



NATIONAL COUNCIL

ANNUAL REPORT - 2022/23

“Celebrating Three Decades of promoting Inclusive and Participatory Democracy through Regional Representation”





ANNUAL REPORT 2022/23

INTRODUCTION

The National Council (NC) was established as per Chapter 8, Article 68 of the Namibian Constitution. Also known as the Upper House of the Namibian Parliament, the NC came into effect after the first Regional Council Elections that were held in 1992 and the

House was inaugurated on 23 February 1993. The National Council receives and considers Bills referred to it in terms of Article 75(1) and Article 75(2) of the Namibian Constitution. The House also considers and makes recommendations on matters of regional concern.

TABLE OF CONTENTS

INTRODUCTION.....	2
CHAIRPERSONS' REMARKS.....	4
OVERVIEW BY THE SECRETARY.....	5
HIGH LEVEL STATEMENTS.....	6
CORE VALUES.....	6
MEMBERS OF THE NATIONAL COUNCIL.....	8
PRESIDING OFFICERS.....	8
MEMBERS OF THE NATIONAL COUNCIL.....	9
MANAGEMENT COMMITTEE.....	10
OFFICE OF THE CHAIRPERSON.....	11
OFFICE OF THE SECRETARY.....	18
DIRECTORATE: SPECIALISED SERVICES.....	20
DIRECTORATE: LEGAL SERVICES.....	29
DIRECTORATE: GENERAL SERVICES.....	32

CHAIRPERSONS' REMARKS



I am pleased to present the National Council's Annual Report for the 2022/23 financial year, which reflects our continued commitment to serving the people of Namibia with transparency, diligence, and accountability. This report not only outlines how we executed our responsibilities but also evaluates our performance against the strategic goals and objectives set forth in our Annual Plan.

During the past year, we were guided by our Strategic Plan, which served as the compass for our legislative, oversight, and outreach activities. Despite the challenges encountered, the National Council made significant strides in executing its constitutional mandate. Our oversight responsibilities were executed with the same level of commitment. Various Standing Committees of the National Council conducted extensive oversight missions to different regions, ensuring that critical issues affecting our citizens were investigated, and relevant recommendations were made. These engagements were crucial in bridging the gap between the National Council and the people we serve.

On the international front, the National Council continued to strengthen its ties and participate actively in regional and international parliamentary forums such as the

SADC Parliamentary Forum, the Pan-African Parliament, the Commonwealth Parliamentary Association, and the Inter-Parliamentary Union. These engagements are essential for sharing knowledge, building capacity, and ensuring that Namibia remains an active participant in shaping global parliamentary discourse.

As we look ahead, we remain steadfast in our commitment to addressing the challenges we face and capitalising on the opportunities to further enhance our service delivery. I extend my heartfelt gratitude to the Members and staff of the National Council for their dedication and tireless efforts throughout this period. Together, we will continue to uphold the values of democracy, transparency, and good governance for the betterment of Namibia.

.....

Hon. Lukas Sinimbo Muha
Chairperson of the National Council

CHAIR'S QUOTE

"Despite the challenges encountered, the National Council made significant strides in executing its constitutional mandate."

OVERVIEW BY THE SECRETARY



ADV T. S. NAMISEB

The National Council is required to account for the set objectives and achievement at the end of every financial year. During the 2022/23 financial year, the operational activities of the National Council were guided by the Strategic Plan 2022/27 and by its Annual Performance Plan 2022/23. The National Council strategic goals, objectives and performance targets of various programs and budget allocations

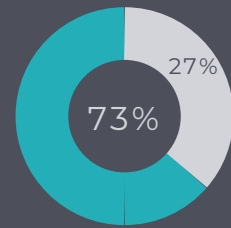
were evaluated using established procedures to monitor and track progress. The purpose of this Annual report is therefore to inform the public about how the National Council executed the budget allocated to it to implement various activities as set out in its Annual Performance Plan (2022/23). The report further reflects on the achievements and challenges encountered during the period under review.

CHAMBER RELATED MATTERS

Article 75 (2) of the Namibian Constitution gives the National Council the legislative power to scrutinise and pass bills referred to it by the National Assembly before they are sent to the President for assent. In terms of Article 75(1) of the Namibian Constitution, the National

Assembly referred fifteen (15) Bills to the 6th National Council for its consideration. Out of fifteen (15) Bills considered during the period under review, the National Council passed eleven (11) Bills without amendments while four (4) Bills were considered and passed subject to amendments.

PERCENTAGE OF BILLS PASSED



■ Without amendments
■ With amendments

OVERSIGHT (COMMITTEES)

The mandate for the oversight function of the National Council is exercised through tabling of motions, questions, public hearings and inquiries. To this end, various National Council Standing Committees undertook oversight visits to Oshana, Kunene, Zambezi, //Kharas, Hardap, Kavango West

and East as well as Omaheke regions to investigate various issues as per their mandates. Following the oversight missions, eight (8) Standing Committee reports were tabled and adopted by the House. The reports were referred to responsible line ministries and relevant stakeholders for implementation of the recommendations.

CHAIRPERSONS' OUTREACH

During the reporting period, the Office of the Chairperson as per its mandate, conducted outreach mission in 22 Constituencies in five (5) regions to create awareness about the role of the National Council and to enhance public understanding and improve the perception of the public on the work of Parliament, specifically the National Council and its members.

INTE/REGIONAL ENGAGEMENTS

Parliament, being a member of regional; continental as well as international parliamentary bodies, attended activities of the SADC-Parliamentary Forum (SADC-PF); Pan African Parliament (PAP) the Commonwealth Parliamentary Association (CPA) and the Inter-Parliamentary Union (IPU).

HIGH LEVEL STATEMENTS

MANDATE

The mandate of the National Council according to the Constitution of Namibia is to review legislation (Article 74(1)(a) and 75(1)), exercise oversight (Article 41) and to represent the citizens (Article 69). Further, the NC is mandated to investigate and report on any subordinate

legislation, reports and documents that were passed and referred to it by the National Assembly (Article 74(1) (b)). It is also important to note that the NC is also mandated to recommend legislation on matters of regional concern (Article 74(1) (c)).

VISION

A modern House of legislative review that represents the interests of the people of Namibia.

MISSION

To support Members of Parliament to effectively and efficiently discharge their constitutional mandate of representation, legislative review and oversight.

CORE VALUES



IMPARTIALITY

We serve all Members of Parliament (MPs) and other stakeholders without bias or favour.



ACCOUNTABILITY

We work transparently and accept responsibility for our decisions and actions



PROFESSIONALISM

We exemplify the highest standards of efficiency, effectiveness and competence in our operations.



INTEGRITY

We uphold high ethical standards and honesty



INNOVATION

We devise creative ways to modernise our service delivery



TEAMWORK

We foster unity of purpose and collaboration

ROLE OF THE NATIONAL COUNCIL

The National Council derives its mandate from Chapter 8, Articles 68 to 77 of the Namibian Constitution. It also draws instructions from subsequent laws and policies such as the Decentralization Enabling Act, 2000 (Act 33 of 2000) and the Regional Councils Act, 1992 (Act 22 of 1992) as amended. According to Article 75(1), all Bills passed by the National Assembly shall be referred by the Speaker to the National Council. Article 75(2) stipulates that the National

Council shall consider bills referred to it by the National Assembly, and to submit its reports with recommendations to the Speaker of the National Assembly. Article 74 empowers the National Council to investigate and report to the National Assembly on any subordinate legislation, reports and documents which must be tabled in the National Assembly, and which are referred to it by the National Assembly for advice.

POWERS AND FUNCTIONS

THE NATIONAL COUNCIL IS REQUIRED TO:

1. Consider all Bills passed by the National Assembly.
2. Investigate and report to the National Assembly on subordinate legislation, reports and documents tabled and referred to the National Council by the National Assembly for advice.
3. Propose amendments to Bills when necessary.
4. Recommend legislation on matters of regional concern for consideration by the National Assembly; and,
5. Perform any other function assigned by the National Assembly or by Act of Parliament.



PRESIDING OFFICERS



HON. LUKAS S. MUHA
CHAIRPERSON
Mankupi
Constituency



HON. VICTORIA M. KAUMA
VICE CHAIRPERSON
Rundu Urban
Constituency

MEMBERS OF THE NATIONAL COUNCIL



HON. S. !GOBS
Khorixas
Constituency



HON. J. !HAOSEB
Daures
Constituency



HON. A. ABRAHAM
Ondangwa Rural
Constituency



HON. A. AMUNDJINDI
Uukwiuushona
Constituency



HON. A. BENSON
Walvis Bay
Constituency



HON. A. BEUKES
Karasburg East
Constituency



HON. E. FILIPE
Grootfontein
Constituency



HON. R. GAUSEB
Katutura East
Constituency



HON. G. GARAB
Otavi
Constituency



HON. J. GOEIEMAN
Berseba
Constituency



HON. E. HAINGHUMBI
Engela
Constituency



HON. O. HANGHUWO
Eenhana
Constituency



HON. P. ISAAK
Gibeon
Constituency



HON. L. KAISHUNGU
Okongo
Constituency



HON. J. KARONDO
Kapako
Constituency



HON. P. KAZONGOMINJA
Aminius
Constituency



HON. H. KAMBRUDE
Rehoboth Urban
Constituency



HON. D. KUUOKO
Epupa
Constituency

MEMBERS OF THE NATIONAL COUNCIL



HON. G. SHIKULO
CHIEF WHIP - SWAPO
 Elim Constituency



HON. U. NGUNAIHE
 Opuwo Urban
 Constituency



HON. R. NGUVAIVA
 Okorukambe
 Constituency



HON. B. BUSIHU
 Kongola
 Constituency



HON. L. SHIKULO
 Okahao
 Constituency



HON. P. NDJAMBULA
 Olukonda
 Constituency



HON. A. SHIKONGO
 Oshakati East
 Constituency



HON. P. MAVARA
 Mashare
 Constituency



HON. L. IIPINGE
 Okalongo
 Constituency



HON. B. TJAVEONDJA
 Okahandja
 Constituency



HON. N. MOTINGA
 Daweb
 Constituency



HON. J. LIKANDO
 Khabbe South
 Constituency



HON. M. LUKAEZI
 Sibinda
 Constituency



HON. C. LIKUWA
 Tobias Hainyeko
 Constituency



HON. W. LABUSCHAGNE
 Keetmanshoop Rural
 Constituency



HON. P. MBANGU
 Rundu Rural
 Constituency



HON. A. TEBELE
 Gobabis
 Constituency



HON. E. MUTEKA
 Windhoek West
 Constituency



HON. H. NAMBODI
 Okankolo
 Constituency



HON. S. NANGULA
 Onankali
 Constituency



HON. M. NDJAGO
 Karibib
 Constituency

MANAGEMENT COMMITTEE



ADV. TOUSY J. NAMISEB
Secretary



EFRAIM JANE
Deputy Secretary



MRS. WILMARY TSAMAREB
Director: Legal Services



MR. BARNEY KARUOMBE
Director: Specialised Services



MRS. HILIA AMAKALI
Director: General, Research & Information Services



MR. PETRUS KAVHURA
Director: Office of the Chairperson



MRS. LOTTIE BOCK
Deputy Director: General, Research & Information Services



MR. HIMUVI MBINGENEKO
Deputy Director: Table Office, Int Relations & Sergeant-At-Arms



MR. TJAKAMBA HAIYAMBO
Deputy Director: Office of the Chairperson



MRS. DOROTHY FRANSMAN
Deputy Director: Specialised services



MR. IMMANUEL KOOPER
Deputy Director: General, Research & Information Services

OFFICE OF THE CHAIRPERSON



INTRODUCTION

The Office of the Chairperson is a directorate in the administrative setting of the National Council. The directorate renders administrative support to the Presiding Officers (Chairperson and Vice Chairperson) by carrying out general office

management, clerical work and liaison with other directorates and all stakeholders. Specific tasks include organising appointments, meetings, events, safe keeping of documents, managing personnel, travels, fleet, protocol and drafting speeches.

MANDATE

The Chairperson is the Presiding Officer of the National Council. The Chairperson and Vice-Chairperson are recognised in Article 73 of the Namibian Constitution. In the absence of the

Chairperson, the Vice-Chairperson presides over sessions of the National Council. He/She is tasked with the responsibility as the coordinator of the Implementation and Coordination Committee.

The functions of the Chairperson and Vice Chairperson are provided in Chapter 8 the Namibian Constitution and in the Standing Rules and Orders of the National Council.

These functions, among others, are to:

- preside over sittings of the National Council.
- enforce the Standing Rules and Orders.
- call on members who wish to speak and maintain order in the House.
- Applies and interprets the practices and traditions of the House.
- Relies on the Standing Rules and Orders and his/her actions must be impartial.
- Maintains the balance by allowing the majority to conduct business in an orderly manner, and protecting the rights of the minority to be heard.
- Has the authority to call to order any member who indulges in repetition or irrelevant arguments.
- Does not take part in debates during proceedings.
- Presides over meetings of Steering Committee, Rules Committee, and Privileges and Immunities Committee.
- Represents the National Council in its relations with the Executive and other authorities at official domestic events as well as at international events of parliamentary organs; and,
- Hosts diplomatic and other foreign dignitaries and delegations to promote parliamentary bilateral relations and cooperation.

CHAIRPERSON CONT...

ACTIVITIES UNDERTAKEN

OUTREACH PROGRAM

During the 2022/23 financial year, the Office of the Chairperson undertook the National Council Outreach Program to 22 Constituencies in five (5) regions.

The specific objectives of the National Council outreach programme are:

1. to create awareness about the representation, review and oversight role of the National Council.
2. engage key stakeholders in the regions to increase public understanding and improve the perception of the public on the work of Parliament, specifically the National Council and its members.
3. and in addition to conduct familiarisation visits to developmental projects.

The component of engagement also gives stakeholders and communities the opportunity to engage the Chairperson and Vice-Chairperson of the National Council on various issues affecting their respective communities and workplaces. These issues are captured, and recommendations are proposed in the reports. These reports are tabled and adopted in the house. The National Council has also forwarded these reports with specific recommendations to the relevant OMAs for their considerations.

TYPE OF ACTIVITY	NUMBER
REGIONS VISITED	5
CONSTITUENCIES VISITED	22
TRADITIONAL AUTHORITIES	12
SCHOOLS' MEETINGS CONDUCTED	17
COMMUNITY MEETINGS	13
MEETINGS WITH YOUTH GROUPS	5
TOURS TO VTCS AND OTHER INSTITUTIONS OF HIGHER LEARNING	3
VISITS TO DEVELOPMENTAL PROJECTS	6



CHAIRPERSON CONT...



FOREIGN MISSIONS

During the same period, the Chairperson and Vice Chairperson took part in the following foreign activities aimed at enhancing the work of the National Council. The international activities were implemented in line with the strategic objective that deals with the enhancement of parliamentary diplomacy and multilateralism.

TYPE OF ACTIVITY	DATE	PLACE
BENCHMARKING STUDY VISIT TO THE PARLIAMENT OF RWANDA	MAR 2022	KIGALI, RWANDA
65TH COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA) CONFERENCE	AUG 2022	HALIFAX, CANADA
26TH CONFERENCE OF SPEAKERS AND PRESIDING OFFICERS OF THE COMMONWEALTH (CSPOC)	JAN 2023	CANBERRA, AUSTRALIA
146TH INTER PARLIAMENTARY UNION ASSEMBLY	MAR 2023	MANAMA, BAHRAIN
2ND RUSSIA-AFRICA PARLIAMENTARY CONFERENCE	MAR 2023	MOSCOW, RUSSIAN

CHAIRPERSON CONT...

KEY OUTCOMES

BENCHMARK STUDY TO RWANDAN PARLIAMENT

The National Council's delegation from the Office of the Chairperson embarked on a benchmarking study visit to the Parliament of Rwanda from 27 – 29 March 2022. Rwanda was chosen due to its exemplary record on leadership and law-making process. The Chairperson's first visit to the Parliament of Rwanda took place in November 2021 during the Conference of Speakers and Presiding Officers

of the Commonwealth (CSPOC) held in Kigali. Following the benchmark visit, negotiations started between the Senate of Rwanda and the National Council to consider a proposal to enter into a cooperation agreement and establishment of a friendship group that will enhance further cooperation and exchange visits between the two parliaments.

65th Commonwealth Parliamentary Conference



COMMONWEALTH PARLIAMENTARY ASSOCIATION CONFERENCE

During the same year, the Chairperson of the National Council and two ordinary Members of the National Council participated in the 65th Commonwealth Parliamentary Association (CPA) conference that took place in Halifax, Canada from 20 – 27 August 2022. While in Canada, the delegation from the National Council took part in various meetings. These were: the CPC Workshops; the 38th CPA Small Branches Conference; the 7th Commonwealth Women Parliamentarians (CWP) Conference; the 65th CPA General Assembly; the meeting of the CPA Executive Committee and the meeting of the Society of Clerks at the Table (SoCATT).

The MPs discussed the following topics: Remaining Relevant in Response to a Pandemic – The Role and Responsibilities of Parliament, Role of Parliaments in Achieving Sustainable

Development, A People's Parliament: Accessibility through Innovation, Professional Development for Parliamentarians - Opportunities and Challenges for Small Parliaments, Access to Assistive Technologies: Implementation of Standards Across Commonwealth Parliaments, Building Gender Sensitive Parliaments, Youth Roundtable - Cyberbullying: Youth, Trolling and Mental Health and The Climate Emergency: Are Parliaments Holding Governments to Account? The annual conference also held elections for the Chairperson of the CPA Executive Committee; the Chairperson of the Commonwealth Women Parliamentarians; the Chairperson of the CPA Small Branches; and the CPA Treasurer for new terms of office.

CHAIRPERSON CONT...

**CONFERENCE OF SPEAKERS AND PRESIDING OFFICERS**

The 26th Conference of Speakers and presiding Officers of the Commonwealth (CSPOC) took place from 3–9 January 2023 in Canberra, Australia. Chairperson of the National Council Hon. Lukas Sinimbo Muha attended this conference which discussed various topics including Parliaments and the pandemic, Security, E-parliament, the role of speaker and presiding officers in leading Parliamentary Innovation and Parliamentarian training and induction. Following this

engagement, the delegation recommended that Parliament should consider introducing different approaches to incorporate indigenous voices in parliamentary debates. For example, in Canada, the government places a high priority on reconciliation, and as a result, the Canadian Senate has 10% representation by indigenous Canadians, and ensures that their voices are heard. In Australia, 11 Senators in Parliament are from the indigenous tribes.

IPU ASSEMBLY

The 146th International Parliamentary Union (IPU) Assembly took place from 11 – 18 March 2023 in Manama, Bahrain. The Vice Chairperson of the National Council, Hon. Victoria M Kauma, together with the Speaker of the National Assembly, led the delegation representing the Parliament of the Republic of Namibia to the 146th IPU Assembly in The Kingdom of Bahrain where the two signed a cooperation agreement with the IPU. The agreement is aimed at funding and capacity building undertaking for the advancement of gender equality in Namibia.



CHAIRPERSON CONT...



SECOND RUSSIA-AFRICA PARLIAMENTARY CONFERENCE

The National Council also took part in the Second Russia – Africa Parliamentary Conference in Moscow. The event took place from 19 – 20 March 2023 and it was attended by more than 40 official parliamentary delegations from African countries. Representatives of the scientific, educational and expert communities from Russia and African countries, members of the State Duma, federal executive authorities, senators of the Federation Council, chairmen of the legislative bodies of the constituent entities of the Russian Federation, representatives of the business community also took part in the events

of the Conference. However, the delegation from the National Council focused on concluding and signing a cooperation agreement between the National Council of the Republic of Namibia and the Federation Council of the Federal Assembly of the Russian Federation. Following the discussions and several engagements, the Chairperson of the National Council, Hon. Lukas Sinimbo Muha signed an agreement on Inter-Parliamentary Cooperation on behalf of the National Council and the Federation Council of the Federal Assembly of the Russian Federation.

COURTESIES AND OTHER ENGAGEMENTS

During the same period, the Chairperson conducted the following meetings, courtesies and engagements with various stakeholders

- 07 April 2022, Ministry of Information Presentation on the Development Process of the Namibian Brand.
- 11 April 2022, courtesy call by Embassy of

Venezuela.

- 10 May 2022, NCOP Parliament of South Africa Courtesy call by NCOP delegation.
- 16-20 May 2022, Engagement with OMAs (ministry of Education, Ministry of Health and Ministry of Environment) on CPA Resolutions.
- 24 May 2022, CPPCC – China virtual meeting with the Chairperson of CPPCC.

CHAIRPERSON CONT...

COURTESIES AND OTHER ENGAGEMENTS

- 31 May 2022, Courtesy call by the Embassy of Cuba.
- 02-17 August 2022, National Council MPs Consultation on NC and regional issues.
- 22 September 2022, Virtual CPA Executive Committee Meeting
- 5-7 October 2022 attended Parliament of Indonesia Speaker's Conference - G77.
- 29 October 2022 attended the Outapi Town Council Mayoral Trust Fund event.
- 15 February 2023, Courtesy call to the Vice President on the 30th Anniversary of the National Council.
- 23 February 2023, Meeting with members of the Rural Women Parliament.

ACHIEVEMENTS

The Office of the Chairperson was able to conduct outreach activities in various regions meant to educate the public about the nature and work of the National Council. Generally, the engagements have shown that various communities appreciated the initiative and participants are now able to differentiate between National Council and National Assembly and their functions. This is part of the broader mandate of the National Council to promote civic education and get more citizens

engaged in the law-making processes of the country. Under the leadership of the Chairperson, the National Council succeeded in hosting the 30th Anniversary on the 23rd of February 2023 as well as the Junior National Council session on the 21 February 2023. During the same period, the Chairperson of the National Council signed an agreement on Inter-Parliamentary Cooperation between the National Council and the Federation Council of the Federal Assembly of the Russian Federation.

CHALLENGES AND RECOMMENDATIONS

The current official vehicle regime for POB's is not responsive to the needs of the two presiding officers. Sedan vehicles cannot be their primary vehicles. Sharing an off-road vehicle is practically impossible since both are Regional Councillors who are 24/7 on duty once they are in their constituencies. Therefore, they deserve to have each one an off-road vehicle for both official and private use, while sedans be kept for ceremonial purposes. The monthly allocation of 640 litres for an off-road vehicle and 420 litres for a sedan vehicle has adverse effects on the performance of Presiding Officer's Constitutional functions inter-alia; as Presiding Officers of the National

Council; Regional representatives and Constituency Councillors.

The work, programme and activities of the Directorate and National Council in general is not receiving the necessary media coverage across the online media platforms. Hence, the need to consider including an IT and Media specialised position in the office of the Chairperson.

Improved IT infrastructure: The internet and email system are not reliable. There is a need to improve the entire infrastructure to meet the e-parliament standard.

OFFICE OF THE SECRETARY



INTRODUCTION

The Office of the Secretary to the National Council is responsible for the following:

- Effective management and provision of human, financial and infrastructural resources to the National Council.
- Ensures that the implementation of the National Council Strategic Plan is in line with our core values, vision and mission.
- Provide guidance to all Directorates and account for all expenditures of the National Council.
- Oversees the preparation, implementation and monitoring of the annual budget.
- Serve as the liaison between O/M/As and Regional Councils.
- Serves as the Principal Advisor and secretariat to the Standing Committee on Rules and Orders, Committee on Privileges and Immunities and Steering Committee of Members of Parliament.
- Ensures the implementation of the institutional affirmative action plan.

SUPPORT STAFF

Four staff members are employed under the Office of the Secretary. Two staff members provide direct executive, secretarial and administrative support, while the third and fourth staff member are the Internal Auditors.

INTERNAL AUDIT SUB-DIVISION



The Internal audit sub-division is responsible for monitoring, assessing, analysing organisational risk, and implementing internal controls and compliance with policies, procedures and regulations.

The operational activities of the Internal Audit Division Involves:

- Working in partnership with management, external auditors and the Audit Committee to ensure that risks are mitigated.
- Maintaining the National Council's positive image.



The operational activities of the Internal Audit Division Involves:

- 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.

SECURITY AND RISK MANAGEMENT DIVISION

MANDATE

The Division derives its mandate from the National Council Internal Security Policy and Standard Operational Procedures (SOP), which was developed in accordance with the Guidelines on Common Minimum Standards of Protective Security Measures for Government Ministries and Public Offices.

Operational activities:

- To develop and review internal security policy, standard operational procedures and directives.
- Ensure that assets are protected at all times through coordinated security efforts.
- Investigate contraventions of security directives (breaches) and advise on the appropriate steps as a result of such investigations.
- Coordinate and supervise the implementation of physical security programs of the National Council together with VIP Protection Directorate (Namibian Police).
- Principal security liaison division of the National Council with other security bodies of the Government.

ACTIVITIES CARRIED OUT

The Security and Risk Management Services Division is under the office of the Secretary, with the primary function: To provide security services in order to protect Government Assets (people, properties and information) from any form of threats.

During the period under review, security around the Parliament precincts generally; and at National Council specifically, has been tremendously enhanced. All security equipment and systems are fully operational and have positively contributed towards crime prevention.

The division further ensured safety and security to all our internal and external stakeholders throughout the reviewed period.

DIRECTORATE: SPECIALISED SERVICES



PART I: TABLE OFFICE

MANDATE

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

OPERATIONAL ACTIVITIES

- Arranges all logistical and other matters pertaining to sittings
- Renders advice concerning procedural matters in the National Council
- Prepares minutes, order papers and Committee reports and other documents
- Records, transcribes, edits and procedures the National Council Verbatim Reports
- Render advice to the Chairpersons of Committees and Committee members
- Attends to protocol, safety and security aspects of the National Council
- Renders administrative assistance to national, international and inter-parliamentary committee
- Constitution.



TABLE OFFICE CONT...



BILLS REVIEWED DURING THE 2022/2023 FY

In terms of Article 75(1) of the Namibian Constitution, the National Assembly referred fifteen (15) Bills to the 6th National Council for its consideration. Out of fifteen (15) Bills considered during the period under review, National Council

has, in terms of Article 75(2) of the Namibian Constitution passed eleven (11) Bills without amendments while four (4) Bills were considered and passed subject to amendments.

NAME OF BILL	WITH AMENDMENTS	WITHOUT AMENDMENTS
PUBLIC PROCUREMENT BILL [B.4-2022]	YES	
APPROPRIATION BILL [B3 - 2022]	-	YES
COMBATING OF RAPE AMENDMENT BILL [B.2 - 2022]	-	YES
COMBATING OF DOMESTIC VIOLENCE AMENDMENT BILL [B.1 - 2022]	YES	
ACCESS TO INFORMATION BILL [B.4 - 2020]	YES	
METROLOGY BILL [B.9 - 2021]	YES	
ABOLITION OF PAYMENT BY CHEQUE BILL [B.5 - 2022]	-	YES
PROPERTY VALUERS PROFESSION AMENDMENT BILL [B.6 - 2022]	-	YES
ADMINISTRATION OF ESTATES AMENDMENT BILL [B.7 - 2022]	-	YES
REPEAL OF OBSOLETE LAWS BILL [B.8 - 2022]	-	YES
APPROPRIATION AMENDMENT BILL [B.9 - 2022]	-	YES
ROAD FUND ADMINISTRATION BILL [B.10 - 2022]	-	YES
STAMP DUTIES AMENDMENT BILL [B.11 - 2022]	-	YES
INCOME TAX AMENDMENT BILL [B.12 - 2022]	-	YES
VALUE ADDED TAX AMENDMENT BILL [B.13 - 2022]	-	YES

TABLE OFFICE CONT...

AMENDMENTS IN DETAILS

During the period under review, the National Council made the following amendments to various Bills which were considered by the National Assembly in the following order.

BILL NAME	NUMBER OF AMENDMENTS	ACCEPTED	REJECTED
PUBLIC PROCUREMENT BILL [B.4-2022]	5	5	0
ACCESS TO INFORMATION BILL [B.4 – 2020]	9	8	1
METROLOGY BILL [B.9 – 2021]	4	4	0
COMBATING OF DOMESTIC VIOLENCE AMENDMENT BILL [B.1 – 2022]	1	0	1

BILLS REFERRED TO THE REGIONAL COUNCILS FOR INPUT

Submission of inputs on some of the Bills reviewed by the National Council during the Sixth Session of the 6th National Council was received only from one regional council, namely the Omusati Regional Council during the period under review. Inputs received were for the:

- Abolition of Payment by Cheque Bill [B.5 – 2022].
- Property Valuers Profession Amendment Bill [B.6 – 2022].
- Administration of Estates Amendment Bill [B.7 – 2022]; and
- Repeal of Obsolete Laws Bill [B.8 – 2022].

PART II: COMMITTEE SERVICES

MANDATE

According to the Namibian Constitution, Article 74: Powers and Functions of National Council, the National Council shall have the power to establish committees and to adopt its own rules and procedures for the exercise of its powers and the performance of its functions. A committee of the NC shall be entitled to conduct all such hearings and collect such evidence as it considers

necessary for the exercise of the National Council's powers of review and investigations, and for such purposes shall have the powers referred to in Article 59(3) hereof. Rule 148 of the National Council Standing Rules and Orders makes provision for the establishment of the various Standing Committees of the National Council.

COMMITTEES CONT...

OPERATIONAL ACTIVITIES

- The Division: Committee Services is responsible for overall 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 secretarial services for international parliament-related organizations (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).

NAMES OF STANDING COMMITTEES

1. Implementation and Coordination Committee
2. Standing Committee on Agriculture, Environment and Natural Resources
3. Standing Committee on Home Affairs and Legal Affairs
4. Standing Committee on public Accounts and Economy
5. Standing Committee on Health, Social Welfare and Labour Affairs
6. Standing Committee on Education, Science, ICT and Youth Development
7. Standing Committee on Transport, infrastructure and Housing



IMPLEMENTATION AND COORDINATION COMMITTEE

During the year under review, the Committee with the generous assistance from Enhancing Participatory Democracy in Namibia (EPDN) Project, organized a capacity building workshop for Chairpersons and Vice-Chairpersons of National Council Standing Committees which took place in from 11th July to 15th July 2022 in Swakopmund. The workshop served to introduce Members to techniques of managing Standing Committees considering the important role of

exercising oversight. Furthermore, the Konrad Adenauer Stiftung (KAS), organised a capacity building workshop for Chairpersons of Standing Committees on Monitoring and Evaluation (M&E). The objective was to ensure that the leaders of Standing Committees will inculcate M&E in the work of Committees. The workshop was held from 19th to 20th August 2022 at Gross Barmen, Okahandja.

COMMITTEES CONT...

COMMITTEE ON AGRICULTURE, ENVIRONMENT AND NATURAL RESOURCES

The Committee on Agriculture, Environment and Natural Resources undertook an oversight visit to the Green Scheme Projects in Kavango West and Kavango East regions, from 29th August to 09 September 2022. However, the Committee could not visit the Green Schemes; Kalimbeza Rice Project in Zambezi Region as planned. The Committee was notified by the Office of the Governor that there was no production

going on at the projects. Some members of the Committee also attended various meetings in line with the terms of reference of the Committee including the meeting with the President of the International Conservation Caucus Foundation (ICCF) and the national conference titled 'The Future of Namibia's Forest-Sustainable Forest Management as Key to Unlock its Potential', organized by the Hanns Seidel Foundation.

COMMITTEE ON HOME AFFAIRS, SECURITY AND CONSTITUTIONAL AFFAIRS

The Committee undertook oversight visits to Capital Projects at Military Bases in Khomas, //Kharas, Omaheke, Erongo, Otjozondjupa,

Kavango East, Oshikoto, Oshana, Zambezi and Kunene Regions, from 26th September 2022 to 14th October 2022.

STANDING COMMITTEE ON EDUCATION, SCIENCE, ICT AND YOUTH DEVELOPMENT

The Committee undertook visits to various regions to assess the status of community hostels at selected schools in Kunene, Omusati, Kavango West, Kavango East, Zambezi, Otjozondjupa, Omaheke, Erongo, Hardap, //Kharas and Khomas Regions. The oversight visits took place from 29th August to 09th September 2022, and it was aimed at ascertaining the conditions of community hostels which were reportedly not conducive for the learners. Following the oversight visits, the Committee held engagements with the Ministry of Education, Arts and Culture to discuss its findings on the status of community hostels at selected schools. In addition, the Chairperson of the Standing Committee, participated at the National Education Conference which was held from the 2nd to the 5th of August 2022 under the theme: 'Transforming education in the context of global challenges towards inclusion and quality: rei-imagining 2023 and beyond.'

The Committee also tabled a motion on the high failure rate for the NSSO and NSSA examination

results for 2022. The House deliberated upon the motion and adopted it on 15th February 2023 before referring it to the Committee to investigate the causes of the high failure rate. The investigation will be conducted during the next financial year. In a joint effort with the Committee on Home Affairs, members of the Committee attended a workshop on Namibia's Peer Review Mechanism for Parliamentarians which was held from 16th to 18th September 2022. The workshop was organised by the Internet Society of Namibia and the objective was to create awareness, share knowledge with members of the National Council on the Universal Periodic Review Mechanism processes and help Namibia effectively implement pending recommendations especially those related to Digital Rights, Freedom of Expression and the Media. The Workshop further sought awareness raising on the state of women's digital rights in Namibia focusing on the impact of online violence against women on freedom of expression.

COMMITTEES CONT...

STANDING COMMITTEE ON PUBLIC ACCOUNTS AND ECONOMY

The Public Accounts Committee held engagements with relevant stakeholders on the poor financial reporting of local authorities of

Okakarara, Rundu, Gibeon and Eenhana from 22nd August to 2nd September 2022.

STANDING COMMITTEE ON TRANSPORT, INFRASTRUCTURE AND HOUSING

The Committee undertook the first phase of oversight visits on Road Infrastructure in Kunene, Oshana, Kavango West and Zambezi Regions, from 26th September to 14th October 2022. The Committee undertook the second phase of oversight visits on Road Infrastructure to the // Karas, Omaheke and Otjozondjupa Regions, from 22nd January to 4th February 2023.

STANDING COMMITTEE ON HEALTH, SOCIAL WELFARE AND LABOUR AFFAIRS

The Committee undertook oversight visits to Kunene, Omusati and Ohangwena Regions (from 3rd – 10th October 2022), and again to Oshana, Oshikoto, Otjozondjupa and Erongo Regions from (22nd January – 4th February 2023) on the state of health facilities (hospitals and clinics) and social welfare issues.

COMMITTEE REPORTS TABLED IN THE HOUSE AND SUBMITTED TO OMAS

The Standing Committee Reports listed below were tabled in the House:

- Report of the National Council Standing Committee on Transport, Infrastructure and Housing visits to the Ministry of Urban and Rural Development National Projects on Sanitation in the Khomas, Omaheke, Hardap, //Kharas, Erongo, Otjozondjupa, Kavango East, Zambezi, Ohangwena, Oshana, Omusati and Kunene Regions, from 10 February 2022 to 18 March 2022. The report was adopted, and recommendations were forwarded to various OMAS.
- Report of the National Council Standing Committee on Agriculture, Environment and Natural Resources on its oversight visits on Rural Water Supply, Community Based Conservancies and Open Mining Pits to the Zambezi, Kavango East, Kavango West, Ohangwena, Oshikoto, Oshana, Omusati, Kunene and Erongo Regions, from 26 February 2022 to 26 March 2022. The report was adopted, and recommendations were forwarded to various OMAS.
- Report of the National Council Standing Committee on Agriculture, Environment and Natural Resources on its follow-up oversight visits to Green Scheme Irrigation Projects in Kavango East and Kavango West Regions from 30 August 2022 to 02 September 2022. The report was adopted, and recommendations were forwarded to various OMAS.
- Report of the National Council Standing Committee on Home Affairs, Security, Constitutional and Legal Affairs on its oversight visits to Capital Projects of the various Military Bases in the selected Regions: Khomas, // Kharas, Omaheke, Erongo, Otjozondjupa, Kavango East, Zambezi and Kunene from 29 September 2022 to 13 October 2022. The report was adopted, and recommendations were forwarded to various OMAS.

STANDING COMMITTEES REPORTS CONT...

- Report of the National Council Standing Committee on Public Accounts and Economy on the review of the Reports of the Auditor-General of Regional Councils and Local Authorities for various financial Years ending 31 March 2018 for Regional Councils and 30 June 2016, 2017, 2018 for Local Authorities. The report was adopted and referred to the National Assembly as per standing agreement.
- Report of the National Council Standing Committee on Public Accounts and Economy on the Engagement with relevant Stakeholders on the poor financial reporting of Local Authorities of Okakarara, Rundu, Gibeon and Eenhana from 22 August 2022 – 07 September 2022. The report was adopted during the February 2023 session and recommendations were forwarded to the Ministry of Finance, Ministry of Urban and Rural Development and the four (4) local authorities.
- Report of the National Council Standing Committee on Education, Science, ICT and Youth Development on the oversight visits to selected schools on the status of community hostels. The report was adopted, and recommendations were forwarded to various OMAs.
- Report of the National Council Standing Committee on Health, Social Welfare and Labour Affairs on oversight visits to //Karas, Hardap, Omaheke, Kunene, Omusati, Oshana, Oshikoto and Otjozondjupa Regions on the state of health facilities (hospitals and clinics), social welfare issues, and Labour matters. The report was adopted, and recommendations were forwarded to various OMAs.

PARTICIPATION IN REGIONAL AND INTERNATIONAL PARLIAMENTARY GROUPS

The Directorate facilitated the participation of Members in Regional and International parliamentary bodies during the 2022/23 Financial Year.

Commonwealth Parliamentary Association (CPA)

Two Members of the National Council attended the 52nd Commonwealth Parliamentary Association (CPA) Africa Regional Conference from 01 to 09 June 2022, in Freetown, Sierra Leone. Two members of the National Council attended the 65th Commonwealth Parliamentary Conference (CPC) (CPA International) from 20th to 26th August 2022 in Halifax, Canada. The Conference was held under the theme 'Inclusive, Accessible, Accountable and Strong Parliaments: The Cornerstone of Democracy and Essential for Development'.

The Chairperson of the National Council attended the 26th Conference of Speakers and Presiding Officers of the Commonwealth from 3rd to 6th January 2023 in Australia. The bi-annual conference focussed on the topics of parliamentary engagement, security and e-Parliaments. One Member from the National Council attended the Westminster Seminar on Effective Parliaments from 13 to 17 March 2023 in London, England.

Pan-African Parliament (PAP)

One Member from the National Council attended the Ordinary Session of the Fifth Parliament and preceding sub-regional caucuses meetings from 23 June to 03 July 2022 in Midrand, Johannesburg, South Africa.

REGIONAL & INTERNATIONAL GROUPS

One Member of the National Council participated in the Session of the PAP Permanent Committee Sittings held from 22nd August to 2nd September 2022 in Midrand, Johannesburg, South Africa. The theme of the session was 'Building Resilience in Nutrition, Accelerating the Human Capital, Social and Economic Development on the African Continent.

One Member and a staff attended the Second Ordinary Session of the Sixth Parliament from 23 October to 12 November 2022 in Midrand, Republic of South Africa. It was held under the theme of the African Union 2022: "Strengthening resilience in nutrition and food security on the African Continent: Strengthening agro-food systems, health and social protection systems for accelerated human, social and economic capital development."

One Member and a staff of the PAP Permanent

Committee Sitting and Budget Session that will take place from 06-18 March 2023.

Inter- Parliamentary Union (IPU)

Two Members of the National Council attended the Eighth Annual Global Conference of Young Parliamentarians from 15 June 2022 - 16 June 2022 in Sharm-el-Sheikh, Egypt. The Vice Chairperson and one Member of the National Council attended the 145th IPU Assembly held from 11-15 October 2022 in Kigali, Rwanda. The theme of the Assembly was "Gender equality and gender-sensitive parliaments as drivers of change for a more resilient and peaceful world." The Vice Chairperson and three Members of the National Council attended the 146th IPU Assembly held from 08-18 March 2023 in Manama, Bahrain. The theme of the Assembly was "Promotion of peaceful coexistence and inclusive societies: fighting intolerance."

EXECUTION OF COMMITTEE ACTIVITIES

Execution of the activities of the Committee services was guided by the consolidated Annual Activity Calendar for Standing Committees for 2022/2023 Financial Year. In addition to the Annual Activity Plans, the Standing Committees

on Education, Agriculture and Home Affairs attended meetings on matters falling under their respective mandates. Accordingly, the following activities were undertaken.

STANDING COMMITTEE	EXECUTION RATE
AGRICULTURE, ENVIRONMENT AND NATURAL RESOURCES	1/3 = 33%
EDUCATION, SCIENCE, ICT AND YOUTH DEVELOPMENT	2/3 = 67%
PUBLIC ACCOUNTS AND ECONOMY	2/2 = 100%
HOME AFFAIRS, SECURITY AND CONSTITUTIONAL AFFAIRS	1/2 = 50%
TRANSPORT, INFRASTRUCTURE AND HOUSING	2/2 = 100%
HEALTH, SOCIAL WELFARE AND LABOUR AFFAIRS	1/2 = 50%
AVERAGE (%)	67%



CHALLENGES ENCOUNTERED IN THE EXECUTION OF THE OVERSIGHT AND REVIEW FUNCTIONS.

1 Transport

- Transportation and in particular, availability of vehicles to undertake oversight activities of the Committees is a serious challenge that needs to be addressed as matter urgency.
- Limited resources such as Transport was a challenge whereby MPs had to use their own vehicles to perform their planned oversight activities.

2 Committees' Recommendations

- Committees have no control over the implementation of Recommendations emanating from their reports as there is no legal obligation on the executive to implement recommendations made by the National Council.

3 Maintenance

- The Department of Maintenance in the Ministry Works and Transport, takes too long to respond to requests for assistance by the Sub-Division of Serjeant-at-Arms in respect of maintenance related matters.

4 Budgetary provision

- The implementation of the Annual Activity Plans for Standing Committees is seriously hampered by lack of financial resources. As a result, several oversight activities and capacity building programmes are constantly rescheduled. For instance, several activities have been rescheduled to the Fourth Quarter. Thus, the implementation of the approved Annual Activity Plan due to financial constraints is not guaranteed.
- Budget cuts and limited budgetary provision to standing committees hampers committees' oversight function (e.g. non-fulfilment of planned activities).

5 Staffing

- Due to financial constraints, the government has put a moratorium on the filling of vacancies which presents a personnel shortage in the Directorate.
- Lack of office and parking space for MPs and Staff

6 Parliamentary Service Commission

- Lack of parliamentary independence in the form of a Parliamentary Service Commission.

DIRECTORATE: LEGAL SERVICES



MANDATE

To provide high quality, reliable and efficient legal advice and support services, to the National Council, the Chairperson, Standing Committees and administration, to enable the National Council to exercise and perform its constitutional powers and functions.

CORE FUNCTIONS

- Provides legal advice to the Chairperson, Members of the National Council and the Secretariat of the National Council.
- Responsible for the examination of all Bills passed by the National Assembly and referred to the Council with a view to see if they are in line with the provisions of the Namibian Constitution or existing legislation; and advises the Chairperson and Members thereon.
- Responsible for the drafting of amendments proposed by the Members of the National Council and advises them on any implications which such amendments would have on other provisions of the Bill or any other existing law.
- Assist National Council Standing Committees to draft proposals (Bills) on matters of regional concern as provided for in Article 74 (2)(c) of the Namibian Constitution for consideration by the National Assembly.
- Assists Members of Parliament to draft motions on topics of public interest or concern.
- Provides legal advice to National Council Standing Committees during its deliberations, public hearings, and outreach programmes.
- Assist National Council Standing Committees with report writing where reports are of a complex nature and contain legal concern.
- Advise Members of Parliament during the execution of their international obligations such as the Inter- Parliamentary Union (IPU), The Pan-African Parliament (PAP), the Commonwealth Parliamentary (CPA).
- Review National Council Standing Rules and Orders and ensures its publication.
- Occasionally provide procedural guidance and advice on Chamber proceedings and Committee proceedings.
- Assist with the financial and business disclosure of Members of Parliament and advise the relevant Committee and Secretary thereon.
- Is responsible for designing research projects pertaining to the Constitutional functions of the National Council.
- Review all existing legislation for inconsistencies with the letter and spirit of the Namibian Constitution and advise the relevant National Council Standing Committees to make recommendations to the Law Reform and Development Commission for action.
- Assist during the interpretation of contracts that the National Council wants to enter with suppliers.
- Attends Stakeholders' Consultative workshops on proposed legislation in Namibia

ACTIVITIES UNDERTAKEN

During the reporting period the Directorate: Legal Services undertook the following activities.

Bills summaries compiled

- Combating of Domestic Violence Amendment Bill [B.1-2021]
- High Court Amendment Bill [B.2-2021]
- Magistrates Court Amendment Bill [B.3-2021]
- Combating of Rape Amendment Bill [B.4-2021]
- State Finance Amendment Bill [B.8-2021] (Amendment Drafted)
- Investment Promotion and Facilitation Bill [B.12-2021]

Presentations of Bill summaries to MPs

- Combating of Domestic Violence Amendment Bill [B.1-2021]
- High Court Amendment Bill [B.2-2021]
- Magistrates Court Amendment Bill [B.3-2021]
- Combating of Rape Amendment Bill [B.4-2021]
- State Finance Amendment Bill [B.8-2021] (Amendment Drafted);
- Presentation on Income Tax laws Amendment Bill [B.11-2021]

COMMITTEE MEETINGS & HEARING

- Public Accounts Committee Meetings and Hearings
- Training of Public Accounts Committee Members on the Review of the AG Reports and Review of the AG Reports Referred to the Committee (29/08/2021 to 04/09/2021);
- Public Hearings (24-10/2021 to 06/11/2021)

WORKSHOP /TRAININGS ATTENDANCE

Workshop/Trainings Attended

- Public Procurement Act training April 2021;
- Role of the Secretariat in Making Parliamentary Oversight Effective (06-10 October 2021)

LOSS COMMITTEE MEETING

- Stolen official cell phone report for Ms Theresia Dimba (29/04/2021)

ADDITIONAL ACTIVITIES

- Additional Activities
- Review of the National Council Standing Rules and Orders March 2021 in Otjiwarongo
- Presentations on the revised NC Standing Committees and their functions
- Conducted presentations on Legal Services' Office mandate and functions, NC Code of Conduct and the provisions of the Powers, Privileges & Immunities Act at the MPs Induction workshop
- Continuation of review of NC SRO in G4 September to October 2021
- (Drafting of the Amended Rules and Motivations (November-December 2021));
- Inputs with respect to Parliament Standard Operating Procedures (August 2021)

LEGAL SERVICES CONT...

LEGAL ADVICE ACTIVITIES

- Cooperation agreement between Federation Council of the Federal Assembly of the Russian Federation and the National Council of the Republic of Namibia;
- Proposed Regional and Constituency Development Fund;
- Allegations of DSA irregularities – Office of the Vice-Chairperson;
- Supply of walk through metal detector machine, baggage scanner and installation of CCTV Cameras; and
- Contract for Lease of three digital photocopy machines awarded to Tista Trading cc
- Procurement - Lease agreement on copy machines
- Standing Committee on Home Affairs, Security and Constitutional Affairs - Constitutional mandate of the NC on matters concerning bilateral agreements between states that have not been full ratified/adopted
- Advised Office of the Chairperson and Secretary on election to //Kharas Regional Council Management Committee of two NC MPs;
- Advised Office of the Secretary on NC MPs riotous behaviour on 21 April 2021

CHALLENGES

- Unreliability of the internet services, hinders the research capabilities of staff;
- Shortage of staff occasionally poses a challenge depending on the workload and the complexity of the Bills received for review;
- Unreliable parliamentary website;
- High workload on legal officers due to shortage of staff and serving seven Standing Committees, two Portfolio Committees (Standing Rules & Orders and Privileges Committee) and six Administrative Committees (Procurement Committee, Bid Evaluation Committee, MIT Committee, Training Committee Loss Committee, Affirmative Action Committee)
- Occasional shortage of office supplies and long waiting period for procurement to take place.

DIRECTORATE: GENERAL SERVICES



INTRODUCTION

The Directorate facilitates the recruitment and selection process, administer condition of service, coordinate training and development programmes, advise on the budget formulation and execution, compile quarterly financial

reports, compile institution performance reports and procure goods and services for the institution as well as manage transport facilities and safe keeping of the records.



DIVISION I: FINANCE

The Finance section is responsible for the provision of administrative support services that includes budgeting, bookkeeping, facilitation, coordination, implementation of the budget, and budget discipline. The National Council was allocated an initial budget of one hundred and three million, four hundred and fifty-two thousand Namibian dollars (N\$103, 452, 000.00) for the 2022/23 financial year. After the budget consultations with the Ministry of Finance in

November 2022 an additional amount of sixteen million, nine hundred and fifty-five thousand Namibian dollars (N\$16, 955, 000.00) was considered and approved. This brings the current budget ceiling for the financial year 2023/24 to one hundred and twenty million, four hundred and seven thousand (N\$120, 407, 000.00). The execution rate for 2022/23 was 95% which is a bit lower than the threshold of 98% set by the treasury.

BUDGET EXECUTION

DESCRIPTION	ANNUAL BUDGET	EXPENDITURE PER ANNUM	EXECUTION RATE (%)	SAVING PER SUB-DIVISION	REASON
REMUNERATION	61,006,500	59,290,471.03	97,19	1,716,027,97	VACANT POSITIONS
GIPF	8,941,600	7,836,996.69	87,65	1,104,603.84	VACANT POSITIONS
OTHER CONDITIONS OF SERVICE	1,480,000	1,268,515.15	85,71	211,484.85	LEAVE GRATUITY OVER ESTIMATION
SOCIAL SECURITY	120,610	109,973.20	91,18	10,636.80	VACANT POSITIONS
TRANSPORT AND SUBSISTENCE ALLOWANCES	18,142,790	17,555,994.71	96,77	586,795.29	COST VARIANCES
MATERIALS AND SUPPLIES	950,000	884,740.93	93,13	65,259.07	COST VARIANCES
TRANSPORT	2,485,500	2,442,416.25	98,27	43,083.75	COST VARIANCES
UTILITIES	5,400,000	4,854,076.78	89,89	545,923.22	WATER & ELECTRICITY/ TELEPHONE OVERESTIMATION DUE TO COST VARIANCES
MAINTENANCE	400,000	358,599.76	89,65	41,400.24	COST VARIANCES
OTHER SERVICES	3,288,000	2,541,916.97	77,31	746,083.03	TRAINING, PRINTING, HOSTING, FLOWERS AND GIFTS NOT FULLY UTILISED, DUE TO COST VARIANCES (GENERAL OFFICE REFRESHMENT NOT REQUIRED)
MEMBERSHIP FEES	55,000	48,274.68	87,77	6,725.32	COST VARIANCES
OFFICE FURNITURE AND EQUIPMENT	630,000	566,750.37	89,96	63,249.63	COST VARIANCES
TOTAL	102,900,000	97,758,726.52	95,00	5,141,273.48	5% SAVING (TO BE EXPLAINED TO TREASURY) MORE THAN ALLOWED 2%

DIVISION II: RESEARCH AND INFORMATION SERVICES

MANDATE

To enhance the effectiveness of Parliament by providing well researched non- partisan information suited to the needs of Parliamentarians; to educate the public about the

lawmaking process to enhance understanding and increase participation in the democratic process; to conduct outreach activities and produce a wide range of publications

CORE FUNCTIONS

The Research and Information subdivision actively supports the efforts of the National Council by disseminating crucial information about the work of the National Council and its role in the lawmaking process. Through strategic communication and stakeholder's engagement, the sub-division ensures that the National Council strengthens its relationship with key stakeholders. Parliamentary tours for pupils and teachers are intended to enhance their knowledge and understanding of Namibia's

parliamentary system, to empower them to champion the consolidation of democracy and extend the discussion about parliamentary democracy to their own classrooms and communities. This, in turn, will enhance and facilitate public participation in the law-making process. Therefore, the activities undertaken by the sub-division during the year under review were geared towards informing and educating the public and various stakeholders of the National Council's work.

The sub-division mainly focused on the following activities:

- Live broadcast of the chamber proceedings,
- Coverage of Standing Committee activities,
- Coverage of Chairperson's outreach programme and various courtesy meetings,
- Maintain the publication of the Parliament Journal,
- Facilitate tours to the National Council and conduct information sessions with visitors,
- Conduct exhibitions and information campaigns at trade fairs,
- Ensure the presence of the National Council on social media (Facebook),
- Maintain relationship with conventional media
- Provide secretarial assistance to Members of the National Council.

CHALLENGES

- Lack of equipment such as cameras, computers and microphones due to limited budget,
- Inadequate human resources

DIVISION III: HUMAN RESOURCES

WORKFORCE COMPOSITION

NO. OF STAFF	POST DESIGNATION	POST GRADE	DIRECTORATE/DIVISION	CATEGORY
1	DIRECTOR	GRADE 3	SPECIALISED SERVICES	SENIOR MANAGEMENT
1	DEPUTY DIRECTOR	GRADE 4	GENERAL, RESEARCH & INFORMATION SERVICES	MIDDLE MANAGEMENT
1	CHIEF HR PRACTITIONER	GRADE 6	GENERAL, RESEARCH & INFORMATION SERVICES	SPECIALISED/SENIOR SUPERVISORY
1	CONTROL ADMINISTRATION OFFICER	GRADE 6	GENERAL, RESEARCH & INFORMATION SERVICES	SPECIALISED/SENIOR SUPERVISORY
1	INFORMATION OFFICER	GRADE 8	GENERAL, RESEARCH & INFORMATION SERVICES	SKILLED

Staff turnover: During the period under review, 7 staff members left the National Council for various reasons while one staff member was promoted to middle management.

NO. OF STAFF	POST DESIGNATION	POST GRADE	REASON FOR LEAVING
2	SENIOR ADMINISTRATIVE OFFICER	GRADE 10	TRANSFERRED
1	CHIEF PARLIAMENTARY CLERK	GRADE 6	OTHER
1	CHIEF DEVELOPMENT PLANNER	GRADE 6	OTHER
1	CHIEF INFORMATION OFFICER	GRADE 6	PROMOTED
1	CONTROL ADMINISTRATION OFFICER	GRADE 6	OTHER
1	SECURITY OPERATIONS OFFICER	GRADE 8	DEATH
1	DRIVER	GRADE 12	RETIRED

TRAINING AND DEVELOPMENT INITIATIVES

The following table illustrates various training and development activities implemented by the National Council during the period under review.

TRAINING/WORKSHOP	DATE	# OF MPS OR STAFF
PRE-RETIREMENT WORKSHOP	26-27 APR 2022	15 STAFF
PARLIAMENTARIAN PRACTICE AND CONDUCT CERTIFICATE	10 MAY - 05 NOV 2022	28 MPS
SECURITY, ETHICS AND INTEGRITY AWARENESS	11-16 JUL 2022	21 STAFF
LEADERSHIP AND MANAGEMENT	11-15 JUL 2022	13 MPS AND 6 STAFF
WOMEN IN POLITICS AND DECISION MAKING	13-14 JUL 2022	22 MPS AND 3 STAFF
MONITORING AND EVALUATION	19-20 AUG 2022	7 MPS AND 3 STAFF
CLEANING EQUIPMENT AND PRODUCT USE	07-18 NOV 2023	10 STAFF
VIP DEFENSIVE DRIVING	09-20 JAN 2023	6 STAFF
RETREAT AND TEAM BUILDING- DIRECTORATE OF SPECIALISED SERVICES	16-20 JAN 2023	19 STAFF
VIP DEFENSIVE DRIVING	20 FEB - 03 MAR 2023	6 STAFF
STAFF RETREAT	27 FEB - 03 MAR 2023	23 STAFF
STRATEGIC PLANNING DIRECTORATE TRAINING WORKSHOP (CHAIRPERSON, SECRETARY AND LEGAL)	24 FEB 2023	16 STAFF
STRATEGIC PLANNING DIRECTORATE TRAINING WORKSHOP (SPECIALISED SERVICES)	06-7 MAR 2023	14 STAFF
STRATEGIC PLANNING DIRECTORATE TRAINING WORKSHOP (GENERAL, RESEARCH AND INFORMATION SERVICES)	13-14 MAR 2023	26 STAFF
71 WESTMINSTER SEMINAR ON EFFECTIVE PARLIAMENT	13-17 MAR 2023	1 MP AND 1 STAFF
STRATEGIC PLANNING DIRECTORATE TRAINING WORKSHOP (HEADS OF DIRECTORATE, DIVISIONS, KEY STAFF AND STRATEGIC TEAM (MIT MEMBERS)	15-17 MAR 2023	20 STAFF
BENCHMARK (STUDY VISIT) PARLIAMENT OF KENYA	18-25 MAR 2023	7 MPS AND 2 STAFF
STUDY VISIT PARLIAMENT OF ZAMBIA	19-25 MAR 2025	5 MPS AND 3 STAFF
PROCUREMENT POLICIES, PRACTICES AND PROCEDURE	26-31 MAR 2023	13 STAFF
JOINT BENCHMARK (STUDY) VISIT PARLIAMENT OF ZIMBABWE AND SOUTH AFRICA	26 MAR - 01 APR 2023	3 STAFF



NATIONAL COUNCIL

Celebrating Three Decades of Promoting
Inclusive and Participatory Democracy
Through Regional Representation

FACEBOOK

Parliament of the
Republic of Namibia

WEBSITE

www.parliament.na

ADDRESS

14C
Love Street,
Windhoek

PHONE

TEL: +264 61 2028000
FAX: +26461226121

PRIVATE BAG

13371, Windhoek

