg, South Africa, 20-25 May 2019;
 - Double Troika Benchmarking Mission on transforming the SADC PF into a Parliament, on 11-26 June 2019;
 - 45th SADC PF Plenary Assembly, Maputo, Mozambique, 15-25 July 2019;
 - 46th SADC PF Plenary Assembly, Swakopmund, Namibia, 10-17 December 2019;
 - Capacity Development Session for SRHR Researchers, SADC PF Staff and Legal Drafters, Johannesburg, South Africa, 3-4 February 2020; and
 - SADC PF Executive and Other Committee meetings, Johannesburg, South Africa, 6-14 March 2020.
- Various reports were tabled in the National Assembly (see Table 10).

Table 10: Reports tabled during the review period

	Report title	Status
	Report on the Meeting of the SADC PF Executive Committee held at the Am Weinberg Conference Centre, Windhoek, Namibia, 10-12 May 2019	For information only
	Report on SADC PF Committee Meetings held in Johannesburg, South Africa, 18-22 May 2019	For information only
	Report on SADC PF Standing Committee Meetings held in Johannesburg, South Africa, 20-25 May 2019	For information only
	Report on the 45th SADC PF Plenary Assembly held in Maputo, Mozambique, 15-25 July 2019	Adopted
	Report on the 46th SADC PF Plenary Assembly held in Swakopmund, Namibia, 10-17 December 2019	Adopted
	Report on the SADC PF Executive and Other Committee Meetings held in Johannesburg, South Africa, 6-14 March 2020	For information only

INTER-PARLIAMENTARY UNION – NATIONAL GROUP OF NAMIBIA

MEMBERSHIP

A Committee comprising 16 MPs.

OBJECTIVE

To consider any matter it deems relevant to O/M/As.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The IPU National Group attended two International Conferences.
- Two reports were tabled in the National Assembly (see Table 11).

Table 11: Reports tabled during the review period

Date tabled	Report title	Status
01.10.2019	Report on the 2018 Interregional Seminar on the Achievement of the Sustainable Development Goals (SDGs) for Developing Countries held in Beijing, China, from 10 to 17 September 2018	Adopted 02.10.2019
18.03.2020	Report on the 141st Assembly and Related Meetings of the Inter-Parliamentary Union (IPU) held in Belgrade, Serbia, from 13 to 17 October 2019	For information only

PAN-AFRICAN PARLIAMENT (PAP)

MEMBERSHIP

The membership of the Pan-African Parliament comprises 5 MPs.

OBJECTIVE

The mission of the Pan-African Parliament is to provide a common platform for African peoples to represent, and to act as a voice of the people of Africa presenting their opinions, their concerns and aspirations, and thus effectively hold the governing institutions of the AU accountable in the implementation of policies and programmes as well as in the allocation and use of public resources for promoting just, equitable and sustainable development for all the peoples of Africa.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Held two Ordinary Sessions and two Committee Sittings in the 2019/20 financial year that were attended by four National Assembly MPs in each case.
- Held the Sixth Ordinary Session of its Fourth Parliament from 3 to 19 May 2019 in Midrand, South Africa, on the theme *African Union for 2018*.
- The Chairperson of PAP's Namibian Chapter was invited by the German Bundestag to attend a fact-finding mission in Berlin, Germany, from 7 to 13 April 2019.

COMMONWEALTH PARLIAMENTARY ASSOCIATION - CPA

MEMBERSHIP

A combined total of 25 non-executive National Assembly and National Council MPs.

OBJECTIVE

To promote the advancement of parliamentary democracy by enhancing knowledge and understanding of democratic governance, youth engagement in democracy, gender equality and equal representation.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Branch held its annual meeting to discuss the CPA's activities for the year and to nominate members to assign to each activity.
- The Branch also attended the following events:
 - 50th Commonwealth Parliamentary Regional African Conference held in Zanzibar, Tanzania, 28 August–5 September 2019.
 - 64th Session of the Commonwealth Parliamentary Conference (CPC) held at the Munyonyo Resort in Kampala, Uganda, 22-29 September 2019.
 - Commonwealth Women Parliamentarians (CWP) Africa Region Sensitisation Workshop held in Arusha, Tanzania, 25-28 October 2019.

- CPA Statutory Committee meeting of Budget and Coordinating held in Dar-es-Salam, Tanzania, 14-18 January 2020.
- Society for Clerks-at-the-Table (SoCATT) Africa Region Steering Committee Meeting held in Arusha, Tanzania, 21-24 February 2020, to discuss SoCATT's budget and activities.
- Workshop on the Organisation and Management of Standing Committees and Parliament Business held at the Hilton Hotel in Windhoek, Namibia, 12-17 April 2019, attended by all National Assembly Backbenchers and Directorate staff.
- A report on the 50th Commonwealth Parliamentary Regional African Conference held in Zanzibar, Tanzania, from 28 August-5 September 2019, was tabled in the National Assembly on 23 November 2019.

REMAINING CHALLENGES

- No mechanisms exist to ensure the Committees' recommendations submitted to line Ministries are implemented.
- The Committees lack adequate research and legal support.
- The Committees' limited financial resources mean, cannot entirely fulfil their domestic and international obligations.
- The Committees' mandates have no punitive measures to handle non-compliance with Committee directives and/or recommendations.
- Insufficient capacity-building training programmes and/or ICT equipment for Members of Parliament and staff to perform their oversight of Government operations effectively
- Poor coordination and planning lead to an overlap in Committees' activities.
- The Directorate lacks the required monitoring and evaluation framework to assess the effectiveness and efficiency of its services and assist in addressing the challenges as listed above.

DIRECTORATE: GENERAL SERVICES

HUMAN RESOURCES SUBDIVISION

MANDATE

To render human resources services to MPs and staff as well as to promote their well-being.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- **Organisational structure:** The National Assembly Secretariat has a total of 144 posts in its organisational structure. During the reporting period, 85 were filled, of which 3 were by secondment. For various reasons that included measures to contain the Public Service wage bill, 59 posts remained vacant as at 31 March 2020.
- **Staff turnover:** Five members of staff left the Secretariat (see Table 12).
- **Staff promotion/transfer/translation in ranks:** Seven staff members moved from one position to another through promotion, transfer and/or translation in rank (see Table 13).
- **Capacity building:** Two staff members received funding to undergo qualifying training.
- **Other operational activities:**
 - Terminations of service for the term ending 19 March 2020 were processed for 49 MPs, while 65 new MPs were sworn in for the term starting on 20 March 2020 and ending on 19 March 2025.
 - Pension claims from the Members of Parliament and Other Office Bearers' Pension Fund were forwarded to the Government Institutions Pension Fund for further action.
 - Daily routine work was done and human resource advice was provided on various matters.

Table 12: Staff turnover during the review period

No. of staff	Post designation	Post grade	Reason for leaving
1	Deputy Director	4	Resignation
1	Parliamentary Clerk	7	Early retirement
1	Driver	12	Normal retirement
1	Messenger	15	Normal retirement
1	Cleaner	15	Transfer to Ministry of Health and Social Services

Table 13: Staff promotions, transfers and translations in rank during the review period

No. of staff	Post designation	Post grade	Type of staff movement
1	Director	3	Promotion and transfer from the Ministry of Gender Equality and Social Welfare
1	Deputy Director	4	Promotion within the Office
1	Chief Accountant	6	Promotion and transfer from the Ministry of Finance
1	Chief Administrative Officer	8	Promotion and transfer from the Ministry of Home Affairs and Immigration
1	Senior Administrative Officer	10	Promotion within the Office
1	Driver	12	Transfer in rank within the Office
1	Driver	12	Transfer from the Ministry of Works and Transport

AUXILIARY AND OFFICE SERVICES SUBDIVISION

MANDATE

To provide support and office services to National Assembly MPs and the Secretariat by way of six core functions: registry services, transport services, procurement and stores, cleaning and office support services, and management of capital projects.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Transport services were provided to National Assembly MPs and staff, including for various regional trips undertaken by Standing Committee Members.
- Sixteen locally made computers were procured for the Training Room.
- The National Assembly signed various time-based contracts (see Table 14).
- In respect of capital projects, the renovation of the C1 Conference Centre via Bid No. W/ RFQ/03-02/2018, which commenced in the 2018/19 financial year, was completed (see Table 15).

Table 14: Contractual services rendered to the National Assembly during the review period

Service rendered	Bid No.	Contractor appointed
Provision of photocopier to the Parliament Library	NCS/RFQ/TB/03-03/2019	Kalahari Dunes Trading Enterprises CC
Provision of photocopier to the Directorate of Committee Services	NCS/RFQ/TB/03-03/2019	G-Tech Office Equipment CC
Provision of transcription services	NCS-TB/RFQ/03-01/2019	Hibachi Investment Holdings (Pty) Ltd

Table 15: Contractors involved in the C1 Conference Hall Renovation Project during the review period

Service rendered	Bid No.	Contractor appointed	Status
Civil renovation		EIG Investment CC	Complete
Supply and delivery of carpeting		Floor World Wholesalers CC	Complete
Supply and delivery of air-conditioning		JH Technical Services	Complete
Electrical services		Geckoh Fifty Eight Investment CC	Complete
Supply and delivery of blinds		Modern Blinds	Complete
Replacement of the conference audiovisual recording system in the National Assembly Chamber	G/ONB/03-02/2019	Shine Technology CC	Awarded February 2020; postponed to the 2020/21 financial year due to the COVID-19 outbreak

FINANCIAL SERVICES SUBDIVISION

MANDATE

To facilitate and ensure 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 each financial year.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- A budget of N\$116,146,440 was allocated to the National Assembly (see Table 16).
- Of the total allocated, 96.27% was spent.
- The remaining 3.73% could not be spent for various reasons beyond the Subdivision's control.

Table 16: Budget allocations during the review period

(A) Main Division	(B) Description of Budget Division	(C) Budget allocated (N\$)	(D) Actual expenditure (N\$)	(E) Less spending (N\$) (E = C-D)
01	Legislative Management	20,246,984	19,392,256	854,728
02	Parliamentary Coordination & Support Services	25,834,159	23,550,094	2,284,065
03	Information Services	9,821,741	9,383,149	438,592
04	Parliamentary Committee Services	57,318,426	56,644,291	674,135
05	Legal Services	2,925,130	2,843,513	81,617
Total budget		116,146,440	111,813,303	4,333,137
Total % budget spent			96.27%	

DIRECTORATE: LIBRARY AND COMPUTER SERVICES

LIBRARY SERVICES DIVISION

MANDATE

To provide information services to legislators and the public.

OPERATIONAL ACTIVITIES

- Provide current and relevant legal information and research services to MPs of both Houses and to library users at large.
- Providing up-to-date electronic parliamentary proceedings to Parliament Library users.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The National Library contributed 615 books and 161 periodicals as legal deposits to the Parliament Library, bringing the latter's legal deposit holdings to 776 in total.
- 21 new books were purchased.
- Use of the Parliament Library by MPs and researchers has increased with over 31 MPs, 17 researchers and the Secretariat from both Houses (National Council and National Assembly Staff Members).
- The *e-New Era* and *e-Namibian* newspapers were made available to Parliament Library users.
- Users are continually informed about new books, while a 'Librarians' Pick of the Day' from newspaper clippings is displayed at the Parliament Library entrance.

REMAINING CHALLENGES

- As at the close of the financial year, payment for the maintenance of the Parliament Library's database was still outstanding.
- As at the end of the review period, the Library's annual membership fees for AFLIA, IFLA and APLESA were still outstanding.
- A lack of space limited the shelving of new resources.
- The Library urgently needs to acquire additional e-books and e-journals to develop its e-library resources.
- Budget cuts negatively affected the acquisition of books needed by the Library's core users (e.g. a recommended book such as *The role of the highest courts of the United States of America and South Africa, and the European Court of Justice in Foreign Affairs*, cost N\$3,763 as at the end of the review period).

COMPUTER SERVICES DIVISION

MANDATE

- To manage and maintain the computer network at both Houses of Parliament.
- To provide technical user-support services.

OPERATIONAL ACTIVITIES

- Running of a Helpdesk that provides end-user support to MPs of both Houses and to administrative staff.
- Maintaining the parliamentary website (www.parliament.na), which provides direct access to information related to both Houses of Parliament.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Internet bandwidth was upgraded from 15 Mbs to 30 Mbs. During this project, the following were addressed:
 - Expansion of D... H... C... P... Scope, making more IP (Internet Protocols) available within the local area network.
 - Implementation of V... L... A... N... within all network switches.
 - Merging of two domains for Parliament.
- More Wi-Fi access points were added to the network to stabilise connectivity. The following service set identifiers (SSIDs) were accordingly created:
 - PARLIAMENT for all MPs and staff who have Parliament user accounts;
 - PAR-NA for National Assembly MPs and staff;
 - PAR-NC for National Council MPs and staff; and
 - PAR-GUEST for guests attending parliamentary events.
- Eighteen computers were bought for the Training Room to enable Parliament to host ICT training sessions internally.
- Thirteen National Assembly MP Backbenchers attended a five-day basic computer training course in Otjiwarongo from 28 July to 3 August 2019, which covered the following content:
 - Basic hardware and software;
 - Typing skills;
 - E-mail and Internet technology;
 - Social media; and
 - Using mobile devices to access official information.

REMAINING CHALLENGES

- Vacancies took time to be filled, which meant having to cope with staff shortages.
- A lack of training to cater for the constant and rapid changes in technology impacted on ICT skills.
- A lack of clarity in the procurement process caused extensive delays in procurement.
- Major ICT projects that have been planned are challenged by limited financial resources.

RESEARCH, INFORMATION, PUBLICATIONS AND EDITORIAL SERVICES DIVISION

MANDATE

- To enhance the effectiveness of Parliament by providing well-researched, non-partisan information suited to MPs' needs.
- To educate the public about the lawmaking process to enhance their understanding of, and increase their participation in, the democratic process.
- To conduct outreach activities.
- To produce a wide range of relevant publications.

OPERATIONAL ACTIVITIES

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

RESEARCH SUBDIVISION

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- Prepared contributions for MPs who attended the Meeting of the Standing Committee on Peace and International Security at the 140th Assembly of the IPU and Related Meetings held in Doha, Qatar, 6–10 April 2019 and its debate on the draft resolution on *Non-admissibility of using mercenaries as means of undermining peace and violating human rights*.
- Prepared contributions for MPs who attended the Meeting of the Standing Committee on Sustainable Development, Finance and Trade at the 140th Assembly of the IPU and Related Meetings held in Doha, Qatar, 6–10 April 2019 and its debate on the draft resolution on *The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation*.
- Prepared contributions for MPs who attended the Side Meeting at the 140th Assembly of the IPU and Related Meetings held in Doha, Qatar, 6–10 April 2019 and its debate on *Leaving no one behind – LGBTI inclusion and the UN SDGs*.
- Briefing notes for Committee Members who attended the 5th e-Governance Conference on 20–22 May 2019 in Tallinn, Estonia. The notes covered the following topics:
 - Digital transformation goals and roadmaps;
 - Challenges of ICT;
 - ICT policy and legal framework;
 - Cybersecurity; and
 - e-Governance.
- Research paper presented to the CPA UK's Expert Regional Workshop: The Role of Parliamentary Committees on Combatting Human Trafficking and Forced Labour, 11-13 June 2019, in Accra, Ghana.

- Presentations on the following topics for Members of the Standing Committee on ICT and Innovation who attended the 59th Council Meeting of the Commonwealth ICT and Telecommunications Forum on 30 September-2 October 2019, Dhaka, Bangladesh:
 - ICT institutional framework;
 - ICT policy and legal framework;
 - e-Governance;
 - ICT accessibility and usage; and
 - ICT implementation challenges.
- Research papers presented at the 141st Assembly of the IPU and Related Meetings held in Belgrade, Serbia, 13-17 October 2019, for the debate on the theme *Strengthening international law: Parliamentary roles and mechanisms, and the contribution of regional cooperation*.

PUBLIC RELATIONS SUBDIVISION



Learners on one of the school tours to the National Assembly during the year under review.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- In response to issues raised in the media, fourteen (14) Press Releases and eighteen (18) invitations to the media in relation to activities such as visits by important guests, special events and parliamentary meetings.
- The Subdivision increased publicity concerning National Assembly business by forwarding 43 speeches, six Bills and all Order Papers and Minutes of Proceedings electronically to the media, which led to activities being well-covered by the media houses.

- The School Outreach Programme entitled “Know Your Parliament” was taken to the Kavango West and Otjozondjupa Regions from 23 June to 7 July 2019. The Programme informs learners and teachers about the structure of Parliament in Namibia; its powers, functions, procedures and activities; and how the public participates in the lawmaking process. Besides covering topics prescribed in school syllabi, the Programme enhances an understanding of how the multiparty system works and how it helps to consolidate democracy. In Kavango West, the Programme reached 1,960 learners via the Himarwa lithete Junior Secondary, the Kandjimi Murangi Secondary, the Leevi Hakusembe Secondary, the Rupara Combined and the Nkurenkuru Combined, while Otjozondjupa schools targeted 1,123 learners from the Otjivanda Secondary in Grootfontein, the Khorab Secondary in Otavi, the Otjiwarongo Secondary, the Okakarara Secondary and the Okahandja Secondary.
- Participated in the Opuwo Trade Fair from 25 May to 2 June 2019, and the Ongwediva Annual Trade Fair from 21 August to 1 September 2019. The staff of Parliament educated the visitors on the parliamentary process.
- The “Open Doors of Parliament” Programme continued to attract visitors, with 64 schools and groups – a total of 2,890 individuals – recorded for 2019/20.

INFORMATION AND EDITORIAL SERVICES SUBDIVISION

HIGHLIGHTS OF THE YEAR UNDER REVIEW

- The Subdivision published over 28 news articles in the *Parliament Journal*, the Parliament Facebook page, and the Parliament website. Other social media platforms where these stories were shared include Parliament’s newly created Instagram and Twitter accounts, while various videos were shared on its YouTube channel. The following are some of the articles published on all parliamentary communication platforms:
 - Visit by the Speaker of Russia and the President of the IPU;
 - The Speaker’s attendance of the 140th Assembly of the IPU and Related Meetings in Doha, Qatar, on 6-10 April 2019;
 - Official opening of the 5th Children’s Parliament;
 - Events commemorating Commonwealth Day, 09 February 2020;
 - Visit by the President of the German Bundesrat, 15 July 2019;
 - Inauguration of the renovated Conference Centre and commissioning of the Parliament bus, 31 October 2019;
 - Parliament’s COVID-19 Preparedness Strategy;
 - Training of Parliament research staff by the Konrad Adenauer Foundation;
 - Election of the Secretary of the National Assembly as Vice President of the Association of Secretaries General of Parliaments;
 - Courtesy call on the Speaker by the Head of the EU Delegation;
 - Speaker’s visit to his Hungarian counterpart;
 - Launch of the Sexual and Reproductive Health and Rights, HIV and AIDS Governance Project; and
 - Reflection on the achievements of, and challenges faced by, the Sixth Parliament’s Standing Committees.

- Selected news articles shared with the mainstream media included the following:
 - The Speaker's attendance of the 140th Assembly of the IPU and Related Meetings in Doha, Qatar, on 6–10 April 2019;
 - The President of the IPU's visit to Namibia's Parliament;
 - Official opening of the Fifth Children's Parliament;
 - Events commemorating Commonwealth Day, 09 February 2020;
 - Virtual Budget Review Workshop;
 - Visit by French lawmakers to Namibia's Parliament;
 - Inauguration of the renovated Conference Centre and commissioning of the Parliament bus;
 - Training of Parliament research staff by the Konrad Adenauer Foundation;
 - Speaker's visit to his Hungarian counterpart; and
 - Launch of the Sexual and Reproductive Health and Rights, HIV and AIDS Governance Project.

