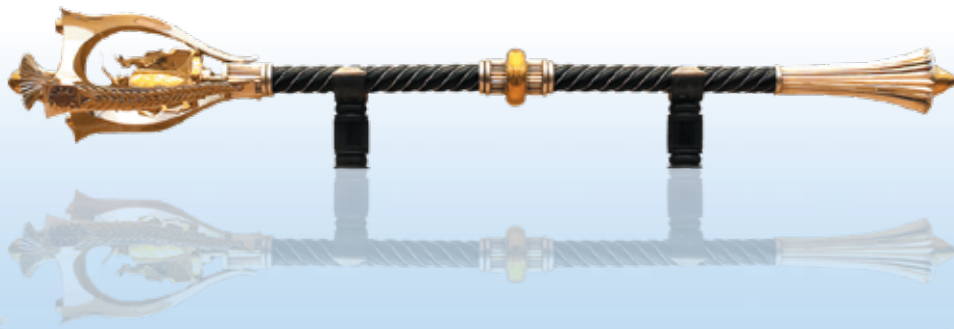




Annual Report

National Assembly

2022/2023





Annual Report

National Assembly

2022/2023





Parliament Building



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LIST OF ACRONYMS

AFROPAC	African Organization Of Public Accounts Committees
ACP-EU	African, Caribbean and Pacific – European Union
AG	Attorney General
ARASA	Aids and Rights Alliance for Southern Africa
BoN	Bank of Namibia
CCTV	Closed-circuit television
CPA	Commonwealth Parliamentary Association
CRAN	Communications Regulatory Authority of Namibia
CSO	Civil Society Organisations
CTO	Commonwealth Telecommunications Organisation
DRC	Democratic Republic of Congo
EU	European Union
FES	Friedrich Eber Stiftung
GBV	Gender Based Violence
ICT	Information Communication Technology
ILO	International Labour Organisation
IOI	International Ombudsman Institute
IPU	Inter-Parliamentary Union
IRO	International Refugee Organisation
IT	Information Technology
KAS	Konrad Adernau Stiftung
MPs	Members of Parliament
NA	National Assembly
NAMFISA	Namibia Financial Institutions Supervisory Authority
NBC	The Namibian Broadcasting Corporation
NC	National Council
NCAA	Namibia Civil Aviation Authority
NCIS	Namibia Central Intelligence Service
MICT	Ministry of Information, Communication and Technology
MIRCO	Ministry of International Relations and Cooperation
NSFAF	Namibia Students Financial Assistance Fund
OACPS	Organisation of Africa Caribbean and Pacific States
O/M/A/s	Offices, Ministries and Agencies
OPM	Office of the Prime Minister
PAC	Public Accounts Committee
PAP	Pan African Parliament
PDS	Professional Development Seminar
SADC	Southern African Development Community



SADCOPAC	Southern African Development Community Organisation of Public Accounts Committees
SADC-PF	Southern African Development Community Parliamentary Forum
SoCATT	Society of Clerks-at-the-Table
SOE	State Owned Enterprises
SONA	State of the Nation Address
UNCCD	United Nations Convention to combat desertification
UNDP	United Nations Development Programme
UNFPA	United Nations Population Fund
UNICEF	United Nations International Children's Emergency Fund
VIPPD	Very Important People Protection Directorate



PRESIDING OFFICER'S STATEMENT

I would like to take this opportunity to thank and appreciate our staff for their service and commitment to the work of the National Assembly of the Republic of Namibia.

Through this report, which is covering the period under review, the National Assembly is accounting for the activities undertaken in the pursuance of its mandate. This report represents a significant aspect of work achievements and challenges in pursuance of the set objectives.

During the period under review, the Table Office was able to do a tremendously excellent job, with among others, the highest cost being the production of the Hansard. Therefore, we are working on ways and means of trying to manage the expenditure by the Table Office without compromising the quality of documentation.

Our Legal Services Division did a great job despite being understaffed. Vacant positions have been put on halt and besides, existing staff were not able to partake in specialized for instance, legal drafting. This was all due to the prevailing financial constraint.

The Directorate of Committee Services made operational and systems improvements during the reporting year. A Monitoring and Evaluation officer was appointed to support the planning, reporting and follow up on Directorate activities and programmes. A number of capacity strengthening activities for Members and Staff, as well as regional and international exchanges were carried out. These interventions are meant to enhance the work of the Directorate and the National Assembly in general.

Our General Services Division plays a facilitator auxiliary role to the overall activities of the National Assembly. We have tirelessly continued to try to open avenues which could provide training in critical areas. These are areas which are unique to Parliament and which are vital and instrumental to the smooth and vibrant functioning of Parliament. We partook in various programmes mounted by parliamentary partner institutions. On the issue of drivers, it is high time that efforts are made to acquire an adequate number of drivers so that the institution is properly catered for. On the aspect of procurement, this has continued to present a particular challenge ever since new procurement guidelines were instituted. The new guidelines were introduced before adequate preparation was done. It seems like in the immediate to midterm, it has created more bottlenecks than it has been able to solve. Despite this difficult situation, we remain hopeful that we shall forge a meaningful way forward. On the structural safety of our Parliamentary Building, it is obvious that it is ageing and therefore requires major maintenance works. It is vital that the National Assembly will have to annually budget for this vital exercise of maintenance and security. On staff recruitment, efforts were made to ensure that vacant



Hon. Prof. Peter H. Katjavivi,
MP SPEAKER



positions were filled. However, not all critical positions were ably filled due to the current financial constraints experienced during the period under review.

Our Library and Computer Services has a great potential. All we need is to resource it well so that the Division can ably undertake their role. We are trying to source for updated legislative literature and also have an IT Policy. In equal measure, we have initiated a taskforce on operationalizing the *e-Library* and *e-Governance* concepts in the institution.

Under RIPES, we urgently need specialized researchers. In equal measure, we are looking forward to stocking and operationalizing our Resource Centre, which will be of great benefit to our Parliamentarians, in terms of research and access to professional computer laboratory services within the institution. It will also serve as a training facility.

In conclusion, I would like to say that so far, we have achieved a great deal of work and the future is promising. Let me continue to urge both Parliamentarians and staff to tirelessly and selflessly dedicate your service to the Namibian 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 SPEAKER



EXECUTIVE SUMMARY

The objective of the Annual Report is to inform the public about the activities of the National Assembly for the financial year 2022/2023. Article 44 of the Namibian Constitution gives the National Assembly the legislative power to scrutinize and pass the bills and refer them to the National Council for confirmation before they are sent to the President for assent.

LAW MAKING

During the reporting period, twenty (20) Bills were tabled in the National Assembly of which sixteen (16) Bills were passed without amendments after extensive debates. About three (3) Bills were withdrawn after being tabled, whereas one (1) Bill was reconsidered from 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 inquiries. To this end, a total of nineteen (19) motions were tabled for discussions and about three (3) motions were adopted by the House, 101 Auditor-General's Reports were tabled, a total of fourteen (14) reports of Standing Committees on local visits, meeting and public hearings were tabled, in addition, a total of twelve (12) Committee reports on foreign visits were also tabled.

OUTREACH

During the reporting period, the National Assembly as per its oversight mandate held public hearings in Ohangwena, Oshana, Omusati, Oshikoto, Kunene, Zambezi, //Karas, Hardap, Kavango West and East as well as Omaheke regions on four (4) motions. The motions are on Old Age Homes in Namibia; motion on Gender Based Violence; motion on Expanding Medical Clinics to ALL Tertiary Institutions in the country and the motion on Abnormally High Incidences of Suicide in Namibia. The National Assembly also conducted inspection visits to capital projects in all fourteen regions.

Under the theme "Know Your Parliament Programme", the National Assembly conducted public education to selected communities that was done by attending trade fairs and visits to secondary schools.

INTERNATIONAL/REGIONAL ENGAGEMENTS

The 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 Common Wealth Parliamentary Association (CPA) and the Inter-Parliamentary Union (IPU).

PARLIAMENT SECRETARIAT

The Secretariat that consists of various offices, directorates and divisions provide secretarial and administrative services to the National Assembly. The duties and functions of the Secretariat form part of this report.



ABOUT US

MANDATE

The National Assembly has a clear mandate in terms of the Namibian Constitution, which is conveyed through Articles 44, 52 and 63, to:

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

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

VISION: To be an effective and efficient legislative chamber that responds to the needs and aspirations of the Namibian inhabitants”.

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



NATIONAL ASSEMBLY



Hon Prof Peter H Katjavivi
Speaker, MP



Hon Prof Loide Kasingo
Deputy Speaker, MP



MANAGEMENT OF THE NATIONAL ASSEMBLY



Ms Lydia Kandetu
Secretary



Ms. Kathleen-Joyce Nakutta
*Director:
Committee Services*



Mr. Simon Uirab
*Director:
Office of the Speaker*



Ms. Josephina Shatumbu
*Director:
General Services*



Mr. Willem Isaak
*Deputy Director:
Committee Services*



Ms. Maria Mombola
*Deputy Director:
Committee Services*



Mr. Albius Mutonga
*Deputy Director:
Committee Services*



Mr. Immanuel Nehoya
*Deputy Director:
Table Office*



Mr. Protasius Nghileende
*Deputy Director:
Committee Services*



Mr. Vincent Sinalumbu
*Deputy Director:
Research and
Information*



Mr. Gideon Shuuya
*Deputy Director:
Security and Risk
Management
Services*



Ms. Carol-Ann Esterhuizen
*Chief Legal Officer:
Legal Services*

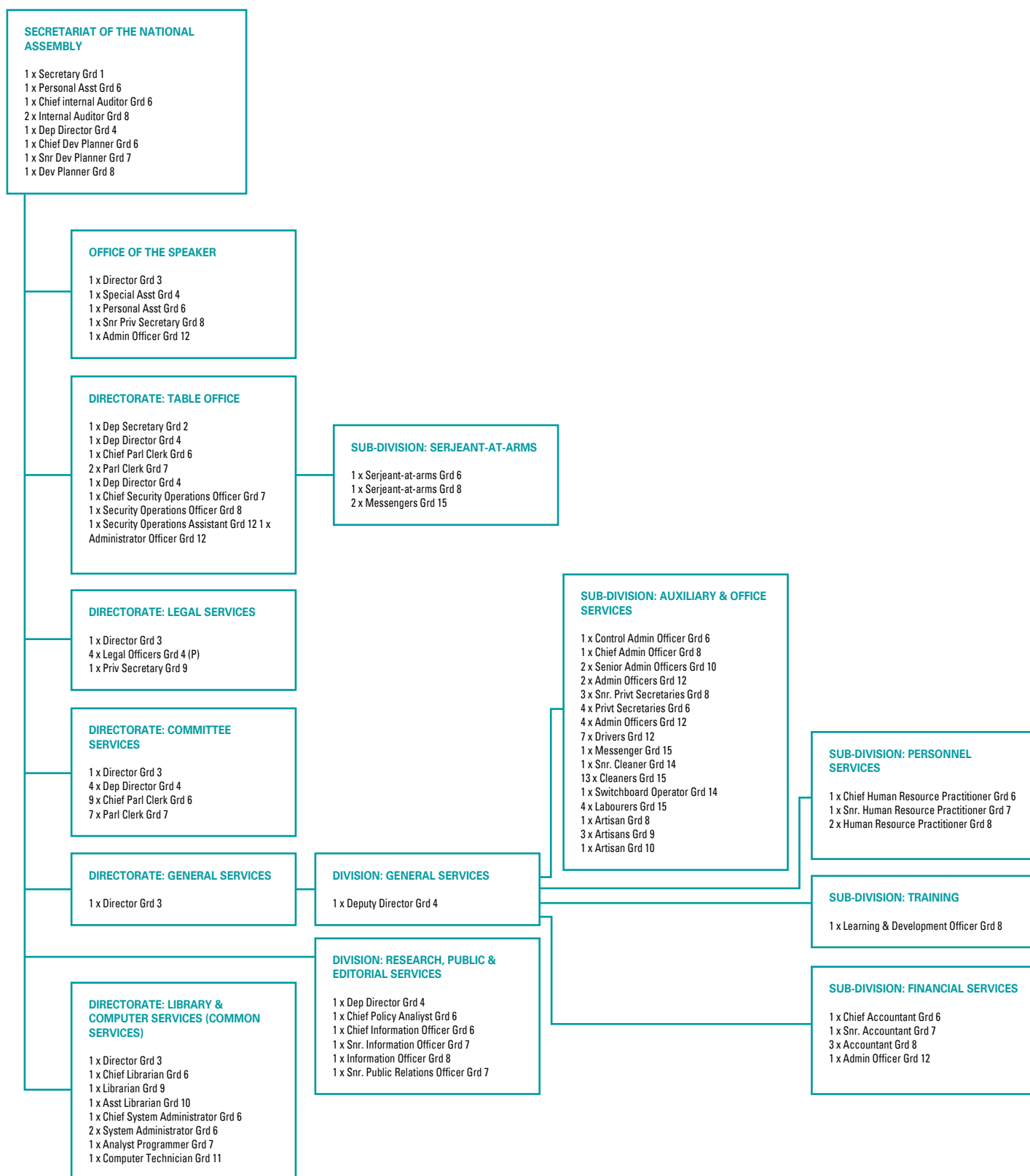


Ms. Cornelia Tjaondjo
*Special Assistant to
the Speaker*



STRUCTURE OF THE NATIONAL ASSEMBLY

SECRETARIAT OF THE NATIONAL ASSEMBLY



OFFICE OF THE SPEAKER

MANDATE

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

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

SUPPORT STAFF TO THE PRESIDING OFFICERS

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

ACTIVITIES UNDERTAKEN IN NAMIBIA

During the period under review the Speaker and the Deputy Speaker undertook the following activities as per their constitutional mandate.

- Presided over the official opening ceremony of the fifth Session of the Parliament.
- Presided over the sessions of the National Assembly and maintained order in the House.
- Chair the meetings of the Committee on Standing Rules and Orders and Internal Arrangements.
- On 8th April 2022, the Speaker hosted H.E. Mr. Hideaki Harada, Ambassador of Japan for a farewell meeting.
- On 14th April 2022, the Speaker hosted H.E. Ms Stella M Libongani, High Commissioner of the Republic of Zambia for a farewell meeting.
- On 21st April 2022, the Speaker hosted H.E. Mrs. Hanan Jarrar, Ambassador of the State of Palestine for a bilateral meeting.
- On 21st April 2022, the Speaker hosted H.E. Mr. Sidenio Acosta, Ambassador of the Republic of Cuba for a bilateral meeting.
- On 10th May 2022, the Speaker hosted Members of Parliament from the National Council of Provinces of the Republic of South Africa for a bilateral meeting.
- On 10th May 2022, the Speaker hosted H.E. Mr. Lineekela Josephat Mboti, Ambassador and CEO of the African Peer Review Mechanism National Secretariat for a bilateral meeting.
- On 12th May 2022, the Speaker on the invitation of H.E. Dr. Hage G. Geingob the President of the Republic of Namibia, attended the official launch of the Welwitschia Sovereign Wealth Fund at the Safari Hotel.



- On 27th May 2022, the Speaker attended the Inter-Parliamentary Union (IPU) Task Force meeting on the peaceful resolution of the war in Ukraine.
- On 30th May 2022, the Speaker hosted Minister Hon. Lindiwe Zulu, Minister of Social Development of the Republic of South Africa for a bilateral meeting.
- On 1st June 2022, the Speaker hosted H.E. Mr. Beka Dvali, Ambassador of Georgia for a bilateral meeting.
- On 27th June 2022, the Speaker attended the official launch of the Electoral Commission of Namibia's 2022 / 2023 – 2026 / 2027 Strategic Plan.
- On 28th June 2022, the Speaker hosted H.E. Mr. Sidenio Acosta, Ambassador of the Republic of Cuba for a bilateral meeting.
- On 6th July 2022, the Speaker hosted Ms. Freya Gruenhagen, Resident Representative of the Friedrich Ebert Stiftung (FES) for a bilateral meeting.
- On 19th July 2022, the Speaker hosted Hon. Ville Valkonen, Finland Member of Parliament and H.E. Ms. Leena Viljanen, Ambassador of Finland for a bilateral meeting.
- On 26th July 2022, the Speaker hosted Mr. Mohamed Moustapha Malick Fall, UNICEF ESAR Regional Director for a bilateral meeting.
- On 29th July 2022, the Speaker hosted H.E. Dr. Riad Malki, Minister of Foreign Affairs and Expatriates of the State of Palestine for a bilateral meeting.
- On 29th July 2022, the Speaker hosted H.E. Mr. Hoang Van Loi, Ambassador-Designate of the Socialist Republic of Vietnam for a bilateral meeting.
- On 29th September 2022, the Speaker hosted Parliamentary Delegation from the Socialist Republic of Vietnam, for a bilateral meeting.
- On 4th October 2022, the Speaker hosted the Parliamentary Group for Southern Africa of the German Bundestag, for a bilateral meeting.
- On 18th October 2022, the Speaker hosted H.E. Mr. Luis Gaspar da Silva, Ambassador of Portugal for a bilateral meeting.
- On 19th October 2022, the Speaker hosted H.E. Mr. Alberto De La Calle, Ambassador of the Kingdom of Spain for a bilateral meeting.
- On 20th October 2022, the Speaker hosted Mrs Gosia Lachut, Deputy Ambassador to the European Union Delegation for a bilateral meeting.
- On 25th October 2022, the Speaker hosted Mr. Christopher Louise and Ms Mary Hangula, EPDN Programme Experts on Civil Society for a bilateral meeting.
- On 8th November 2022, the Speaker hosted H.E. Ms. Thenjiwe Mtintso, High Commissioner of the Republic of South Africa for a bilateral meeting.
- On 11th November 2022, the Speaker attended the official launch of the Constitution of Namibia Mobile App, at Safari Court Hotel.
- On 15th November 2022, the Speaker hosted Ms. Sevim Dagdelen, Spokesperson of the Left Party in the Foreign Affairs Committee and member of the Defence Committee of the German Bundestag for a bilateral meeting.
- On 18th November 2022, the Speaker hosted H.E. Mr. Herbert Beck, Ambassador of the Federal Republic of Germany for a bilateral meeting.
- On 21st November 2022, the Speaker hosted the Eswatini Parliamentary Standing Committee on Standing Rules and Order and Portfolio Committee on Finance for a bilateral meeting.
- On 22nd November 2022, the Speaker attended the launch of Tuberculosis (TB) by the Parliamentary Standing Committee on Gender Equality, Social Development and Family Affairs, Courtyard, Parliament Building.



- On 15th December 2022, the Speaker officiated the launch of the E-Parliament Strategy 2022-2027.
- On 6th October 2022, the Speaker received the Annual Report of the Office of the Ombudsman from the Ombudsman, Mr Basilius Dyakugha.
- On 22nd February 2023, the Speaker hosted Ms. Helena Kuzee – Deputy Permanent Representative, Namibian Mission to the United Nations, New York, for a bilateral meeting.
- On 7th March 2023, the Speaker hosted H.E. Mr. Wael Lotfy Batea, Ambassador of the Arab Republic of Egypt for a bilateral meeting.
- On 16th March 2023, the Speaker officiated the State of the Nation Address (SONA) by H.E. Dr. Hage G. Geingob, President of the Republic of Namibia.
- On 25th March 2023, the Speaker hosted Members of Parliament from various Federal States in Germany for a bilateral meeting.

INTERNATIONAL PARLIAMENTARY COMMITMENTS AND ENGAGEMENTS

In line with the strategic objective that deals with the enhancement of parliamentary diplomacy and multilateralism;

- The Speaker is a serving member of the IPU Governing Council and served also as the acting chairperson of the Bureau on the IPU Committee on the Affairs of the United Nations.
- The Deputy Speaker is one of the representatives of the Namibian Parliament to the Pan-African Parliament and attends its sessions periodically.
- From the 10th – 11th June 2022, the Speaker attended the virtual meeting of the Executive Committee meeting of the SADC-PF.
- On 21st June 2022, the Speaker attended the virtual meeting, the SADC - PF Emergency meeting (Peace and Security issues in Eastern Democratic Republic of Congo).
- On 8th July 2022, the Speaker attended the virtual Southern African Research and Documentation Centre (SARDC) Conference on Promoting the Southern African Liberation History.
- From the 7th - 17th October 2022, the Speaker attended the 145th IPU Assembly and related meetings in Kigali, Rwanda.
- On 3rd November 2022, the Speaker attended the meeting of the SADC - PF Joint Legal Sub-Committee and Human Resources & Capacity Development Sub-Committees of the Executive Committee.
- From the 18th - 19th November 2022, the Speaker attended the virtual meeting of the Executive Committee meeting of the SADC-PF.
- From the 2nd – 12th December 2022, the Speaker attended the 52nd SADC-PF Plenary Assembly in Kinshasha, DRC.
- From the 11th – 14th March 2023, the Speaker attended the 146th IPU Assembly and related meetings in Manama, Bahrain.



Speaker of the National Assembly, Hon. Prof. Peter Katjavivi (left) receiving the Annual Report from the Ombudsman, Mr Basilius Dyakugha



OFFICE OF THE SECRETARY

MANDATE

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

SUPPORT STAFF TO THE SECRETARY

Three (3) staff members are employed directly under the Office of the Secretary. Two staff members provide direct support services to the Secretary. These support services range from executive, secretarial to administrative support. The third staff member is the Internal Auditor who falls under the sub-division Internal Auditor.

OPERATIONAL ACTIVITIES

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

ACTIVITIES UNDERTAKEN IN NAMIBIA

- Capacity Building Workshop for Chairperson and Deputy Chairperson of Standing Committees, Swakopmund, 18-23 July 2022.
- Standing Rules and Orders Validation Workshop, Swakopmund, 16-20 January 2023.

ACTIVITIES UNDERTAKEN IN OTHER COUNTRIES

- Elective Session of the Pan-African Parliament, Midrand, South Africa, 27 June -01 July 2022.
- 4th Meeting of the Association of Secretary Generals of African Parliaments (ASGAP) and the Speakers' Conference, Midrand, South Africa, 30 August – 02 September 2022.
- Parliamentary Visit, Berlin and Frankfurt, Germany, 17-23 September 2022.
- 145th IPU Assembly and Related Meetings, Kigali, Rwanda, 11-15 October 2022.



Ms Lydia Kandetu, Secretary of the National Assembly was elected as Chairperson of ASGAP at it's 4th meeting in Johannesburg



- SADC PF 52nd Plenary Assembly Session, Kinshasa, Democratic Republic of Congo.
- 146th IPU Assembly and Related Meetings, Manama, Bahrain, 11-15 March 2023.

CHALLENGES

SUB-DIVISION: INTERNAL AUDIT

MANDATE

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

OPERATIONAL ACTIVITIES

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

ACTIVITIES UNDERTAKEN

- The Internal Audit Division carried out two (2) system reviews (audits) and two (2) follow-up audits on Overtime management, Procurement and Stock control, and Accounts payable.

Other Audits carried out were:

- Daily subsistence and Travel Allowances
- Established the Audit and Risk Management Policy as well the Committee and appointment of Committee members.
- The Fleet Management Policy was validated and operationalised



DIVISION SECURITY AND RISK MANAGEMENT SERVICES

MANDATE

To render effective and consistent security service to the assets of the National Assembly.

OPERATIONAL ARRANGEMENT

The Division Security and Risk Management Services works closely with the Namibian Police Force to provide security service and response capability, with duties including, but not limited to:

- Protecting the Parliament building so that Parliamentarians and staff members of Parliament can carry out their legislative roles and duties in a safe and secured environment;
- Enforcing security measures including entry screening of personnel and their property when accessing National Assembly building;
- Access control and monitoring as well as roving patrol around the precincts of Parliament;
- Immediate response to security incidences around the precincts of Parliament amongst others.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

During the Financial Year under report, the following notable achievements were recorded:

- Rendered security services to the National Assembly. These included Members of Parliament, staff members of Parliament, visitors, stakeholders, services providers and property of Parliament, among others.
- Consistently enforced security measures on the precincts of Parliament;
- Facilitated and assisted the National Assembly to establish and operationalise the Parliament Clinic. The need for Parliament Clinic resulted from tragic fatalities involving two Members of Parliament in 2019 and 2021 respectively. This is a collaboration effort between Parliament and the Ministry of Health and Social Services to mitigate the risk of health and occupational safety at the Precincts of Parliament. This Clinic provides service to Parliament including other co-located institutions at Parliament ground such as Office of the Prime Minister, Ministry of International Relations and Cooperation, Ministry of Information and Communication Technology and SADC Parliamentary Forum.
- Coordinated and facilitated security arrangements when individuals, groups and/or institutions petitioned parliament;
- Coordinated and facilitated the accreditation and provision of identification access cards for new Members of Parliament and staff members of Parliament. The identification access cards are part of security requirement and measures that allows Members of Parliament and staff to access the Parliament premises without a hassle.

CHALLENGES

The Division is under-staffed making it difficult for staff members to carry out all the required security coordination of the National Assembly.



TABLE OFFICE



MANDATE

The Directorate sustains the National Assembly in attaining its objectives as enshrined in the Namibian Constitution (Article 63 – Functions and Powers). To do so, the following functions have to be performed:

- Provide operational assistance and guidance to the National Assembly;
- Provide logistical support and advise on procedural and other matters, and to see to it that the requirements of the Members of Parliament are attended to, so as to ensure the proper functioning of the National Assembly.
- Liaise with Legal Drafters.
- Ensure the timely printing of Minutes, Order papers, Questions, Bills and Amendments.
- Communication and liaison with the National Council regarding the conduct of business between the two Houses, especially with regard to the referral of Bills passed by the National Assembly for their consideration.
- Preparation of Bills for tabling in the Assembly.
- Processing legislation passed by the Parliament to become Law.



ACTIVITIES UNDERTAKEN DURING THE PERIOD UNDER REVIEW

The performance of the National Assembly during the period is as follows:

MOTIONS:

INTERNATIONAL/EXECUTIVE INSTRUMENTS TABLED:

1. Deputy Prime Minister and Minister of International Relations and Cooperation:
Ratification of Additional Protocol to the OAU General Convention on Privileges and Immunities
(Agreed to on 24.02.22)
2. Deputy Minister of Industrialisation and Trade:
Protocol on Trade-Related Aspects of International Property Rights (TRIPS Agreement)
(Agreed to on 07.07.22)
3. Minister of Justice:
Ratification of Cooperation between the Ministry of Justice of Namibia and the Ministry of Justice of the Russian Federation
(Agreed to on 15.03.22)
4. Minister of Justice:
Ratification of the Treaty between Namibia and the Russian Federation on Mutual Legal Assistance in Criminal Matters
(Agreed to on 14.07.22)
5. Minister of Justice:
Ratification of the Treaty between Botswana and Namibia on Mutual Legal Assistance in Criminal Matters
(Agreed to on 23.06.22)
6. Minister of Justice:
Ratification of the Treaty between Namibia and Botswana on Extradition
(Agreed to on 23.06.22)
7. Deputy Minister of Finance:
Ratification of the Multilateral Monetary Agreement between Eswatini, Lesotho, Namibia and South Africa
(Agreed to on 16.03.22)
8. Deputy Minister of Finance:
Ratification of the Southern African Development Community Agreement on Assistance in Tax Matters
(Agreed to on 28.06.22)



9. Minister of Mines and Energy:
Memorandum of Agreement between SADC Member regarding the establishment of the SADC Centre for Renewal Energy and Energy Efficiency (SACREEE)
(Agreed to on 12.07.22)
10. Minister of Works and Transport:
Ratifications of the Montreal and Beijing Protocols
(Agreed to on 12.10.22)
11. Minister of Health and Social Services:
Approval of the African Regional Co-operative Agreement for Research, Development and Training Related to Nuclear Science and Technology (AFRA)
(Adopted on 19.10.22)
12. Minister of Industrialisation and Trade:
Approval of the Georgetown Agreement as amended by the 110th Session of the ACP Council of Ministers
(Adopted on 15.11.22)
13. Deputy Minister of Home Affairs, Immigration, Safety and Security:
Ratification of the Agreement on the Transfer of Sentenced Person between Namibia and Botswana
(Adopted on 01.11.22)

MOTIONS TABLED:

1. Mr. Van Wyk:
Motion to discuss Challenges experienced by the Public Transport Industry during the periods of state of emergencies in the country
(Adopted on 05.04.22)
2. Ms. Dienda:
Motion to discuss the Impact of the Executive on the separation of powers
(Lapsed on 14.07.22 in terms of Rule 24 (b))
3. Ms. Dienda:
Motion to debate Articles of the Constitution that violates the rights of Members of the National Council and civil servants from participating freely in National Assembly elections
(Withdrawn on 17.02.22)
4. Mr. Amutse:
Motion to Introduce free wi-fi network in Namibia
(Referred to a Parliamentary Committee on 23.06.22)
5. Mr. Tjeundo:
Motion to Redress the high levels of multidimensional poverty in Kavango west, Kavango east, Kunene, Zambezi and Ohangwena region
(Lapsed on 14.07.22 in terms of Rule 24 (b))



6. Mr. Martin:

Motion to discuss the State of sport fraternity in Namibia in terms of facilities, structures, budget and the creation of a culture of a fit and healthy nation

(Lapsed on 14.07.22 in terms of Rule 24 (b))

7. Mr. Martin:

Motion to Establish an association for the informal sector

(Rejected on 05.04.22)

8. Deputy Minister of Health and Social Services:

Motion to discuss the Representation and participation of women in politics in Namibia

(Lapsed on 14.07.22 in terms of Rule 24 (b))

9. Mr. Smit:

Motion to debate Ways and means to guide the drawing up of the annual budget

(Lapsed on 14.07.22 in terms of Rule 24 (b))

10. Ms. Moongo:

Motion to establish a State owned dialysis center to cater for state patients with chronic kidney failure

(Referred to a Parliamentary Committee on 06.07.22)

11. Mr. Amutse:

Motion Requesting the Assembly to grant the ICT Committee more time to finalise the Report on *Access to Information Bill*

(Adopted to on 01.03.22)

12. Ms. Hengari:

Motion on the Youth unemployment crisis in Namibia, its ramification both in the short and medium to long term

(Referred to a Standing Committee on 17.07.22)

13. Mr. Kauandenge:

Motion to debate whether the Boundary Treaty with Botswana is not a violation of Article 32(9) of the Namibian Constitution and Section 38(a) of the Communal Land Reform Act

(Lapsed on 14.07.22 in terms of Rule 24 (b))

14. Mr. Mukwilongo:

Motion to discuss the Un-attended government cars parked at the government garage and premises country wide

(Lapsed on 14.07.22 in terms of Rule 24 (b))

15. Mr. Mwilima:

Motion to introduce an Insurance cover policy to compensate farmers in terms of damages caused by wildlife to human conflict

(Lapsed on 14.07.22 in terms of Rule 24 (b))



16. Mr. Kauandenge:

Motion to discuss Local Authorities and why many of them fail to execute their mandates
(*Withdrawn by the Mover on 12.07.22*)

17. Dr. Iijambo:

Motion to debate the retirement age(s) of academics and vocational Trainers at our universities and institutions of higher learning
(*Lapsed on 14.07.22 in terms of Rule 24 (b)*)

18. Mr. Venaani:

Motion to discuss alternative housing financing schemes, necessitated by the exuberant sums of money that banks charge home-owners
(*Lapsed on 14.07.22 in terms of Rule 24 (b)*)

19. Mr. Venaani:

Motion to discuss the importance of having a universal healthcoverage which is affordable to implement
(*Lapsed on 14.07.22 in terms of Rule 24 (b)*)

20. Deputy Minister of Health and Social Services:

Motion to debate the plight of older persons in relation to the abuse they endure as a result of their old age pension
(*Lapsed on 14.07.22 in terms of Rule 24 (b)*)

21. Deputy Minister of Information and Communication Technology:

Motion to introduce a supplementary legal and regulatory framework that will guide parliamentary committees in conducting public meetings and hearings
(*Referred to a Parliamentary Committee on 15.03.22*)

22. Mr. Amutse:

Motion on the release of roadworthiness discs to people who are in arrears but opt to pay partially until the full renewal fee is covered
(*Adopted to on 01.03.22*)

23. Mr. Kavekatora:

Motion to deliberate on the notion of One Namibia One Nation and how it relates to various opportunities, equitable wealth distribution and resources allocation
(*Referred to a Parliamentary Committee on 16.06.22*)

24. Mr. Amutse:

Motion to debate how NSFAP can assist students from underprivileged families who have no income to pay for registration fees
(*Adopted on 12.10.22*)

25. Mr. Katoma:

Motion on the effectiveness and adequacy of the legal framework dealing with drug offences in Namibia
(*Adopted to on 15.11.22*)



26. Mr. Seibeb:

Motion to write-off water debt accumulated over years by local authorities to NAMWATER
(Referred to a Parliamentary Committee on 25.10.22)

27. Mr. Seibeb:

Motion to write-off electricity debt accumulated over years by local authorities to NAMPOWER
(Referred to a Parliamentary Committee on 18.10.22)

28. Ms. Kafula:

Motion to debate the formalization of the informal sector
(Referred to a Parliamentary Committee on 04.10.22)

29. Mr. Kavekatora:

Motion to initiate an investigation into a number of projects initiated by the government over the years
(Referred to a Parliamentary Committee on 26.10.22)

30. Mr. Katjimune:

Motion to consider combining the Directorate of Youth in the Ministry of Sport, Youth and National Service, the National Youth Council and the National Youth Service into one single body
(Lapsed on 24.11.22 in terms of Rule 24 (b))

31. Dr. Iijambo:

Motion to debate the relevance of the inherited, yet extremely detrimental post-colonial Roman Dutch Law
(Lapsed on 24.11.22 in terms of Rule 24 (b))

32. Mr. Muharukua:

Motion to provide 40% subsidies towards communal crop farmers residing in Omusati and parts of Oshana Region
(Lapsed on 24.11.22 in terms of Rule 24 (b))

33. Ms. Moongo:

Motion to look into the deplorable and inhospitable state of our mental health institutions and facilities
(Referred to a Parliamentary Committee on 25.10.22)

34. Mr. Amutse:

Motion on the implementation of the budget to start from now on in April each year to avoid delays in service delivery and project implementation
(Adopted to on 15.11.22)

35. Deputy Minister of Works and Transport:

Motion to investigate overcharges resulting into over profiteering by Namibian commercial Banks
(Withdrawn by the Mover on 18.10.22)



36. Mr. Muharukua:

Motion to debate the affirmative action measures specifically tailored to alleviate the socio-economic challenges faced by our Defence and Police Forces

(Withdrawn by the Mover on 03.11.22)

NATIONAL COUNCIL:*Bills Considered and Confirmed by the Council without Amendments:*

1. *Appropriation Bill* [B. 10 – 2021]
2. *Income Tax laws Amendment Bill* [B. 11 – 2021]
3. *Appropriation Bill* [B. 3 – 2022]
4. *Combating of Rape Amendment Bill* [B. 2 – 2022]

Bills Considered and Confirmed by the Council with Amendments:

1. *Sate Finance Amendment Bill* [B. 8 – 2021]
2. *Combating of Domestic Violence Amendment Bill* [B. 1 – 2022]
3. *Metrology Bill* [B. 9 – 2022]
4. *Access to Information Bill* [B. 4 – 2022]

PERFORMANCE OF THE NATIONAL ASSEMBLY:**TOTAL NUMBER**

Sitting days	(87)
Days without a Quorum	(3)
Bills Tabled	(14)
Bills passed without amendments	(9)
Bills passed with amendments	(5)
International/Executive Instruments Tabled	(13)
International/Executive Instruments Adopted/Agreed to	(13)
Motions Tabled	(36)
Motions adopted/agreed to	(6)
Motions which have lapsed	(15)
Motions withdrawn	(4)
Motions referred to the Parliamentary Committees	(10)
Motions rejected	(1)
Reports Tabled by the Presiding Officer.	(6)
Annual and Ministerial Reports Tabled	(25)
Annual Report referred to a Committee	(1)
Auditor-General's (AG's) Reports Tabled	(125)



Reports of Committees Tabled on local visits/meetings/public hearings conducted	(3)
Reports of Committees Tabled on foreign visits/meetings attended	(0)
Reports of Select Committees Tabled	(1)
Reports of Select Committees withdrawn	(1)
Reports of Committees on Bills which were referred to them for further scrutiny	(1)
Reports of Committees on Reports which were referred to them for further scrutiny	(1)
Reports of Committees on Petitions which were referred to them for further scrutiny...	(1)
OMAs' Reports referred to Standing Committees	(1)
IPU / CPA / PAP / SADC(PF) Reports Tabled	(1)
Questions Asked with Notice	(158)
Questions Replied to	(85)
Questions which have lapsed	(29)
Urgent Questions	(70)

PETITIONS:

1. Petition by the Caprivi Concerned Group calling on the National Assembly to hold a referendum in the Caprivi Strip for the people to decide whether or not they want to be independent from Namibia
2. Petition by the Concerned Artists calling on the National Assembly to implement a new *Bill* and *Policy* that favours the arts industry in Namibia as a separate entity from the Ministry of Education, Arts and Culture
3. Petition by Otjomuise Landless Group requesting the National Assembly to look into it that they are resettled from the unconducive environment they are currently finding themselves with their families
4. Petition by the members of the San community calling on the National Assembly that they too be included in the genocide discussions, and also brought to the attention of the Assembly the continued discrimination against them and the invasion of land allocated to them without being consulted
5. Petition by the Alliance of Christian Churches in Namibia, Youth One Africa Ministries and by concerned citizens and members from various churches, calling on the National Assembly to reject the legalization of Abortion on Demand
6. Petition from a Christian Organisation called Holiness Revival Movement Worldwide, under the coordination of Pastor Immanuel Lisias Elago. The Petition is titled; *"Let the women who refuse to wear trousers be allowed to wear skirts to their work places, schools and/or educational institutions"*
7. Petition from Black People Economic Emancipation Association stating thirteen (13) demands that the Association wants to be acceded to, and wants a response not later than 22 November 2022



8. Petition from a civic organization called Lisha Empowerment and Development calling on the Assembly to address the urgent need for reviving the market for livestock in Namibia's Northern Communal Areas
9. Petition from former Air Namibia Workers Committee and their Employee Representative calling on H. E. the President to inform Liquidators to pay their severance packages, and also requesting an audience with the Minister of Finance, Air Namibia Liquidators, Ministry of Justice and the Master of High Court



National Assembly during one of its sessions



DIRECTORATE LEGAL SERVICES

MANDATE

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

OPERATIONAL ACTIVITIES

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

ACTIVITIES UNDERTAKEN

- February 2022 – Legal Opinion on change of candidate list after elections
- April 2022 – Legal Opinion on request for members of the Anti-Corruption Commission to attend Standing Committee Meetings
- June 2022 – Draft Ruling for Speaker on Motions and / or Questions
- July 2022 – Summary of the Metrology Bill
- February 2023 – On request of the Attorney – General, I gathered all the record of review for the Genocide matter (lengthy process of which the matter is currently before Court – don't write this)
- March 2023 – Arrange with the Chief Justice for the swearing-in ceremony of new RDP member



DIRECTORATE COMMITTEE SERVICES

MANDATE

The provision of procedural advice, secretariat services, administrative and logistical support. Providing staffing services for international parliament-related organisations (SADC-PF, PAP, IPU, CPA,) and for matters pertaining to the partnership agreement between African, Caribbean and Pacific (ACP) countries and the European Union (EU), Parliamentary Global Action (PGA) and other Parliamentary Friendship Groups (PFG).

OPERATIONAL RESPONSIBILITIES

Responsible for the overall coordination and functioning of the Standing Committees, including managing their allocated budget. To provide procedural advice, secretarial services, and administrative and logistical support to National Assembly Standing Committees, and to coordinate Committee duties and functions and manage their budgets.

THE ESTABLISHMENT OF THE DIRECTORATE

There are eight Standing Committees that were established in terms of Article 59 of the Namibia Constitution and in accordance with Rule 54 of the Rules of Procedure and Standing Orders of the National Assembly and operate under the respective terms of reference set out in Rules 69 to 76. Standing Committees that were operational consisted of between 19 and 30 members respectively. (see Table 1).

During the reporting year, 60 MPs formed part of the eight (8) parliamentary standing committees and two Select Committees. Two Select Committees were approved by the Committee on Standing Rules and Orders, namely the Select committee on Budget and the Select Committee to investigate the severe drought in the Kunene region and provide recommendations to mitigate the effects of the drought for the inhabitants.

The Directorate's staff establishment comprised of 23 staff members comprising one (1) Director, four (4) Deputy Directors, nine (9) Chief Parliamentary Clerks, seven (7) Parliamentary Clerks, and one (1) Private Secretary. One (1) Chief Parliamentary Clerk position became vacant due to a colleague being promoted to Chief Clerk position. The Directorate currently therefore have one (1) vacant position.



Table 1: Summary of Committee meetings and staff breakdown

Standing Committees*	No. of ordinary meetings	No. of Consultative meetings	No. of members	No. of Staff
Constitutional and Legal Affairs	19	5	20	4
Economics and Public Administration	18	3	24	
Foreign Affairs, Defence and Security	17	2		4
Natural Resources	24	2		
Gender Equality, Social Development and Family Affairs	16	3	22	4
Human Resources and Community Development	17	5	19	
Information and Communications Technology and Innovation	15	2	16	5
Public Accounts	26		20	

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

THE PARLIAMENTARY STANDING COMMITTEE ON GENDER EQUALITY, SOCIAL DEVELOPMENT AND FAMILY AFFAIRS

DUTIES AND FUNCTIONS

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

HOSTING FOREIGN DELEGATIONS

The Committee hosted the Portfolio Committee on Public Service, Labour and Social Welfare from the Parliament of Zimbabwe on the 9th – 15th of October 2022.

INTERNATIONAL ENGAGEMENTS

- Study Visit on the Motions on State Dialysis Facilities and Mental Health Facilities as well as on the general Health Facilities (Hospitals, Health Centres and Hospitals) on 28th January – 4th February 2023 in Kampala, Uganda.
- The Prince Mahidol Award Conference held on 22th – 31st January 2023 in Bangkok, Thailand.
- Network of African Parliamentary Committees on Health (NEOPACOH), held on 20th – 25th February 2023 in Kampala, Uganda.

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- Public hearings on Abortion held in Kavango West, Kavango East, Zambezi and Ohangwena from 30 May – 22 June 2022



- Public Hearings on Abortion to Omusati, Oshana, Ohangwena and Oshikoto, Otjozondjupa Region on 6th -12th August 2022
- Commemoration of the International Women's Day held on 7th – 9th March 2023 in Swakopmund.
- The Portfolio Committee on Public Service, Labour and Social Welfare from the Zimbabwean Parliament visited the Standing Committee on Gender Equality, Social Development and Family Affairs on a benchmarking visit - 10/10/2022.

COMMITTEE REPORTS

The Committee did not table reports in the National Assembly during the reporting period.

Table 2: Reports tabled

Date tabled	Report title	Status	Submitted to OMAs
N/A	N/A	0	0

THE PARLIAMENTARY STANDING COMMITTEE ON HUMAN RESOURCES AND COMMUNITY DEVELOPMENT

DUTIES AND FUNCTIONS

To enquire into and monitor all matters related to human resources and community development; education, sports and culture and employment creation.

HOSTING FOREIGN DELEGATIONS

The Committee hosted the Portfolio Committee on Youth, Sports, Arts and Recreation from the Parliament of Zimbabwe on the 11th – 17th of September 2022.

INTERNATIONAL ENGAGEMENTS

Study Visit on the Motion on Youth Unemployment the Parliament of Mauritius held 13th March 20th May in Port Luis, Mauritius.

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- Public Hearings on the Motion of the devastating strike at the Namibian Broadcasting Corporation (NBC) held in Oshana, Kavango East and Zambezi Regions on 31st July – 7th August 2022.
- Public Hearings on the Motion of the devastating strike at the Namibian Broadcasting Corporation (NBC) held in Omaheke, Otjozondjupa and Erongo Region on 7th – 13th August 2022.
- Public Hearings on the Motion of the devastating strike at the Namibian Broadcasting Corporation (NBC) held in //Karas Region on 28th September – 1st October 2022.
- Public Hearings on the Motion of the devastating strike at the Namibian Broadcasting Corporation (NBC) held in Tsumkwe, Otjozondjupa Region on 10th – 14th October 2022.



COMMITTEE REPORTS

The Committee did not table reports in the National Assembly.

Table 3: Reports tabled

Date tabled	Report title	Status	Transmitted to O/M/A
N/A	N/A	N/A	N/A

PARTICIPATION IN SADC-PF

Five Members of the Committee and the Speaker are members of the Southern African Development Community Parliamentary Forum (SADC-PF). Members of the Namibian Representatives to the SADC PF attended the following events:

- 51st SADC PF Plenary Assembly Session held in Lilongwe, Malawi on 7th – 16th July 2022.
- The SADC PF Election Observation Mission to the August 2022 General Elections of the Republic of Angola on 17th – 27th August 2022.
- The SADC PF Standing Committees and Regional Women Parliamentary Caucus Policy Dialogues on Strengthening Separation of Powers and Parliamentary Oversight in the SADC Region and Meetings in preparation for the 52nd SADC PF Plenary Assembly Session held in Johannesburg, South Africa on 3rd – 9th November 2022.
- The dialogue with MPs on advancing SRHR of populations left behind was held on 29th November – 2nd December 2022 in Swakopmund.
- The 52nd SADC PF Plenary Assembly Session held in Kinshasa, Democratic Republic of Congo (DRC) on 1st – 11th December 2022.
- The SADC PF EXCO Orientation and Inaugural Meeting held in C 1 Conference Room, Parliament of Namibia, Windhoek, Namibia on 27th – 28th January 2023

SADC-PF REPORTS

Table 4: Reports tabled

Date tabled	Report title	Status
Not tabled yet	Report on the 51 st SADC PF Plenary Assembly	
Not tabled yet	Report on the 52 nd SADC PF Plenary Assembly	
Not tabled yet	Report on the 53 rd SADC PF Plenary Assembly	
Not tabled yet	Report on the FANR Learning Event on the Just Energy	

THE PARLIAMENTARY STANDING COMMITTEE ON FOREIGN AFFAIRS, DEFENCE AND SECURITY

DUTIES AND FUNCTIONS

The Committee must consider any matter it deems relevant, with regard to the different Offices, Ministries, Agencies, and all State-Owned Enterprises and Parastatals responsible for



Defence, Home Affairs and Immigration, International Relations and Cooperation and Namibia Central Intelligence Service (NCIS).

HOSTING OF FOREIGN DELEGATIONS

- Study visit by the Portfolio Committee on Defence, Home Affairs and Security Services, of the Parliament of Zimbabwe, 18-24 September 2022.
- Foreign Affairs Committee of the Socialist Republic of Vietnam, 29 September 2022.

INTERNATIONAL ENGAGEMENTS

- Benchmarking visit to Parliament of Zimbabwe 6 to 10 February 2023, Harare. The report has been completed by the secretariat.
- Fifth International Conference for World Balance Havana, January 24-28, 2023, Cuba
- 65th Commonwealth Parliamentary Conference, 20-26 August 2022, Halifax, Canada. The report has been completed by the secretariat.

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- Workshop to review existing laws, held in Mariental from 11-13 March 2022. The report has been completed.
- Training by IOM on international essentials of migration management, 30 May to 3 June 2022
- The Committee visited Visit to Zambezi to assess the security situation along the border of Namibia and Botswana, 25-29 July 2022. The report has been completed.

REPORTS TABLED

The secretariat completed Five (5) Reports, 4 were done at the Committee level, and one is outstanding.

Date tabled	Report title	Status	Transmitted to O/M/A

THE PARLIAMENTARY STANDING COMMITTEE ON NATURAL RESOURCES

DUTIES AND FUNCTIONS

The Standing Committee on Natural Resources has 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; Agriculture, Water and Forestry, Environment and Tourism, Fisheries and Marine Resources, Mines and Energy, Land Reform and may for that purpose consult and liaise with the relevant institutions.

HOSTING FOREIGN DELEGATES

No foreign delegates were hosted.

INTERNATIONAL ENGAGEMENTS

No international engagements were undertaken during the reporting period

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- High-Level Excursion Gondwanaland Geo-park, 9-12 May 2022
- Workshop on Mining Royalties, Exploration and Energy, 9-12 May 2022
- Visit to the climate change funded projects, 7-20 August 2022 (Report done with the Committee for discussion)
- Visit to Green Schemes in Zambezi, Okavango East, and Okavango West, 29 September 2022 to 3 October 2022 (Report done with the Committee for discussion).
- Visit to Mines in Otjozodjupa and Oshikoto, 6-10 March 2023, (Activity still ongoing).
- Visit to Green Schemes, Southern Regions, 20-24 February 2023 (Report Done)
- Visit to Community Conservancies Kunene, 29 January 2023 to 4 February 2023 (Report done with the Committee for discussion).
- Visit to Fisheries, aquaculture and Mari-culture, 29 January 2023 to 4 February 2023. This activity is ongoing.
- 20 Public Hearings on Petition on SOUL.
- 14 Public Hearings on the Petition to regulate ownership of land to foreigners
- Workshop on Forestry Inventory (Hans Seidel), 14 March 2023

MOTIONS/PETITIONS REFERRED TO COMMITTEE

- Petitions by the Okavango's unique lifestyle (Soul), civil society organisations in Namibia and Fridays for future of Windhoek to stop oil drilling in the Okavango (Adopted by the House 14 July 2022).
- Petition to provide for the regulation of foreign ownership of land in Namibia (Public Hearings Ongoing)
- Motion on illegal Lithium mine in Uis (Public Hearings Ongoing)
- Motion on the devastating effect of the increasing Seal Population on fish stocks in Namibia (Public Hearings Ongoing).

REPORTS

The Committee has dealt with a total of 10 Reports, whereby 1 report is adopted, 5 ongoing, and 4 are with the Committee.



Date tabled	Report title	Status	Transmitted to O/M/A

THE PARLIAMENTARY STANDING COMMITTEE ON CONSTITUTIONAL AND LEGAL AFFAIRS

DUTIES AND FUNCTIONS

The Standing Committee on Constitutional and Legal Affairs has a mandate to exercise Parliamentary oversight on activities and programmes of Officers, Ministries and Agencies responsible for access to justice, law reform, combating of corruption, elections and human rights. The Committee also has a duty to consider petitions.

HOSTING OF FOREIGN DELEGATIONS

No international delegates were hosted by the Committee.

INTERNATIONAL ENGAGEMENTS

The Committee conducted a Benchmarking visit to Zambia on Traditional and Community Courts from 13 to 19 November 2022.

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- Oversight visits to Community Courts in the Kunene Region to evaluate the implementation of the Community Courts Act of 2003 on 30 May – 3 June 2022.
- Oversight on the implementation of the Community Courts Act of 2003 in Oshana, Omusati, Oshikoto, Ohangwena on 25- 29 July 2022.
- Oversight on the implementation of the Community Courts Act of 2003, Zambezi and Otjozondjupa Regions on 1-5 August 2022.
- Site-visit/Tour of Bwabwata National Park, Kavango East, Bwabwata, Divundu on 22-25 August 2022.
- Follow-up consultative meetings on the Bwabwata Petition with the Executive Director and senior officials of the Ministry of Agriculture, Water and Land Reform on 27 October 2022.
- Briefing by the CEO of the ECN on the 2020/2021 ECN Annual Report referred to the Committee on 24 November 2022.
- Public Hearing with the Ministry of Agriculture, Water and Land Reform on the “Petition on the Management of Bwabwata Communal Land by the Ministry of Environment, Forestry and Tourism” lodged by Hambukushu Traditional Authority on 7 April 2022.
- Public Hearing with the Ministry of Urban and Rural Development on the “Petition on the Management of Bwabwata Communal Land by the Ministry of Environment, Forestry and Tourism” lodged by Hambukushu Traditional Authority on 21 April 2022.
- Capacity building for Chief Whips, Chairpersons, Deputy Chairpersons and Staff on 18-22 July 2022, Swakopmund.



BILLS

No Bills were received.

REPORTS TABLED

Date tabled	Report title	Status	Transmitted to O/M/A
7 June 2022	Report by the Parliamentary Standing Committee on Constitutional and Legal Affairs Committee on Stakeholder Consultation Workshop held in May 2021 at Tsumeb	Adopted on 08.06.22	Yes

THE PARLIAMENTARY STANDING COMMITTEE ON PUBLIC ACCOUNTS

DUTIES AND FUNCTION

The Standing Committee on Public Accounts enquire into and monitors all matters related to the accounts showing the appropriation of the sums granted by Parliament to meet public expenditure; accounts and any other matter or task as may be referred to the Committee by the House or under any other law; all reports of the Auditor General on any such accounts; all accounts and reports of accounts where the State has interests; and all State-Owned Enterprises and Parastatals.

HOSTING FOREIGN DELEGATIONS

The Committee hosted the Speaker and the Chairperson of the Portfolio Committee for Finance from the Parliament of Eswatini (Swaziland).

INTERNATIONAL ENGAGEMENTS

- The Committee attended the SADCOPAC 14th Annual Conference and 18th Annual General Meeting held in Gaborone, Botswana from 21 to 29 October 2022;
- The Committee also attended the AFROPAC Conference held in Monrovia, Liberia from 31 October to 4th November 2022;
- The Committee attended the Peer Review Program and Training for Members of Public Accounts Committees and Supporting Officials organised by the Southern Africa Development Community Organisation of Public Accounts Committee (SADCOPAC) held in Maseru, Lesotho from 13 to 17 February 2023.

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- From 1 to 5 August 2022, the Committee received training on Ethics and Integrity conducted by the Anti-Corruption Commission held in Swakopmund;
- The Committee reviewed and analysed the outcome of the Namibia Student Financial Assistance Fund's (NSFAF) public hearing and reviewed other audited financial reports;



- From 25 to 29 July 2022, the Committee finalized the re-evaluation of NSFAF public hearings;
- From 11 to 12 November 2022, the Committee attended an Open Budget Survey workshop held in Otjiwarongo.

REPORTS TABLED

None

THE PARLIAMENTARY STANDING COMMITTEE ON INFORMATION, COMMUNICATION, TECHNOLOGY AND INNOVATION

DUTIES AND FUNCTIONS

The Standing Committee On Information, Communication, Technology And Innovation monitor, enquire into, and make recommendations to the National Assembly on matters that may directly or indirectly affect Information and Communication Technology, Science, Research and Technology, and Consider issues relating to the rollout and use of ICTs throughout the country from an elected representative's point



Members of Parliament belonging to the ICT Committee attending a training on digital democracy

of view to ensure that community and environmental aspects are taken into consideration and address public perceptions on ICT rollout and applications.

HOSTING FOREIGN DELEGATION

None

INTERNATIONAL ENGAGEMENTS

- From 17 to 23 September 2022, the Committee undertook a benchmarking visit to the Parliament of Rwanda on the Motion for Free Wi-Fi

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- The Committee attended the national cyber security awareness creation sessions;
- The Committee attended the capacity-building training on "Digital Democracy-Bridging the Digital Divide organized by the Namibia Institute of Democracy and the Hans Seidel Foundation;
- From 24 to 25 September 2022, the Committee attended a workshop on the report on the Namibia Peer Review Mechanism held at Heja Lodge.



- From 23 January to 3 February 2023, the Committee conducted public hearings on the Motion for Free Wifi in //Kharas, Hardap, Erongo, Kunene, Omusati, Oshana, Oshikoto and Otjozondjupa Regions.

REPORTS TABLED

None

BILLS

Date tabled	Bill title	Status	Transmitted to O/M/A
20 April 2022	Access to Information Bill	Adopted	MICT

THE PARLIAMENTARY STANDING COMMITTEE ON ECONOMICS AND PUBLIC ADMINISTRATION

DUTIES AND FUNCTIONS

Monitor, enquire into and make recommendations to the National Assembly on matters that may directly or indirectly affect the economy and public administration of Namibia and its people, operate with a vision to promote economic development and public administration, review and advise the National Assembly on the activities and matters related to State-Owned Enterprises, the committee also has a duty to enquire into and monitor international protocols, conventions and agreements that may affect the Namibian economy, and public administration and make recommendations where necessary to the National Assembly.

HOSTING FOREIGN DELEGATIONS

No foreign delegation was received.

INTERNATIONAL ENGAGEMENTS

- 60th Session of the OACPS Parliamentary Assembly and 41st Session of the ACP-EU Joint Parliamentary Assembly to be held in Strasbourg, France on 29 March to 4 April 2022.
- The 42nd Session of the ACP-EU Joint Parliamentary Assembly Maputo, Mozambique on 29 October - 2 November 2022.
- Benchmarking/Study visit to the Parliament of Rwanda to learn how Rwanda has developed and implemented her industrial development programmes on 5 to 12 February 2023.
- 62nd Session of the Organization of African, Caribbean and Pacific States (OACPS) Parliamentary Assembly and Intersessional meetings of the ACP-EU Joint Parliamentary Assembly held in Brussels-Belgium on 25 February to 02 March 2023.

DOMESTIC PUBLIC HEARINGS AND OVERSIGHT VISITS/WORKSHOPS/TRAINING

- Oversight visits to NamRA Inland Revenue regional offices and Customs Entry Points in the Oshana region including Oshikango Border Post and Erongo region on 30 May to 3 June 2022.



- Oversight visits to NamRA Inland Revenue regional offices and Customs Entry Points in Zambezi, Kavango East and West and Otjozondjupa on 8-12 August 2022.
- Oversight visits to NamRA Inland Revenue regional offices and Customs Entry Points in //Kharas region on 22-25 August 2022.
- Consultative meeting with NALOPA, CBD tour and donation handover ceremony in Oshana and Oshikoto regions on 22 – 25 September 2022.
- Public hearing with the Mining Commissioner and Director of Mining on 12 October 2022
- Public hearing with the Minister of Mines and Energy on 16 November 2022
- Capacity Building/Training on review of Namibia's Economic and Industrial performance under Vision 2030, and Medium strategies to operationalise the Vision for members of the Standing Committee on Economics and Public Administration on 29 August – 2 September, Swakopmund.

PETITIONS REFERRED TO THE COMMITTEE

A Petition by Lisha Empowerment and Development "calling on the National Assembly to address the urgent need for reviving the market for livestock in Namibia's Northern Communal areas." was referred to the Committee on 14 November 2022 for further investigation, scrutiny and reported back.

MOTIONS REFERRED TO THE COMMITTEE

- Motion on "The notion of One Namibia One Nation and how it relates to various opportunities, equitable wealth distribution and resources allocation" on 11 October 2022.
- Motion titled "In view of helping informal traders to help themselves that this Assembly discuss social protection of informal traders" on 11 October 2022.
- Motion to initiate an investigation into several projects initiated by the Government over the years on 26 October 2022.

BILLS

No Bills were received.

REPORTS TABLED

Date tabled	Report title	Status	Transmitted to O/M/A
13 October 2022	National Road Safety Council (NRSC) Annual Report: 2018/2019	Adopted	

JOINT COMMITTEE ACTIVITIES

- Chairperson's Forum meeting 11 July 2022
- Capacity building for Chief Whips, Chairpersons, Deputy Chairpersons and Staff on 18-22 July 2022, Swakopmund.



- Dissemination and Engagement Workshop on the Open Budget Survey 2021 organized by Parliament in collaboration with UNICEF Namibia Office and the Ministry of Finance on 7-8 November 2022, Otjiwarongo.
- 2023/2024 Budget Analysis and Advocacy Session for MPs, organized by the National Assembly in collaboration with UNICEF Namibia Office on 28 February 2023.

OTHER ACTIVITIES/COMMITMENTS OF THE DIRECTORATE DURING THE REPORTING PERIOD

- Member of the Steering Committee on the National Anti-Corruption Strategy and Action Plan (NACSAP).
- Members of Governance, Peace Security and Disaster Management Cluster 5 of the National Gender Plan of Action by the Ministry of Gender Equality, Poverty Eradication and Social Welfare.
- Chairing the Wellness Committee and coordinating implementation of trainings and activities.
- Members of the Procurement Committee and Bid Evaluation Committee.
- Coordinating the development of the National Assembly Strategic Plan 2023 -2027.

DIRECTORATE OF GENERAL SERVICES

HUMAN RESOURCES SUBDIVISION

MANDATE

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

1. **Organizational structure:** The National Assembly Secretariat has a total of 147 posts in its organizational structure. During the reporting period, **101 positions** were filled, and for various reasons that included measures to contain the Public Service wage bill **46** were vacant with **25** budgeted for leaving **21** positions unbudgeted for as at 31 March 2023.
2. **Staff turnover:** Four (4) staff members left the Secretariat for various reasons (**see Table 7**)
3. **Staff promotion/ transfer/translation in ranks:** Seventeen (17) staff members moved from one position to another through promotion, transfer and/or translation in ranks (**see Table 1 to 6**)
4. **Capacity building:** Two (2) staff members received funding to undergo qualifying training during the reporting period.
5. **Members:** As at 31 March 2023, there are Sixty-four (**64**) Members of the National Assembly for the 7th Parliament.



STAFF MOVEMENT AS FROM 01/04/2022 – 31/03/2023

NEW APPOINTMENTS

Table 1: New Appointments 01 April 2022 to 31 March 2023

No. of staff	Post designation	Post grade	Remarks	Effective date
3	Cleaner	15	New Appointment	05-Aug-22
1	Administrative Officer	12	New Appointment	01-Sept-22
1	Private Secretary	9	New Appointment	01-Sept-22
1	Accountant	8	New Appointment	01-Sept-22

APPOINTMENT ON CONTRACT

Table 2: Appointment on contract 01 April 2022 to 31 March 2023

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Secretary	1	Re-Appointment	04-Jul-22
1	Private Secretary (Speaker's Office)	9	New Appointment	01-Sept-22

PROMOTIONS AND TRANSFERS FROM OTHER MINISTRIES

Table 3: Promotions and Transfer from other OMAs 01 April 2022 to 31 March 2023

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Senior Security Officer	7	Promotion	01-Apr-22
1	Chief Human Resources Practitioner	6	Promotion	01-Aug-22
1	Chief Parliament Clerk	6	Promotion	01-Feb-23
1	Chief Librarian	6	Promotion	01-Feb-23

PROMOTIONS WITHIN

Table 4: Transfer within 01 April 2022 to 31 March 2023

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Chief Parliament Clerk	6	Promotion	01-Feb-23

TRANSFERS FROM OTHER MINISTRIES

Table 5: Transfer from other OMAs 01 April 2022 to 31 March 2023

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Security Officer	8	Transfer	01-May-22



TRANSFERS IN RANK**Table 6: Transfer Within 01 April 2022 to 31 March 2023**

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Switchboard Operator	14	Transfer in Rank	01-Aug-22
1	Parliamentary Clerk	7	Transfer in Rank	01-Aug-22
1	Parliamentary Clerk	7	Transfer in Rank	01-Aug-22

TERMINATIONS**Table 7: Terminations 01 April 2022 to 31 March 2023**

No. of staff	Post designation	Post grade	Remarks	Last Working Day date
1	Senior Public Relation Officer	7	Resignation	31-May-22
1	Cleaner	15	Retirement	31-Mar-22
1	Chief Librarian	6	Retirement	31-Aug-22
1	Private Secretary (Speaker s Office)	9	Resignation	14-Oct-22
1	Messenger (Table Office)	15	Retirement	31-Mar-23



Table 8. Training and Development records 2022-2023

COURSE NAME	STAFF MEMBER	GENDER	POSITION	SERVICE PROVIDER	DATE	TRAINING COSTS
Affirmative Action Training	1. Josephina Shatumbu 2. Emeritha Mofuka 3. Joseph Ndinomupya 4. Selma Nangolo 5. Hilya P. Robert 6. Evelina Amwaalwa 7. Belinda Karuaera 8. Nicodemus Shikongo 9. Adriano Lisimu 10. Gift Musweu 11. Ms Linea Shikongo	Female Female Male Female Female Female Female Female Female Female Female	Affirmative Action Committee Members Chairperson Member Member Member Member Member Member Member Member Member Member	Office of the Prime Minister	7-8 June 2022 Swakomund	No Training Costs, Except DSA
Wellness Training Workshop	1. Kathleen J. Nakutta 2. Carol-Ann Esterhuisen 3. Rebecca Gwasira 4. Ian Van Wyk 5. Beaula Kazondovi 6. Lynette Savvyers 7. Adriano Lisimu 8. Quinith Totong 9. Gift Musweu 10. Linea Shikongo 11. Emily Kambonde 12. Ms Hilde Kazongominja 13. Gracious Mwiya 14. Emeritha Mofuka	Female Female Female Male Female Female Male Female Male Female Female Female Female Female	Member Member Member Member Member Member Member Member Member Member Member Member Member Member	Office of the Prime Minister	25-29 July 2022	No training Cost Involved



Practical Hygiene Training	15. Emeritha Mofuka 16. Rebbekka Gwasira 17. Linda Petersen 18. Alma Mukuju 19. Evelina Amwaalwa 20. N. Angula 21. Tuyeimo Jonas 22. I Kamurongo 23. Benjamin Kandapaera 24. A Kazapua 25. Abraham Mwaetako 26. Lukas Ndadi 27. Nicodemus Ndumbu 28. Peter Ngele 29. Asteria Patrick 30. Lizel Rhom 31. Anna Shikongo 32. A Tjirare 33. Tiodilla Tutauke 34. Gracius Mwiya	Female Male Female Female Female Female Female Female Male Male Male Male Male Male Female Female Female Female Female Female	CAO AO SAO S. Cleaner Cleaner Cleaner Cleaner Cleaner Labourer Cleaner Cleaner Labourer Cleaner Cleaner Cleaner Cleaner Cleaner Cleaner Cleaner LDO	Robinson	3-5 August 2022	36 800.00
Public Procurement Act 2015 Training	1. Evodi Mwilima 2. Mbazuvirua Karuuombe 3. Rosemary Uusizi	Female Female Female	Senior Accountant Accountant Administrative Officer	Consortium: NIPAM UNAM and NUST	24-28 October 2023	14 700.00
Public Procurement Act 2015 Training	1. Adriano T. Lisimu 2. Martha L. Kambinda	Female Male	Accountant Accountant	Consortium: NIPAM UNAM and NUST	7-11 November 2022	9 800.00
Training on Customer Care, Protocol Skills, Cleaning procedure and Techniques	1. Rebbekka Gwasira 2. Asteria Patrick 3. Theodora Tutauke 4. Ndilimeke Nghilongwa 5. Absalom Hailaula 6. Nicodemus Ndumbu 7. Anna Shikongo 8. Nicodemus Shikongo 9. Lukas Ndadi	Female Female Female Female Male Male Female Male Male	Admin Officer Cleaner Cleaner Cleaner Labourer Cleaner Cleaner Labourer Cleaner	Capital Training Consultancy	6-10 March 2023	43 200
Training on Customer Care, Protocol Skills, Cleaning procedure and Techniques	1. Alma Mukuju 2. Evelina Amwaalwa 3. Lizel Rhom 4. Fabiola Tjaruru 5. Ottile Shihepo 6. Ms Filipus Jeremia 7. Benjamin Kandapaera 8. Peter Ngele 9. Abraham Mwaetako	Female Female Female Female Female Male Male Male Male	Senior Cleaner Cleaner Cleaner Cleaner Cleaner Cleaner Labourer Cleaner Labourer	Capital Training Consultancy	13-17 March 2023	43 200



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

MAJOR PROJECT DETAILS

During the year under review an amount of **N\$ 578 742.96** was paid for the retention to DHC renovation for **SADAC-PF**

MINOR RENOVATION

- The painting of National Assembly building is completed
- The landscaping is completed
- Renovation of Shade nets for parking bays at the institution is in progress.
- Renovation for SADAC PF office

Table 9: Major project details

Service rendered	Bid No:	Bidding amount: N\$	Contractor appointed	Status
1. The painting of National Assembly building	W/RFQ/03-02/2022-23	301 783.79	Ravinias Investment Pty (Ltd)	Completed
2. Repair roofs and gutters at SADC PF and National Assembly Building		249 515.50		Completed
Boundary Wall National Assembly -Windhoek North	W/RFQ/03-04-2022-23	187 266.95	M. Engineering and Solar Power Contractors CC	Completed
Landscaping	W/RFQ/03-01/2022-23	329 889.22	Robisman Investment cc	Completed
Air-conditioning Services for National Assembly Chamber		42 348.75	Crystal Cooling Refrigeration Air-conditioning and Ventilation Services	Completed



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 total budget of **N\$ 167 427 000** was allocated to the National Assembly, the total spent/ expenditure **N\$ 147 841 547 (88.3%)** and underspent with **N\$19 585 453 (11.7%)**

See table 10 below:

Main Division	Description of Budget Division	Budget Allocation N\$	Actual N\$	Variance N\$	Execution Rate %
01	Legislative Management	20 088 982	18 854 869.85	1 234 112.15	93.86
02	Parliamentary Coordination & Support Services	36 314 407	31 270 361.67	5 044 045.33	86.11
03	Information Services	12 380 514	10 054 025.94	2 326 488.06	81.21
04	Parliamentary Committee Services	93 087 347	83 259 151.21	9 828 195.79	89.44
05	Legal Services	2 357 000	1 852 298.45	504 701.55	78.59
06	Leader of the Official Opposition Party	3 198 750	2 550 840.05	647 909.95	79.74
Total Budget		167 427 000	147 841 547.17	19 585 452.83	88.30
Total % Budget spent		88.30			

NOTES:

- National Assembly has requested for an additional fund of **N\$ 55 000 000** and it was appropriated to the National Assembly during the Mid-Year Budget Review. While an amount of **N\$ 1 431 000** was allocated for salary increment for the year under review.

CHALLENGES FACING THE DIRECTORATE

FINANCIAL SERVICES

- Insufficient monthly ceilings from Treasury remain a challenge and as a result funds were not released well on time to permit spending.
- Delay in submitting DSA claims from both Members of Parliament and Staff members



CHALLENGES AFFECTING AUXILIARY SERVICES SUB-DIVISION

MAINTENANCE

Given that the building is so old, there are some areas that are giving in and require maintenance all the time. Eg. Pipe bursts, falling ceilings, blocked pipes, electrical challenges etc.

The institution's reliance on the Department of Works for all maintenance work, and has been a big challenge.

Hence, the proposal to have contractors (Plumbers, Electricians, carpenters etc.) on standby at all times or alternatively expand the maintenance structure on the organogram.

TRANSPORT

Considering that the Parliamentary Standing Committees now go on outreach throughout the whole year and not only during recess as it was initially, the institution only has three recruited drivers. Thus, shortage of drivers remained a major challenge during the year under review.

We also obtained authorisation to manage our fleet, our master fleet list consists of 28 vehicles and all the vehicles are older than 8 years and are in a bad condition. The Transport section humbly request that if there is a saving on our current budget that we procure at least 5 new vehicles.

Given that we are to manage our fleet, the National Assembly to please consider adding at least three mechanical artisans to do first aid/ diagnosis to our vehicles before taking them to their respective garage/dealers

REGISTRY

The Registry has embarked upon the journey to transfer all our documents onto the Electronic Documents Record Management System (EDRMs). There is currently only one staff member employed and assigned to the registry. When the project goes live, a pile up of documents will be flowing to the registry hence the need to employ at least 2 additional staff members.

PROCUREMENT

This is currently the busiest office within the sub division. There is only 3 staff members assigned to foresee the daily procurement work. The workload piles up and a huge backlog accumulates.

The regulating Public Procurement Act 15 of 2015 consists of lengthy procurement processes hence the need for user departments to give ample time to the procurement office to facilitate the procurement. However, the user departments have a habit of submitting procurement request expecting it to be finalised within a day or 2 which is almost impossible. However, after weighing the urgency of the submitted procurement, the procurement staff is left with no choice but to park what they were busy with and attend to that specific request. That is the main challenge in the Procurement office.



DIRECTORATE LIBRARY AND COMPUTER SERVICES

SUB-DIVISION: COMPUTER SERVICES

MANDATE

The Sub-Division Computer Services is responsible for the management and maintenance of the computer network at Parliament. The Computer Services is a common resource shared by both National Assembly and National Council responsible for the management and maintenance of the Parliament computer network and provision of technical user support services.

OPERATIONAL ACTIVITIES

Computer Services runs a helpdesk that provides end-user support to Members of Parliament and administrative staff. Computer services maintains the parliamentary website, www.parliament.na, which provides direct access to information related to Parliament.

ACTIVITIES UNDERTAKEN

- Short-Term Solutions to Wi-Fi utilization at some part of the building such as C1 and SWAPO wing by adding more Access Points (AP).
- Connectivity of National Assembly Chamber control rooms and Basement offices to LAN
- The following IT equipment were procured:
 - Forty-five (45) laptops for all staff members of Committee Services, RIPES, managers and supervisors
 - Ten (10) Desktop Computers were procured for new staff members and all Private Secretaries
 - Twenty (20) Printers for new staff members and replace obsolete ones.
- Video conferencing equipment in Speaker's Boardroom, Pink room, Blue room and National Assembly Chamber were installed by Turkey's Government sponsorship.
- Performing preventative maintenances on National Assembly and National Council users, upgrading users' computers to windows 10 and 11, updating windows and software's as well as troubleshooting's users' computers.
- Preventative Maintenance of hardware and software for both National Assembly and National Council.
- Technical Support to Secretariat, MPs and committee outreach programme.

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.



SUB-DIVISION: LIBRARY SERVICES

MANDATE

The Sub -Division library services is responsible for the provision of information services to legislators and the public.

OPERATIONAL ACTIVITIES

The Sub Division provides current and relevant legal information and research services to Members of Parliament and library users at large.

ACTIVITIES UNDERTAKEN

- Mrs. Rina da Cruz retired during the year under review
- Parliament Library processed 224 books and 85 periodicals received from the National Library on Legal Deposit.
- 2679 users, including MPs, staff members from both Houses, and the general public.
- 212 emails were sent to researchers and library users requesting parliamentary documents.
- Parliamentary documents or proceedings posted by the library on Telegram for the researchers and other library were 91.

CHALLENGES

- At the close of the financial year, payment for the maintenance of the Parliament Library's database was still outstanding.
- The Library's membership fees for AFLIA, IFLA and APLESA were still outstanding.
- A lack of space limited the shelving of new resources.
- Limited budget makes it difficult for the library to purchase new books and journals.



DIVISION RESEARCH, INFORMATION, PUBLICATIONS AND EDITORIAL 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 law-making process to enhance understanding and increase participation in the democratic process; to conduct outreach activities and produce a wide range of publications.

OPERATIONAL ACTIVITIES

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

ACTIVITIES UNDERTAKEN

SUB-DIVISION: RESEARCH

The Following activities were carried out by the subdivision:

The sub-division is responsible for provision of research output to support the oversight responsibility of National Assembly.

During the period under review, the sub-division provided six (6) briefing notes for the Committee on Economics and Public Administration, Gender Equality, Human resources and Natural Resources. In assisting, Standing Committees in the oversight work and conducting public hearing the sub-division is responsible to the provision of guiding questions as such questions were provided to the Committee of Gender on the petition of GVB in Namibia and the motion seeking for the legalization of abortion in Namibia. In addition, the Committee on human resources was provided with questions on the motion of NBC Strike and fake qualifications in Namibia while the Committee on Economics was provided with questions for public hearings with NSRT and NCCA. On international platforms, during the year under review, briefing papers were provided for the delegation to the SADC-PF on Public Financial Management in curbing corruption and promoting accountability and IPU Assembly on Promoting peaceful coexistence and inclusive societies: Fighting intolerance. The division also assisted various members of the National Assembly with contribution for the Appropriation Bill as well as the Mid-Term Budget Review and speeches for the Chairperson of the Committee of Economics and Public Administration for the period under review.

As part of the National Assembly pursuit to upscale staffs, the staffs of research sub-division have attended the following trainings benchmark visit and conferences.

- Follow-up Parliamentary Research Training in collaborations with KAS from as part of the process of setting up a Parliamentary Research Unit. The training took place from the 1 – 3 June 2022 in Windhoek.



- The sub-division also carried out a benchmarking visit the Parliament of Uganda to strengthen the research work of the National Assembly from the 22-23 October 2022.
- Furthermore, the sub-division participated in the International Federation of Library Associations and Institutions (IFLA) a leading international body representing the interests of library and information services and their users. It is the global voice of the library and information profession. The IFLA conference from 26-29 July 2022 in Dublin .

SUB-DIVISION: PUBLIC RELATIONS

The Following activities were carried out by the subdivision:

- Media Engagement: In response to media inquiries and issues, the Public Relations Subdivision issued press releases and extended invitations to the media for activities such as visits by prominent guests and special events.
- Increased Publicity: The subdivision enhanced the publicity of National Assembly business by electronically distributing speeches, Bills, and Order Papers, leading to extensive media coverage.
- Visitor Engagement: The 'Open Doors of Parliament' program attracted numerous visitors, including schools and groups, with a total of 42 Schools participated this year.

SUB-DIVISION: INFORMATION SERVICES

Following activities were carried out during period under review:

The Sub-Division published over 46 news articles for the Parliament Journal, social media and parliament website. The division further facilitated the livestreams of meetings/events including parliament sessions. Some of the articles published in all communication platforms and shared with mainstream media include the following:

- Speaker pleads for close collaboration to fight climate change, March 2022.
- National Assembly says budgetary allocation is inadequate, April 2022.
- Speaker hopeful about Russia/ Ukraine peaceful resolution, October 2022.
- Select Committee meets affected fishermen.
- 52nd SADC-PF Plenary kicks off, December 2022.
- CBNRM enhances livelihoods of rural communities, January 2023.
- Communities wants compensation policy reviewed, January 2023.





The National Assembly conducted a school outreach programme and visited various schools in the Erongo and Oshikoto regions



