

2024

2025



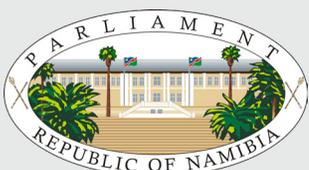
ANNUAL REPORT

NATIONAL ASSEMBLY



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LIST OF ACRONYMS

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



PRESIDING OFFICER'S STATEMENT



Hon. Prof. Peter H. Katjavivi
Speaker, MP

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 performed exceptionally well, with one of its major undertakings being the production of the Hansard. Therefore, we are exploring ways to further enhance efficiency and maintain this high standard of excellence while prudently managing expenditure.

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 is at the heart of moving forward the legislative agenda of the National Assembly and have supported the smooth running of the eight (8) parliamentary standing committees that are responsible for oversight over the Executive. The appointment of a monitoring, evaluation and reporting officer contributed greatly to the improvement of record keeping, reporting and follow up on the work of Committees during the reporting year.

The General Services Division continues to serve as the cohesive force that links the various functions of the National Assembly, while also playing a crucial facilitative role in supporting its overall operations. Within this Division, the Human Resource Development Sub-Division has remained steadfast in identifying and creating opportunities for capacity building in key parliamentary competencies. These include specialized areas that are unique to the functioning of Parliament and essential for its efficiency and dynamism.

To this end, the Sub-Division actively participated in several training programmes and initiatives organized by partner parliamentary institutions, further strengthening the institutional capacity of the National Assembly.

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 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 have great potential. All we need is to resource it well so that the Division can ably undertake their role. Parliament, through its e-parliament strategy has modernized its operations by launching three digital tools in March 2025. The move is aimed at improving transparency, citizen engagement, and parliamentary efficiency. These key initiatives which include a mobile app, online bill register system, and an information communication technology policy framework aims to create easy access and actively engage citizens in the lawmaking process.

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 2024/2025. 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-two (22) Bills were tabled in the National Assembly of which fourteen (14) Bills were passed without amendments after extensive debates. One (1) Bill was withdrawn after being tabled, whereas two (2) Bills were reconsidered. In addition, a total of three (3) bills have lapsed and one (1) bill was withdrawn.

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 twenty-one (21) Motions were tabled with seven (7) Motions adopted and twelve (12) referred to the Parliamentary Standing Committees and two (2) Motions withdrawn. A total of 78 Auditor General Reports were tabled. A total of six (6) Petitions were tabled. In addition, a total of forty-three (43) Reports of Committees Tabled on local visits/meetings/public hearings conducted and a total of twenty-two (22) foreign visits reports of committees were tabled.

OUTREACH

During the reporting period, the National Assembly as per its oversight mandate 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 four (4) Directorates and various divisions provide secretarial, administrative and technical support services to the top leadership (Speaker, Deputy Speaker and Secretary of National Assembly, as well as the sixty three (63) members of parliament. 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

INTEGRITY

Demonstrate the highest standards of ethical conduct and abide by statutory and policy frameworks that guide the institution.

DIVERSITY

Show respect for all groups and value their contribution as an important asset.

ACCOUNTABILITY

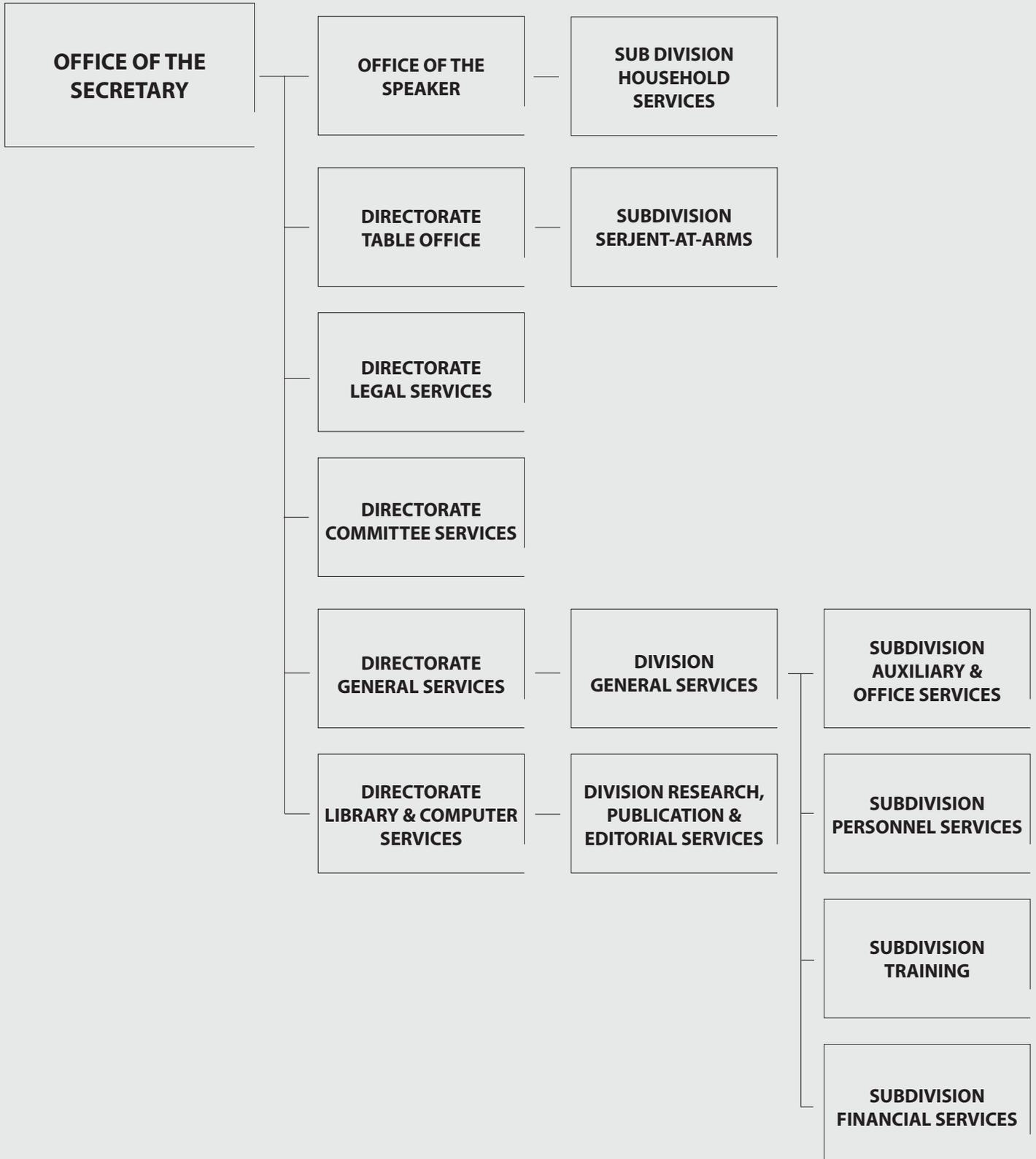
Acknowledge and take responsibility for own actions and decisions.

PROFESSIONALISM

Ensure excellence in work conduct, and take all actions and decisions so as to enhance the image of the National Assembly.

STRUCTURE OF THE NATIONAL ASSEMBLY

SECRETARIAT OF THE NATIONAL ASSEMBLY



NATIONAL ASSEMBLY



Hon. Prof. Peter H. Katjavivi
Speaker, MP



Hon. 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



Ms. Emilia Alweendo
Deputy 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 Nghileendele
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

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 maintain 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 Parliament.
- Presided over the sessions of the National Assembly and maintained order in the House.
- Chaired the meetings of the Committee on Standing Rules and Orders and Internal Arrangements.

MARCH 2025 ENGAGEMENTS

- Farewell greeting to the Parliament Secretariat
- Handing over ceremony of the Constitution of the Republic of Namibia booklets by KAS
- Final Sitting of the National Assembly Session
- Swearing in ceremony of the Members of the 8th Parliament and the election of the Speaker and the Deputy Speaker
- State Banquet on the occasion of the 35th Independence Anniversary celebration and the inauguration of the 5th President of the Republic of Namibia, State House, Auasblick
- 35th Independence Anniversary Celebrations and the Swearing in of the 5th President of the Republic of Namibia, Independence Stadium
- Luncheon on the occasion of the 35th Independence Anniversary celebration and the inauguration of the 5th President of the Republic of Namibia, State House, Auasblick
- Meeting with Mr. Japhet Laitago //Hoabeb, Speaker's Boardroom
- Meeting with Chiefs / Traditional Leaders, Constitution Room
- Valedictory address by His Excellency the President, Dr. Mosé Penaani Tjitendero Chambers
- Farewell greeting to the Secretariat, Dr. Theo-Ben Gurirab Conference Hall
- Inspection of the items donated by the National People's Congress of China (NPC)
- Pension Fund Rules Meeting, Dr. Mosé Penaani Tjitendero Chambers
- Launching of the Parliament's Mobile Applications, Parliamentary Courtyard

- Meeting of the Committee on Standing Rules and Orders and Internal Arrangements, Dr. Theo-Ben Gurirab Conference Hall
- Meeting with the Namibian Civil Society Non – State Actors Network – NAMVET, Constitution Room
- Commonwealth Day Commemoration, National Assembly

FEBRUARY 2025 ENGAGEMENTS

- Meeting with Mr. Michael Theurer and delegation from the (Deutsche Bundesbank, Germany),
- Meeting with the President of the National Assembly of the People’s Power of the Republic of Cuba, H.E. Mr. Esteban Lazo Hernandez,
- Memorial Service of His Excellency Dr. Sam S. Nujoma, Founding President and Father of the Nation, Independence Stadium
- Burial Service of His Excellency Dr. Sam S. Nujoma, Founding President and Father of the Nation, Heroes Acre
- Ceremony to officially rename Committee Rooms, Plenary Hall and Parliament Garden’s
- UNAM Memorial Service in honour of the late H.E. Dr. Sam S. Nujoma, Founding President of the Republic of Namibia, Founding Father of the Namibian Nation, and Founding Chancellor of UNAM
- Meeting with Mr. Daniel M. Sisamu newly appointed Principal of Theo Katjimune Primary School, briefing on the plans for the academic year of 2025,
- Courtesy Call by H.E. Phemelo Mbi Rankoro (Mr.), High Commissioner of the Republic of Botswana
- Launch of the Legacy Commemorative Banknote in Honour of His Excellency, the late Dr. Hage G. Geingob
- Briefing meeting by Prof. Eroid Naomab, Vice-Chancellor of Namibia University of Science and Technology (NUST)
- Courtesy call by the visiting Swedish Parliamentarians
- Script contributing to Dr. Audrin Mathe’s
- Commemoration Ceremony of the Late H.E. Dr. Hage G. Geingob, 3rd President of the Republic of Namibia

JANUARY 2025 ENGAGEMENTS

- Meeting with Professor Taylor
- Meeting with Consultant from the First National Bank of Namibia (FNB)

DECEMBER 2024 ENGAGEMENTS

- Farewell Courtesy Call by H.E. Hisao Nishimaki, Outgoing Ambassador of Japan,
- 107th Independence Day celebration of Finland, Residence of Finland
- Book Presentation: Namibia’s Water-Energy-Food Nexus, Konrad-Adenauer-Stiftung (KAS)
- Inauguration of the Hosea Kutako Memorial Museum and Homestead Shrine, Toasis Village, Aminius constituency
- 61st Independence Celebration of the Republic of Kenya (Happy Jamhuri Day), Mercure Hotel

NOVEMBER 2024 ENGAGEMENTS

- Courtesy meeting by the Russian delegation from the Federal Council of the Federal Assembly of the Russian Federation
- Reception on the occasion of the 49th Anniversary of the Independence of the Republic of Angola
- Official Handover Ceremony of the NUST Eenhana Campus, NUST Eenhana Campus

SEPTEMBER 2024 ENGAGEMENTS

- Meeting with the H.E. Vivian Sanmartin Ambassador of Brazil, Embassy of Brazil
- Reception of the 75th Anniversary of the Founding of the People’s Republic of China, Chinese Embassy
- Book Launch of the Book Titled “Footprints of Hifikepunye Pohamba” – Ondjila Eyi Aenda,
- Courtesy Call by His Worship, Dr. Andreas Bovenschulte, Mayor of the Free Hanseatic City of Bremen,

- Germany and his delegation
- Courtesy visit by the Ambassador of the People’s Republic of Algeria, H.E. Abdelkrim Diaf (Mr.)

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.
- In July 2024, the Speaker attended the 55th SADC Parliamentary Forum (SADC PF) Plenary Assembly, Parliament House, Luanda, Angola
- In December 2024, the Speaker attended the 56th SADC Parliamentary Forum (SADC PF) Plenary Assembly, Livingstone, Zambia
- In November 2024, he attended the SADC Parliamentary Forum (SADC PF) Executive Committee Meeting, Johannesburg, South Africa
- In October 2024, the Speaker attended the 149th IPU Assembly and Related Meetings – Geneva, Switzerland



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 providing 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 OTHER COUNTRIES

- 8th Society of Clerks-at-the-Table (SoCATT) Africa Professional Development Seminar (PDS) 20-23 May 2024, Arusha, Tanzania
- Executive Committee Meeting of the SADC Parliamentary Forum, 15-16 June 2024. Cape Town, South Africa
- 55th Plenary Assembly Session of SADC Parliamentary Forum, 01-07 July 2024. Luanda, Angola
- 5th Meeting of the Association of Secretaries General of African Parliaments (ASGAP) and the African Speakers' Conference, 16-20 September 2024, Midrand, South Africa
- 53rd Commonwealth Parliamentary Association (CPA) Africa Regional Conference, 30 September - 06 October 2024, Arusha, Tanzania.
- Official visit to the National Assembly of Sao Tome and Principe, 10-16 November 2024, Sao Tome, Sao Tome and Principe.
- 56th Plenary Assembly of the SADC Parliamentary Forum (SADC PF), 06-15 December 2024. Livingstone, Zambia

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 findings and recommendations necessary to enhance compliance with policies, procedures and regulations.
- Verify the 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

Subdivision Internal Audit have carried the following activities:

- It has established the Internal Audit Committee
- Several audits have been conducted and audit reports were proceeded and this report still waiting for the audit queries to be responded by the responsible offices
- The Subdivision has attended several management meetings
- So it has attended workshops auditing related and meetings on disabilities issues
- The Subdivision has attended Annual General Meeting for Internal Auditors.



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 service to the assets of the National Assembly when at the precincts of Parliament. This includes 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;
- Coordinated and facilitated security arrangements when individuals, groups and/or institutions come to petition 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 requirements and measures that allows Members of Parliament and staff to access the Parliament premises without a hassle.



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. **Minister of Information and Communication Technology:**
Adoption of Regulations relating to the Terms and Conditions of the Selection Committee in the appointment of the Information and Deputy Information Commissioner, following the enactment of the Access to Information Act.
(Adopted on 06. 08. 24)
2. **Deputy Prime Minister and Minister of Works and Transport:**
Assembly to agree to the ratification of the 2012 Cape Town Agreement on the Implementation of the Provisions of the Torremolinos Protocol of 1993.
(Adopted on 10. 07. 24)
3. **Minister of Agriculture, Water and Land Reform:**
Establishment of the communal land in the Khomas Region for the /Khomanin Traditional Authority.
(Adopted on 10. 07. 24)
4. **Minister of Industrialisation and Trade:**
Assembly to agree to the Ratification of the Kampala Protocol on Voluntary Registration of Copyright and Related Rights within the Framework of the African Regional Intellectual Property Organisation (ARIPO).
(Adopted on 02. 07. 24)
5. **Deputy Minister of Home Affairs, Immigration, Safety and Security:**
Assembly to agree to the Ratification of the Agreement between the Republic of Namibia and the Republic of Cuba on the transfer of convicted persons.
(Adopted on 06. 08. 24)

6. **Deputy Minister of Labour, Industrial Relations and Employment Creation:**
Assembly to agree to the Ratification of the ILO Convention No. 183 of 2000 on Maternity Protection and ILO Convention No. 156 of 1981 concerning Equal Opportunities and Equal Treatment for Men and Women Workers: Workers with Family Responsibilities.
(Adopted on 08. 08. 24)
7. **Minister of Agriculture, Water and Land Reform:**
Expansion of Otjimbingwe, Ovitoto and Aminus communal areas to relief grazing pressure in terms of the provisions of the Communal Land Reform Act, 2002, (Act No. 5 of 2002 as amended).
(Adopted to on 11. 02. 25)
8. **Minister of Finance and Public Enterprises:**
The Assembly to approve the submission to amend the Rules of the Members of Parliament and Other Office Bearers Pension Fund.
(Adopted on 19.03.2025)
9. **Deputy Prime Minister and Minister of Works and Transport:**
The Assembly agreed to the Ratification of the Maritime Labour Convention, 2006, as Amended.
(Adopted on 19. 02. 25)
10. **Deputy Prime Minister and Minister of Works and Transport:**
The Assembly agreed to the Ratification of the Revised African Maritime Transport Charter.
(Adopted on 19. 02. 25)
11. **Deputy Minister of Home Affairs, Immigration, Safety and Security:**
Assembly to agree to the Ratification of the draft Southern African Development Community (SADC) Protocol on the Inter-State Transfer of Sentenced Offenders.
(Adopted on 19. 02. 25)
12. **The Minister of Education, Arts and Culture:**
Request for the Assembly to adopt the School Grant Policy.
(Adopted on 12.03.2025)

MOTIONS TABLED BY BACK-BENCHERS/PRIVATE MEMBERS:

1. **Hon. Dienda:**
Motion to address the crisis of kids selling items on the streets in Namibia.
(Provisionally withdrawn on 14.02.24)
2. **Hon. Van Wyk:**
Motion to debate the mushrooming of Tertiary Institutions in Namibia and the accreditation of their courses/programs by the Namibia Qualification Authority in relation to the quality of tertiary education in Namibia.
(Withdrawn by the Mover on 15.02.24)
3. **Hon. Katjimune:**
Motion to debate the SMEs financing in Namibia in efforts to unleash greater access and economic potential for this crucial sector of our country.
(Referred to a Parliamentary Committee on 10.04.24)

4. **Hon. Hamata:**
Motion to the government to avail adequate resources for public schools to also excel like private schools.
(Referred to a Parliamentary Committee on 18.09.24)
5. **Hon. Hamata:**
Motion to debate the regulation of private schools and the role of non-government players in education.
(Referred to a Parliamentary Committee on 23.04.24)
6. **Hon. Mukapuli:**
Referral of Reports of the Auditor-General for various years starting 31 March 2013 to 2019 financial years.
(Adopted on 10.04.24)
7. **Hon. Hamata:**
Motion to abolish RedForce Debt Management in local authorities and to investigate the true owners of the company.
(Referred to a Parliamentary Committee on 18.09.24)
8. **Hon. Katoma:**
Motion for this Assembly to affirm its solidarity and support to the people of the Republic of Cuba.
(Unanimously adopted to on 16.04.24)
9. **Hon. Masua:**
Motion for this Assembly to strongly assert and reaffirm its support to the urgent decolonization of Western Sahara and the right to self-determination of the Saharawi people.
(Unanimously adopted to on 16.04.24)
10. **Hon. Seibeb:**
Motion for this Assembly to affirm its solidarity and support to the people of Palestine.
(Unanimously adopted to on 16.04.24)
11. **Hon. Hamata:**
Motion on the creation of a market that prioritises our local farmers over those who import meat from beyond the redline.
(Referred to a Parliamentary Committee on 23.04.24)
12. **Hon. Longinus lipumbu:**
Motion to discuss the prevailing labour hire practices in Namibia and to come up with solutions to the exploitation of workers in Namibia.
(Referred to a Parliamentary Committee on 24.04.24)
13. **Hon. McHenry Venaani:**
Motion to discuss the underutilization of our perennial rivers namely the Zambezi, Kavango, Kunene and Orange Rivers compared to our neighbouring countries.
(Referred to a Parliamentary Committee on 18.09.24)
14. **Hon. Van den Heever:**
Motion to debate the accessibility and affordability of alcohol and drug rehabilitation centres in Namibia.
(Referred to a Parliamentary Committee on 18.09.24)

15. **Hon. Katjimune:**
Motion to consider merging the National Youth Council (NYC) into the National Youth Service (NYS) into one single body.
(Referred to a Parliamentary Committee on 18.09.24)
16. **Deputy Minister of Health and Social Services:**
Motion on the legal, social and economic ramifications on road accidents caused by livestock, especially in the communal areas.
(Referred to a Parliamentary Committee on 18.09.24)
17. **Hon. Hengari:**
Motion to debate foreign music content that diminishes Namibia's cultural identity and limits the portrayal of local stories in our media.
(Referred to a Parliamentary Committee on 18.09.24)
18. **Hon. Mootu:**
Urgent request for Government's commitments and performance in financially supporting entrepreneurship and startup ecosystem.
The Speaker ruled that since the subject matter of Hon. Mootu's Motion merge with that of Hon. Katjimune and Hon. Masua's Motions, that it be referred to be merged with the relevant Parliamentary Committees to become part of the two Motions
19. **Hon. Hamata:**
Motion to debate the critical issue of extracting water from the Ohangwena Aquifer 2 as a vital resource for the Ohangwena Region and broader northern regions of Namibia.
(Adopted on 05.02.25)
20. **Hon. Katamelo:**
Motion for the Assembly to amend Rule 2 which provides for the Establishment of the Selection Committee in terms of the Rules on the Establishing functioning and procedures of Committees.
(Adopted on 12.03.25)
21. **Hon. Katamelo:**
Motion to discuss the drought assistance measures as provided to the farmers through AgriBank, by the Ministry of Finance and Public Enterprises; and to discuss the full implementation of the recommendation of the Standing Committee on Economics and Public Administration on the Financial Institution and Markets Act (FIMA).
(Adopted on 13.03.25)

PERFORMANCE OF THE NATIONAL ASSEMBLY:

Sitting days	81
Days without a Quorum	3
Bills Tabled	22
Bills passed without amendments	14
Bills passed with amendments	4
Bills withdrawn	1
Bills reconsidered	2
Bills which have lapsed	3
International/Executive Instruments Tabled	12
International/Executive Instruments Adopted/Agreed to	12

Motions Tabled	21
Motions adopted	7
Motions referred to the Parliamentary Standing Committees	12
Motions withdrawn	2
Annual Report of the National Assembly Tabled	3
Annual and Ministerial Reports Tabled	27
Auditor-General's (AG's) Reports Tabled	78
ACC Reports Tabled	1
ECN Reports Tabled	4
Petitions Tabled	6
Reports on Petitions Tabled	1
Reports of Committees which were referred to them for scrutiny and report back	2
Reports of Committees Tabled on local visits/meetings/public hearings conducted	43
Reports of Committees Tabled on foreign visits/meetings attended	22
Reports of Select Committees Tabled	3
Reports of Select Committees adopted	1
Questions Asked with Notices	114
Questions Replied to	57
Questions Misdirected	1
Questions which have lapsed	5
Urgent Oral Questions	27

PETITIONS:

1. Petition by the Association of Dependants Veterans Namibia (AODVN), requesting the National Assembly to help them amend the Veterans Act No. 2 of 2008, Part 1(a); definition of a child of a veteran in order to put an end to hardships experienced by dependents of war veterans especially those who lost a parent or both parents in the war for Namibia's independence.
2. Petition by Mr. Saddam Amushelelo of Namibia Economic Freedom Fighters (NEFF), demanding that Parliament make use of Article 44 to establish an Unemployment Fund similar to the Veterans Act No. 2 of 2008.
3. Petition from Evian Pieters and Shonena V. Nathaniel on behalf of the Petitioners, demanding for an investigation into the operations of the Social and Youth Development Division of the City of Windhoek.
4. Petition from Equal Namibia and its allies on behalf of the LGBTQI+ community, the group is requesting Parliament to address their demands to protect and uphold the rights of the LGBTQI+ community in Namibia.
5. Received a petition from the Namibia Informal Sector Organisation (NISO) on behalf of the informal economy operators in Windhoek. The group is calling on the National Assembly to intervene in their plight as they are neglected, harassed by law enforcement officers and want for an establishment of an inter-ministerial committee to interrogate the issues affecting the informal economy and to come up with a pragmatic plan of action and solution.
6. Petition by the Coca Cola Truck Assistance employees under African Personal Services (APS) contract calling on the National Assembly to investigate the pressing issues they are experiencing within the Company of low payment and lack of job security that they are facing.

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

The following were the activities undertaken by the directorate:

DATE	TASK	SUMMARY
03 April 2024	Legal Opinion	Newspaper article about PDM 6 claiming compensation from the National Assembly.
10 April 2024	Legal Opinion	Rescinding the National Assembly's decision to refer Audit Reports to the National Council
24 April 2024 – 18 March 2025	Drafting of Letters	<ul style="list-style-type: none">• 7 letters to chief justice to arrange for the swearing in of newly appointed mps• 5 response letters to lawyers• 5 response letters to petitioners who petitioned parliament i.t.o rule 213 – 221.• 4 letters to ecn on party membership• 4 letters to attorney-general on legal opinions.• 1 letter to ED of Finance to payment of allocated funds to political parties in terms of the Electoral Act 5 of 2014
25 June 2024	Legal Opinion	Deregistration of the CDV and NEFF Parties represented in the National Assembly

24 June – 05 July 2024	Presented the New drafted rules to the Members in Chambers	Presented the Draft Rules one by one to the Members for their input and confirmation, also incorporated their contributions, after which both set of Rules (Standing Rules AND Committee Rules were adopted in the House on 09 and 10 July 2024, respectively).
1-7 July 2024	Drafted Petition Guidelines for the Committee	For the Committee on Constitutional & Legal Affairs on the procedures of dealing with petition, as per requirement
05 March 2025	Legal opinion	Jurisdiction of the United Kingdom, South Africa and Kenya. If a question is raised regarding motion, can motion be addressed in some topical issue
14 March 2025	Legal Opinion	Position of leader of the opposition party of the National Assembly
31 March 2025	SPPP (Systematic Power Point Presentation)	Prepared presentation on Rule 200 of the Standing Rules and Order of the National Assembly. Appropriation Bill and procedure
3 April 2025	Affidavit response	Drafted responding affidavit of NBC CASE against the parliamentary standing committee on human resources and community development due to an 'infactual' report.



DIRECTORATE: COMMITTEE SERVICES

MANDATE

The mandate of the Directorate of Committee Services is to provide procedural advice, secretarial services, and administrative and logistical support to National Assembly Standing Committees, as well as to coordinate Committee duties and functions and manage their budgets.

OPERATIONAL RESPONSIBILITIES

The Directorate is responsible for the overall coordination and functioning of the Parliamentary Standing Committees, including managing their allocated budgets, through providing procedural advice, secretariat services, and administrative and logistical support. Providing staffing services for international parliament-related organisations (SADC-PF, PAP, IPU, CPA) and matters about 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).

THE ESTABLISHMENT OF THE DIRECTORATE

Eight Parliamentary Standing Committees were established in terms of Article 59 of the Namibian Constitution and by 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. During the reporting year, 65 MPs from 11 political parties formed part of the eight (8) Parliamentary Standing Committees. Table 1 indicates the composition of the directorate.

Table 1: Composition of the Directorate

Members of Parliament	65
Political Parties	11
Director	1
Deputy Directors	4
Chief Parliamentary Clerks	7
Chief Parliamentary Clerk (M&E Officer)	1
Parliamentary Clerks	7
Private Secretary	1
Vacancies	1

Standing Committees that were operational consisted of between 19 and 26 members respectively (see Table 2). The Directorate's staff establishment comprised 23 staff members, comprising one (1) Director, four (4) Deputy Directors, nine (9) Chief Parliamentary Clerks of which one (1) is serving as an M&E Officer, seven (7) Parliamentary Clerks and one (1) Private Secretary. The Directorate currently has one (1) vacant position.

Table 2: Summary of Committees and Staff Breakdown

STANDING COMMITTEES	No. of MPs	No. of Staff
Constitutional and Legal Affairs	20	4
Economics and Public Administration	24	4
Foreign Affairs, Defence and Security	23	4
Natural Resources	26	4

Standing Committee on Gender Equality, Social Development and Family Affairs	24	5
Human Resources and Community Development	26	5
Information and Communications Technology and Innovation	16	5
Standing Committee on Public Accounts	20	5
Implementation Committee	17	2

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

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

1.1. 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.

The Committee undertook the following activities:

1.2. International Engagements

- Regional Workshop on Championing Fem CAP for AGYW and Effective Countering Sexual Reproductive Health and Rights (SRHR), 16 - 17 April 2024, Johannesburg, South Africa.
- Study Visit on Motion on Dialysis, Mental Health and general Health Facilities to Harare, Zimbabwe, 21 - 28 July 2024 and Lesotho.
- Capacity building workshop for Women MPs, 20-26 Aug 2024, Durban, South Africa.
- Benchmark Visit to Parliament of Lesotho on Motion on Dialysis, Mental Health and general Health Facilities, 7 - 11 October 2024
- Philip Morris International (PMI) Research and Development Centre and Factory Visit, 27 – 31 October 2024, Lausanne and New Chatel, Switzerland.
- Health Committee Chairs Meeting, 29 – 30 October 2024, Lusaka, Zambia.
- Regional Policy Advocacy Townhall on Prevention of Insave Abortion among Adolescent Girls and Young Women in SADC, 21 – 22 November 2024, Johannesburg, South Africa.
- Summit for SRHR Self Care Interventions, Addis Ababa, Ethiopia, 27 – 30 November 2024
- 5th Africa TB Summit and Stop TB Partnership High Level Events 8 –16 December 2024, Abuja, Nigeria.
- 16th Network of African Parliamentary Committees of Health (NEAPACOH) Meeting, Dar es Salaam, Tanzania, 6-7 March 2025.

1.3. Domestic Public Hearings and Oversight Visits/Workshops/Training

- World TB (TB) Day – 11 April 2024, Lüderitz.
- Consultative Meeting on Motion on the Review of Workplace Policy on HIV and AIDS to include Employee Wellness, 22 April 2024.
- Malnutrition Familiarisation Visits to Zambezi, Kavango-East, West and Ohangwena Regions, 22 – 26 July.2024; Kunene, Omusati and Oshana Regions, 18-24 August 2024 and Erongo, Omaheke, Karas and Hardap Regions, 7 – 11 October 2024.
- Familiarisation Visits to Orphans, Vulnerable Children and People living with disabilities on the challenges they face in terms of Social Grants and Welfare Services,.12 - 16 August 2024, Zambezi, Kavango-East, West and Otjozondjupa Region.
- Inspection and Familiarisation Visit to State Hospital, Clinics and Health Centres on the Motion on dialysis, mental health, and Health Facilities Inspection Visits in Otjozondjupa Region, 20-25 May 2024.

2. THE PARLIAMENTARY STANDING COMMITTEE ON HUMAN RESOURCES AND COMMUNITY DEVELOPMENT

2.1. Duties and Functions

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

The Committee undertook the following activities:

2.2. Hosting Foreign Delegations

The Committee hosted Members of the Parliamentary Select Committee on Works and Housing from the Parliament of Ghana from 16-20 September 2024, for a benchmarking visit.

2.3. International Engagement

- Study visit on the Motion on the current deep crisis in the Education Sector, 20 – 26 October 24, Zimbabwe.
- Benchmark visit to Parliament of Uganda on the Motion on Suitable Housing Options in Namibia, and Effective Implementation of Decentralisation Programs, 22 – 28 September 2024.

2.4. Domestic Public Hearings and Oversight Visits/Workshops/Training

- Consultative meeting with Ministry of Education, Arts and Culture, and National Heritage Council of Namibia, 16 April 2024 in Windhoek with regard to the following Motions: current crisis in the education sector; establishment of special schools in Kavango East and West Regions; erection of a shrine for Kaptein Hendrik Witbooi, and the African Union Charter for African Cultural Renaissance. A second consultative meeting on the African Union Charter for African Cultural Renaissance took place on 20 February 2025.
- Public hearings on the Motion on the erection of an ever-lighting shrine at Vaalgras in honour of Kaptein Hendrick Witbooi and the African Union Charter for African Cultural Renaissance 26 May – 01 June 2024, in the Hardap and //Kharas Regions.
- Consultative meeting with Ministry of Urban and Rural Development, and the National Housing Enterprise (NHE) on the Motion on suitable housing options in Namibia, 11 June 2024, Windhoek
- Public hearings on the Motion on suitable housing options to address housing shortage and funding gaps and to assess the effective implementation of the decentralisation programmes in the Regions, 15 – 29 June 2024, Zambezi, Kavango-East and West, Ohangwena, Omusati, Kunene, Otjozondjupa, Erongo and //Kharas Regions.
- Public hearings on the Motion on the current crisis in the Education Sector in the regions, 14 – 20 July 2024 in Kunene, Omusati, Oshana, Oshikoto and Otjozondjupa Regions and 12 – 19 May 2024, Ohangwena, Kavango West, Kavango East and Zambezi Regions,
- Public Hearings on the Motion on establishment of Special Schools in Kavango East & West Regions, 14 – 15 May 2024, Kavango West and Kavango East Regions
- Public hearings Motion on the lack of support for Namibian Musicians, to establish and develop infrastructure and resources for the Music Industry in the regions, 17 – 24 August 2024, Zambezi, Kavango East and Oshana Regions.
- Public hearings on the Motion on the erection of a shrine for Kaptein Hendrik Witbooi in Vaalgras and the Charter for African Cultural Renaissance, 26 May – 1 Jun 2024. //Kharas and Hardap Regions.
- Regional Visits on Government Decentralisation Programs in the regions.
- Consultative meeting with Namibia Society of Composers and Authors of Music (NASCAM) on the Motion on lack of support for Namibian Musicians, 04 March 2025, Windhoek

2.5. Southern African Development Community Parliamentary Forum (SADC-PF)

- 55th SADC PF Plenary Assembly, 30 June-8 July 2024, Angola
- 55th SADC PF Plenary Assembly, December 2024, Livingstone,

3. THE PARLIAMENTARY STANDING COMMITTEE ON NATURAL RESOURCES

3.1. Duties and Functions

The Standing Committee on Natural Resources has to consider any matter it deems relevant concerning 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.

The Committee undertook the following activities:

3.2. Hosting of Foreign Delegations

None

3.3. International Engagements

- Benchmark Visit to Russia on the Motion on Seals – Sub Committee on Fisheries
- Benchmark Visit to Ghana – Sub Committee on Mining
- Benchmark Visit to Tanzania on the Motion on Animal Wildlife conflict – Sub Committee on Environment, 19-26 May, 24

3.4. Domestic Public Hearings and Oversight Visits/Workshops/Training

- Capacity building on oversight in climate action, accountability and reporting
- Oversight Visits and Consultations on the Motion on Human-Wildlife conflict (Kunene/ Erongo)

3.5. Commonwealth Parliamentary Association (CPA)

- CPA Conference on AI, Disinformation, and Parliament: 'Democracy in the Age of Deepfakes, Singapore, 18 to 20 June 2024.
- Legislative strengthening seminar to address gender-based violence and modern slavery, London, 16-18 July 2024.
- Youth Parliament Africa Region, Dodoma, Tanzania, 5-9 August 2024.
- CPA AFRICA Regional Conference, South Africa.

4. THE PARLIAMENTARY STANDING COMMITTEE ON FOREIGN AFFAIRS, DEFENCE AND SECURITY

4.1. Duties and Functions

The Committee must consider any matter it deems relevant about the different Offices, Ministries, Agencies, and all State-Owned Enterprises and Parastatals responsible for Defence, Home Affairs and Immigration, International Relations and Cooperation and the Namibia Central Intelligence Service (NCIS).

The Committee undertook the following activities:

4.2. Hosting Foreign Delegates

None

4.3. International Engagements

Benchmark visits Angola/Botswana, 12-16 Aug, 2024

4.4. Domestic Public Hearings and Oversight Visits/Workshops/Training

- Public Hearings and Consultations on the Motion on Renaming Trans Kalahari Border Post with Relevant Stakeholders, Omaheke Region, 22-26 July 2024
- Visit Zambezi Region – Capital Projects and attend to the Complaint received from Mr Kwala, 26-30 August 2024.
- Visit Police accommodations, defence barracks and the air force, and prisons. Motion on Overcrowding of Police Cells in the Regions.
- Workshop – Members of Parliament on IOM essentials, September 2024
- Workshop – Civil Society Organisations and the Media on IOM Essentials, Otjiwarongo.
- Public Hearings and Consultations Motion on High Crime Rates in Namibia.

5. The PARLIAMENTARY STANDING COMMITTEE ON ECONOMICS AND PUBLIC ADMINISTRATION

5.1. 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 the Republic 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; and 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.

The Committee undertook the following activities:

5.2. Hosting of Foreign Delegations

- Hosted a Benchmark visit by the delegation from Ghana, 22-26 July, 24

5.3. International Engagements

- The Select Budget Committee Benchmark visit to Zimbabwe on setting up the Budget Office on 5 – 11 May 2024.

5.4. Domestic Public Hearings and Oversight Visits/Workshops/Training

- Oversight visits to the capital projects in the regions
- Oversight visit to the State-funded facilities in the regions.
- Workshop with Stakeholders in the Public Service and Administration Cluster, 12 - 16 August 2024, Swakopmund, Erongo Region.
- Oversight visit to industrial parks (Tripartite Free Trade Area Agreements, Growth at Home Strategies, Rules of origin, industrial parks in the Regions.

6. THE PARLIAMENTARY STANDING COMMITTEE ON PUBLIC ACCOUNTS

6.1. 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.

The Committee undertook the following activities:

6.2. Hosting Foreign Delegations

6.3. None

6.4. International Engagements

- Study visits to the Parliaments of Malawi, Blantyre, Malawi.
- SADCOPAC Peer review programme and training, Harare, Zimbabwe. 5 – 10 August 2024.

6.5. Domestic Public Hearings and Oversight Visits/Workshops/Training

- Training by EPDN, Otjiwarongo
- Review of audited Auditor General reports of Regional Councils and Local Authorities for various financial years (2020,2021, 2022), Otjiwarongo, 27 August 2024 – 06 September 2024.
- Working Session to draw up and finalise reports on the Ministry of Defence and Veteran Affairs, Office of the President, NSFAP and NBC, 20-31 May 2024.

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

The Committee undertook the following activities:

7.1. Duties and Functions

The Standing Committee on Information, Communication, Technology And Innovation monitors, enquire into and makes 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 of view to ensure that community and environmental aspects are taken into consideration and address public perceptions on ICT rollout and applications.

7.2. Hosting Foreign Delegation

None

7.3. International Engagements

- Study visit to the Parliament of Uganda
- Study visit to the Parliament of Ghana.

7.4. Domestic Public Hearings and Oversight Visits/Workshops/Training

- Kaspersky's training for Members and Staff, Rundu, 29 July -02 August 2024.

8. THE PARLIAMENTARY STANDING COMMITTEE ON CONSTITUTIONAL AND LEGAL AFFAIRS

8.1. Duties and Functions

The Standing Committee on Constitutional and Legal Affairs enquire into and monitors all matters related Review of Bills, reports or issues that are referred to the Committee, makes recommendations for changes to Bills, and reports, and receives petitions lodged in terms of rule 83 of the Standing Rules and Order and deal with them in terms of these rules.

The Committee undertook the following activities:

8.2. Hosting Foreign Delegation

None

8.3. International Engagements

- Benchmark to Ghana, 20-30 July 2024.

8.4. Domestic Public Hearings and Oversight Visits/Workshops/Training

- Public hearing and consultations on the Motion on Stock Theft in the regions.
- Public hearing and consultations on the Motion on Sign language in the regions.
- Public hearing and consultation on the Petition on Unemployment Fund with stakeholders.
- Public hearing and consultations on the Petition by Former Refugees.
- Conduct oversight visits to capital projects of the Ministry of Justice, Office of the Judiciary, Supreme Court, High Court, Master of the High Court, and Magistrate's Courts in Windhoek and the regions.

9. IMPLEMENTATION COMMITTEE

- Benchmark visit on the Terms of Reference for the Committee to the Parliament of Kenya.

10. COMMITTEE REPORTS ADOPTED IN THE HOUSE DURING 2024-2025 FY

The Parliamentary Standing Committees finalised the reports on various activities and have tabled the reports in the House for discussion and adoption. The following reports were tabled and adopted in the House during the 2024/2025 FY and were shared with the respective OMA's and institutions for the implementation of the recommendations.

Table 3: Committee Reports adopted in the House During 2024-2025 FY

	Report title	Standing Committee	Date tabled	Date Transmitted to Executive (O/M/A)
1	Report on the Benchmarking Visit by the Parliamentary Standing Committee on Economics and Public Administration to the Parliament of Sweden and Various Government Offices and Agencies,	EPA	24/04/2024	17/06/2024
2	Workshop on Maximising the Potential of the Mining and Energy Sectors in Namibia, Swakopmund, 29 May- 03 June 2023	Joint: EPA and NR	05/06/2024	15/07/2024
3	Report on the Oversight Visit to the Skeleton Coast in Erongo And Kunene Regions on Possible Diamond Deposits, 07-12 August 2023	EPA	09/08/2024	04/09/2024
4	Report on the Oversight Visit to the Management of Railway Infrastructure in //Kharas, Hardap, Khomas And Erongo Regions, 28 August- 01 September 2023	EPA	09/08/2024	05/09/2024
5	Consultative and Oversight Workshop on the Financial Institutions and Markets Act (FIMA), May 2023	EPA	07/08/2024	27/08/2024
6	Report on the Motion on Fake Qualifications in the Public Sector	HRCDD	20/06/ 2024	01/04/2025
7	Report on the Benchmarking Visit to Luanda - Angola by the Parliamentary Standing Committee on Economics and Public Administration, 07-11 August 2023	EPA	23/04/2024	17/06/2024

8	Report on the Petition on the Management of the Bwabwata Communal Land by the Ministry of Environment, Forestry and Tourism, March 2022-September 2023	CLA	09/08/2024	04/09/2024
9	Report on the Oversight Visit to Climate Change-Funded Projects, 7-20 August 2022	NR	09/08/2024	04/09/2024
10	Report of the Parliamentary Standing Committee on Constitutional and Legal Affairs' Oversight Visits to Community Courts in Kunene, Ohangwena, Omusati, Zambezi and Otjozondjupa Regions, May-August 2022	CLA	13/06/2024	15/07/2024
11	Report of the Parliamentary Standing Committee on Information, Communication and Technology Report On Free Wi-Fi	ICT	09/08/2024	04/09/2024
12	Report on the Oversight Visit to Green Schemes and Agricultural Projects in / Kharas, Hardap, Zambezi, Kavango and Kavango West Regions	NR	09/08/2024	04/09/2024
13	Report on the Workshop With Stakeholders of the Justice Cluster, 15 – 19 May 2023	CLA	09/08/2024	04/09/2024
14	Working Session to draw up and finalise reports on the Ministry of Defence and Veteran Affairs, Office of the President, NSFAF and NBC (20-31 May 2024)	Public Accounts	13/03/2025	01/04/2025
15	Report on the Parliamentary Study and Parliamentary Cooperation Strengthening Visit to the Parliament of the Federal Republic Of Germany, Bundesrat of Germany and State Parliament of Thuringia Under Dialogue Programme 18 To 23 September 2022, Berlin And Erfurt	Joint: Speaker's Office and EPA	30/10/2024	14/11/2024
16	Report on review of the Office of the President for the years ended 31 March 2019/2020 and 2021	Public Accounts	13/03/2025	01/04/2025
17	Report on the Oversight Visits on Capital Projects Earmarked In The Development Budget For Votes 19, 23 And 24 In The MTEF 2021/22 To 2023/24 In Kunene, Omusati, Oshana, Ohangwena And Oshikoto, Zambezi, Kavango East And West And Otjozondjupa Regions	EPA	13/03/2025	01/04/2025
18	Report on the oversight visit to the Mining and Energy Companies in Oshikoto, Otjozondjupa and Erongo Regions	NR	13/03 2025	01/04/2025

19	Report on the Visits to Conservancies in Kunene and Zambezi Region	NR	13/03 2025	01/04/2025
20	Report on the Motion on Human Wildlife Conflict (HWC).	FADS	13/03/2025	01/04/2025
21	Report on the Motion on the Deplorable Conditions in which Holding and Correctional Facilities are in, to protect the Human Rights of all Persons with Dignity	FADS	13/03/2025	01/04/2025
22	Report on the Petition by Lisha Empowerment and Development Organisation titled "Namibia's National Assembly address the urgent need for reviving the market for livestock in Namibia's Northern Communal Areas"	EPA	13/03/2025	01/04/2025
23	Report on the parliamentary committee workshop on maximising the potential of Public Administration, Public Service Management and Public Service Delivery in Namibia	EPA	14/03/2025	01/04/2025
24	Report on the Motion on the Devastating Strike at the Namibian Broadcasting Corporation (NBC).	HRCD	14/03/2025	01/04/2025
25	Report on the Motion Requesting The Assembly To Carry Out A Comprehensive Inquiry Into All Aspects Of The Procedures Dictating The Tender-Awarding Process Of The Central Procurement Board Of Namibia	EPA	14/03/2025	01/04/2025
26	Report on the Impact of Government Programmes and Projects and Activities of the Marginalised Communities of Namibia (September 2024).	CLA	13/03/2025	01/04/2025
27	Report on Capital Projects of the Ministry of Justice (Vote 16) Medium Term Framework, from 2020/2021 up to 2024/25	CLA	14/03/2025	01/04/2025
28	Report on the Motion Requesting The Assembly to Investigate the Possibility of Overcharges and Unethical Multiple Charges Resulting in Over-Profiteering By Commercial Banks In Namibia	EPA	14/03/2025	01/04/2025
29	Report on the Motion Requesting the Assembly to Address the Notion of One Namibia One Nation and How It Relates to Various Opportunities, Equitable Wealth Distribution and Resource Allocation.	CLA	14/03/2025	01/04/2025
30	Report on the Motion to find solutions to the devastating effects of the increasing seal population on the sustainable harvesting of fish stocks in Namibia.	NR	14/03/2025	01/04/2025

31	Report on the Motion on Illegal Lithium Mining in Uis, Daures Constituency in Erongo Region.	NR	17/03/2025	01/04/2025
32	Report on the Petition to Provide for the Regulation of Foreign Ownership of Land in Namibia	NR	17/03/2025	01/04/2025
33	Report on the visit to the Railway Infrastructure in the Northern Regions	EPA	17/03/2025	01/04/2025
34	Report on the oversight visit to the resettlement farms in Otjozondjupa, Omaheke, Kunene and Erongo Regions.	NR	17/03/2025	01/04/2025
35	Report on the oversight visit to the Mining and Energy Companies in Oshikoto, Otjozondjupa and Erongo Region.	NR	17/03/2025	01/04/2025
36	Report on the visits to Conservancies in Kunene and Zambezi Regions.	NR	17/03/2025	01/04/2025
37	Report on the Motion on Youth Unemployment Crisis in Namibia.	HR	17/03/2025	01/04/2025
38	Report on the Motion on Establishing Special Schools in the Kavango East and Kavango West Regions	GENDER	17/03/2025	01/04/2025
39	Report on the Motion on Erecting an ever-lighting shrine at Vaalgras to honour Kaptein Hendrik Witbooi	CLA	17/03/2025	01/04/2025
40	Report on the Visit to Farm Tripoli 546, Leonardville in the Omaheke Region.	Joint: NR and EPA	17/03/2025	01/04/2025
41	Report on the Motion on the Impact of Stock Theft in Namibia.	CLA	17/03/2025	01/04/2025
42	Report on the Petition requesting the National Assembly to make use of Article 44 of the Namibian Constitution to establish an Unemployment Fund similar to the Veterans Act of 2008.	CLA	17/03/2025	01/04/2025
43	Report on the Petition by the former Refugees Repatriation Association.	CLA	17/03/2025	01/04/2025
44	Report on the Petition by the Association of Dependents Veterans Namibia (AODVD), requesting the amendment of the Veterans Act 2, of 2008, Part 1, Section 1(A); Definition of A Child of a Veteran	CLA	17/03/2025	01/04/2025
45	Report on the Motion and Petition for the recognition of Namibian Sign Language as one of the National Languages in Namibia and the appointment of a sign language interpreter for live parliamentary debates.	CLA	17/03/2025	01/04/2025
46	Report on the Motion on the Current Crisis in the Education Sector.	HRCDC	17/03/2025	01/04/2025

47	Report on the Ratification of the African Union Charter for African Cultural Renaissance.	CLA	17/03/2025	01/04/2025
48	The report on the motion was titled "Given helping Informal Traders, the National Assembly will discuss social protection of Informal Traders."	EPA	17/03/2025	01/04/2025
49	Report on Drought Assistance Measures and the Full Implementation of the Recommendations of the Report on Financial Institutions and Market Act (FIMA)	Select Budget & Finance	12/03/2025	14/03/2025

11. REPORTS TABLED FOR NOTE-TAKING

Some reports are tabled in the House for notetaking and information. These reports were not discussed after tabling and are not formally adopted like others. The following reports were tabled for note-taking and information during the 2024/2025 FY:

	Title of report	Responsible Committee/ International Body
1	Southern African Development Community Parliamentary Forum (SADC PF) Report On The 55th Plenary Assembly Session, 30 June- 8 July 2024, Angola	SADCPF
2	Working Session to draw up and finalise reports on the Ministry of Defence and Veteran Affairs, Office of the President, NSFAF and NBC (20-31 May 2024)	PAC
3	Benchmarking visit to Ghana (2-8 June 2024)	EPA
4	Conduct Public Hearings on Auditor - Reports on the National Arts Council, National Youth Council, Trust Funds for Regional Development, Namibia Agronomic Board and the Game Trust Fund, July 2024	PAC
5	Study visits to the Parliament of Ghana, July 2024	ICT
6	Study visits to the Parliaments of Malawi,	PAC
7	PAP Committee Sittings	PAP
8	CPA AFRICA Regional Conference, South Africa	CPA
9	Benchmark Study Visit of Botswana Community Courts	CLA
10	Benchmark Study Visit to Zambia Community Courts	CLA
11	Global Parliamentary Forum at the World Bank and IMF, Washington (2023)	EPA
12	2024 Parliamentary Global Forum Held In Washington, D.C,USA 15 To 16 April 2024	EPA
13	Benchmark Study Visit to Zimbabwe Community Courts	CLA
14	Report on the Benchmarking visit to the Parliament and Government Ministries and agencies of Ghana – June 2024	CLA
15	Report On The Benchmarking Visit To Its Portfolio Counterpart Committee Of Parliament Of Zambia	FADS

16	Report on the Third Ordinary Session of the Sixth Parliament of the Pan-African Parliament, Midrand, Johannesburg, South Africa, 24 June – 5 July 2024;	PAP
17	Report on the Fourth Ordinary Session of the Sixth Parliament of the Pan-African Parliament, Midrand, Johannesburg, South Africa, 4 – 15 November 2024	PAP
18	Report on a fact-finding mission to Telecom Infrastructure and the fact-finding mission to regional medical stores.	ICT
19	Report on the Study visit to the Parliament of Ghana, from 28 October to 01 November 2024	ICT
20	Report on the Ratification and Implementation of African Union Legal Instruments on Shared Values, 29 – 30 November 2024.	PAP
21	Report on the Motion by Hon. Hambyuka Hamunyera, requesting the Recognition of the Late Homba Kandjimi Hauwanga of Vakwangali as a National Hero.	CLA
22	Report on the Benchmarking visit to the Parliament of Denmark and Government Entities.	CLA

12. FEEDBACK FROM THE EXECUTIVE

All the reports adopted in the House have been shared with the Executive for the implementation of the recommendations. The National Assembly received feedback on the implementation of the reports from the following OMAs and institutions.

- The Agro Marketing and Trade Agency (AMTA) on the Report on Oversight Visit to Green Schemes in Zambezi, Kavango East, Kavango West, /Kharas, and Hardap regions.
- The Agro Marketing and Trade Agency (AMTA) on the Report on the Visit to the Climate Change Funded Projects.
- The Namibian Financial Institutions Supervisory Authority (Namfisa) on the Report on the Workshop on the Report on the Stakeholder Consultative and Oversight Workshop on the Financial Institutions and Markets Act (FIMA).
- The Ministry of Higher Education, Training and Innovation, on the Report on the Benchmark Visit by the Parliamentary Standing Committee on Economics and Public Administration to the Parliament of Sweden and Various Government Offices and Agencies.
- The Ministry of Urban and Rural Development on the Report on the Petition on the Management of the Bwabwata Communal Land by the Ministry of Environment, Forestry and Tourism.
- The Ministry of Higher Education, Training and Innovation on the Report and the Ministry of International Relations and Cooperation on the Report on Parliamentary Study and Parliamentary Cooperation Visit to the Parliament of Germany and the State Parliament of Thuringia.
- The Ministry of Home Affairs, Immigration, Safety and Security on the Report of the Oversight Visit to Community Courts in Kunene, Ohangwena, Omusati, Zambezi and Otjozondjupa regions.
- TransNamib on the Report on the Oversight Visit to the Management of Railway Infrastructure in the regions.
- The Ministry of Higher Education, Training and Innovation on the Request for an Update on the Implementation of a Cabinet Resolution (1st/09.02.21/001).

13. OTHER ACTIVITIES UNDERTAKEN

- Review and Planning Workshop in Swakopmund on 20 - 24 January 2025.
- Acquired technical assistance from UNICEF for the establishment of the Budget Office at Parliament and capacity building for members and staff on the budget.
- Workshop for the Civil Society Organisations and the Media on IOM Essentials, in Swakopmund, August 2024.
- Consultative meetings on the implementation of the National Anti-Corruption Strategy and Action Plan (NASCAP), and the submission of reports to the Anti-Corruption Commission.
- Provided data on the implementation of the Beijing Declaration and Platform for Action (BPfA) and the Outcomes of the 23rd Special Session of the General Assembly; the country report on the implementation of the Solemn Declaration On Gender Equality in Africa, and the All Gender Indicators for submission to SADC, to the Ministry of Gender Equality, Poverty Eradication and Child Welfare.
- Conducted quarterly staff meetings
- Conducted Directorate management meetings
- Attended management meetings



DIRECTORATE: GENERAL SERVICES

MANDATE

The General Services Directorate is responsible for delivering a wide range of essential support services that ensure the smooth and effective functioning of an institution or organization. Its primary mandate includes the management and coordination of non-core administrative services such as transport, cleaning, office accommodation, records management, asset control, procurement support, and maintenance services.

The Directorate plays a key role in promoting operational efficiency, cost-effectiveness, and a conducive working environment by ensuring that all logistical and administrative support systems are in place and functioning optimally. It serves as a backbone for internal service delivery, enabling other departments to focus on their core functions. The Directorate has Four (4) Subdivisions, namely: Human Resources, Training Auxiliary Services and Finance.

SUBDIVISION: HUMAN RESOURCES

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, 98 positions were filled, and for various reasons that included measures to contain the Public Service wage bill 49 were vacant with 21 budgeted for leaving 28 positions unbudgeted for as at 31 March 2025.
2. **Staff turnover:** Twenty-Two (22) staff members left the Secretariat for various reasons (see Table 5-8)
3. **Staff promotion/ transfer/translation in ranks:** Ten (10) staff members moved from one position to another through promotion, transfer and/or translation in ranks (see Table 1 to 6)
4. **Capacity building:** Five (5) staff members received funding to undergo qualifying training during the reporting period.
5. **Members:** As at 31 March 2025, there are Eight two (82) Members of the National Assembly for the 8th Parliament.



STAFF MOVEMENT AS FROM 01/04/2024 – 31/03/2025

1. NEW APPOINTMENTS

Table 1: New Appointments 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Parliamentary Clerk	7	New Appointment	1 June 2024
1	Senior Information Officer	7	New Appointment	1 October 2024
1	Information Officer	8	New Appointment	1 October 2024

2. APPOINTMENT ON CONTRACT (AT THE BEHEST)

Table 2: Appointment on contract 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Private Secretary	9	New appointment	4 June 2024
1	Director	3	New appointment	25 March 2025
1	Special Assistant	4	New appointment	25 March 2025
1	Senior Private Secretary	8	New appointment	25 March 2025
1	Senior Private Secretary	8	New appointment	20 March 2025

3. PROMOTIONS AND TRANSFERS FROM OTHER MINISTRIES

Table 3: Promotions and Transfer from other OMAs 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Deputy Secretary	2	Promotion	1 October 2024

4. PROMOTIONS WITHIN

Table 4: Transfer within 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Effective date
1	Senior Analyst Programmer	7	Promotion	01 June 2024

5. TERMINATIONS

Table 5: Terminations 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Last Working Day
1	Security Operation Officer	8	Resignation	1 May 2024
1	Deputy Director (RIPES)	4	Retirement	1 June 2024
1	Messenger	15	Retirement	1 June 2024
1	Deputy Director (Security)	4	Resignation	1 October 2024
1	Personnel Assistant	6	Resignation	31 January 2025
1	Special Assistant	4	Resignation	11 March 2025

6. TERMINATION OF FIXED CONTRACT

Table 6: Terminations 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Last Working Day
1	Secretary	1	Contract expired	1 March 2025

7. END OF TERM (L.W.D 19.03.2025)

A. Speaker s office

Table 7.1: Terminations 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Last Working Day
1	Director	3	End of contract	19 March 2025
1	Control Administrative Officer	6	End of contract	1 June 2024
1	Senior Private Secretary	8	End of contract	19 March 2025
1	Private Secretary	9	End of contract	19 March 2025
1	House Keeper	13	End of contract	19 March 2025
1	House Keeper (Cook)	13	End of contract	19 March 2025
1	Chef	12	End of contract	19 March 2025
2	Cleaner	15	End of contract	19 March 2025
1	Labourer	15	End of contract	19 March 2025

B. Office of Official Opposition

Table 7.2: Terminations 01 April 2024 to 31 March 2025

No. of staff	Post designation	Post grade	Remarks	Last Working Day
1	Personal Assistant	6	End of contract	19 March 2025
1	Senior Administrative Officer	10	End of contract	19 March 2025
1	Driver	12	End of contract	19 March 2025

TRAINING AND DEVELOPMENT RECORDS APRIL 2024 – MARCH 2025

Table 8

COURSE NAME	SERVICE PROVIDER	DATE	TRAINING COSTS
Procurement Management	Namibia University of Science and Technology (NUST)	Jan -Dec2024-	Course fee N\$ 41 190*3=N\$ 123 570
Awareness and validation workshop	Office of the Prime Minister	21-22 May 2024	None
Business Administration	Triumphant College	Jan – Dec 2024	Course fee N\$ 22 400.00
Electrical General	Brave Achievers College of Artisans	Jan – Dec 2024	N\$ 22 000.00
Procurement Fraud Master Class	Nairobi Kenya	15-19 July 2024	1890 USD @ 18.54 * 2 =N\$ 70 081.20 (3rd person attends for free)
Wellness Training Workshop	Otjiwarongo	04-10 August 2024	DSA no training costs incurred
CIFT training	ILEA Gaborone	17-19 September 2024	Fully funded by USA Embassy
Defensive Driving	Green Global	18-22 November 2024	Course fee N\$ 9 890.00*15=N\$ 148 350
Sharepoint Training	Mountain Rock Projects	24-27 September 2024	N\$ 38 999.70
Stocktaking Training	Ministry of Finance:	16-29 September 2024 and 21 October 2024-01 November 2024	DSA, No costs incurred
Learning and Development and HR forum	Office of the Prime Minister	13-19 October 2024	DSA no costs incurred
Fleet Management	PDC	11-15 November 2024	Course fee N\$ 11 280*9=N\$ 101 520.00

AAAG Conference	AAAG – Tanzania	02-06 December 2024	Conference Fee 500 USD @ 18.13* 3= N\$ 27 195.00
Cyber Security For Finance Professionals	Johannesburg	03-06 December 2024	Training Fee N\$ 19 999.90*3= N\$ 59 999.70
International Conference for Leaders, Finance Managers, Procurement Officers and HR Professionals.	IMICAD	09-13 December 2024	Conference Fee USD 1750 @ 17.69 * 3 = N\$ 92 872.50
Loss Control and Asset Management	Mananga: Centre for Regional Integration and Management Development	10-14 March 2025	Training fee: N\$ 15 000 * 7= N\$ 108 500



SUBDIVISION: AUXILIARY AND OFFICE SERVICES

MANDATE

To deliver support and administrative services to Members of the National Assembly and the Secretariat through six key functions: registry services, transport services, procurement and inventory management, cleaning and office support, and capital project management

HIGHLIGHTS OF THE YEAR UNDER REVIEW

Transport:

- Transport services were made available to Members of the National Assembly and staff, including support for regional trips conducted by Standing Committee Members.
- The total number of vehicles in good condition on hand are 35 and one (1) vehicle were handed over to Ministry of Works and Transport as they have reached their lifespan
- The National Assembly has been managing its own fleet since 2024 and is using the Standard Bank (Blue Fuel system).

Below is the summary of accidents and incidents for the financial year 2023/2024

Table9

Accidents		
Car type and # plate	Date of accident	Police Accident report or any submitted
LNA 4 Toyota	April 2024	Yes
Incidences (windscreen repairs)		
LNA 14	March 2025	Not applicable
LNA 8	March 2025	Not applicable
LNA 9	March 2025	Not applicable
LNA 36	June 2024	Not applicable
LNA 25	March 2025	Not applicable
LNA 26	March 2025	Not applicable

Procurement and Stores

- The primary project undertaken by the institution during the financial year was the repair of the SADC-PF House roof and the main Parliament building roof, both of which required attention due to the age of the structures. The main building is over 106 years old.

Table 10: Major project details

Service rendered	Bid No:	Bidding amount:	Contractor appointed	Status
Supply and Delivery of Air Conditioners at Committee Services	W/RFQ/03-08/24/25	N\$ 285 324.63	Crystal Cooling & Refrigeration CC	Delivered
Procurement and Delivery of Corporate Clothing for Staff Members,	G/RFQ/03-33/24/25.	N\$ 269 064.90	Woolworths Namibia Ltd (Pty)	Delivered

Supply and Delivery of (3) Toyota Hilux Double cab Hilux DC 2.8 GD6 4X4 RAI	G/RB/03-01/24/25	N\$ 2 556 587.48	Indongo Toyota	Delivered
Supply and Delivery of (3) Toyota Hilux Double cab Hilux DC 2.8 GD6 4X4 RAI	G/RB/03-02/24/25	N\$ 2 581 537.99	Indongo Toyota	Delivered
Supply and Delivery of (3) Toyota Hilux Double cab Hilux DC 2.8 GD6 4X4 RAI	G/RB/03-03/24/25	N\$ 2 561 604.81	Indongo Toyota	Delivered
To Lease (Sub Lent and Operate) The Parliament Restaurant for a Period of Three (3)	NCS/EOI/03-01/24/25	N/A	Akulyanga Trading CC	Completed



SUB-DIVISION: FINANCIAL SERVICES

MANDATE

To facilitate and ensure effective financial management, including planning, reporting and internal control over public resources allocated to the National Assembly

OPERATIONAL ACTIVITIES

The main activities include prudent effective financial management and internal control over the resources allocated for each financial year.

HIGHLIGHTS OF THE YEAR UNDER REVIEW

A budget of **N\$196 050 000.00** was allocated to the National Assembly, and an amount of **N\$ 173 009 327** was spent that resulted in an underspending of **N\$ 23 040 673** which is **11.75%**.

See table below:

Table 11

Main Division	Description of Budget Division	Budget Allocation N\$	Actual N\$	Variance N\$	Execution Rate %
01	Legislative Management	18 863 000.00	16 399 538.20	2 463 461.80	86.20
02	Parliamentary Coordination & Support Services	62 958 032.00	48 639 387.34	14 318 644.66	77.26
03	Information Services	15 223 678.00	13 227 360.51	1 996 317.49	86.89
04	Parliamentary Committee Services	84 305 290.00	82 441 024.22	1 864 265.78	97.79
05	Office of the Secretary	11 326 000.00	9 567 312.39	1 758 687.61	84.47
06	Leader of the Official Opposition Party	3 374 000.00	2 734 703.97	639 296.03	81.0
Total Budget		196 050 000.00	173 009 326.63	23 040 673.37	88.25
Total % Budget spent					88.25

DIRECTORATE COMPUTER, LIBRARY AND RIPES

SUB-DIVISION: COMPUTER SERVICES

MANDATE

The Sub-Division Computer Services is responsible for the management and maintenance of the computer network at Parliament. The Compute 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

- Performance of Preventative Maintenance of hardware and software for both National Assembly and National Council.
- Technical Support to Secretariat, MPs and committee outreach programs.
- Renewal of annual subscribed software licenses and domain services.
- Launching of the ICT Policy framework as well as bill Tracking System and Mobile Application.

The following IT equipment were procured:

- Replacement of obsolete server infrastructure that reinstate backup services.
- Digitalisation of the National Council Chamber System
- Installation of Fiber Optic cable to Chamber.
- Procurement of laptops and Printers of the new staff members

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

1. Renaming of the Parliamentary Library

In recognition of his visionary leadership and longstanding contribution to parliamentary development and access to information, the Parliament Library was officially renamed the Prof. Peter H. Katjavivi Library in March 2025. This milestone marks a renewed commitment to knowledge preservation and service excellence.

2. Advancing Digital Preservation: Establishment of a Digital Repository

As part of its digital transformation strategy, the Library made significant progress toward establishing a digital institutional repository for the Namibian Parliament. To benchmark best practices and explore

platform options, two staff members attended the Open Repositories Conference held in Gothenburg, Sweden, in June 2024. Following the insights gained, the Library selected DSpace as the preferred platform, owing to its robustness, open-source accessibility, and global support network.

3. Regional Representation at APLESA

The Library actively participated in regional networking and knowledge exchange through the 21st APLESA Conference held in Maputo, Mozambique, in May 2024. The Library was represented by three staff members, who contributed to discussions on innovation, access to parliamentary information, and regional collaboration.

4. Preparations to Host the 22nd APLESA Conference

In September 2024, the Prof. Peter H. Katjavivi Library began preparations to host the 22nd APLESA Conference in 2025. Key initial activities included the formation of sub-committees and the development of terms of reference to guide planning and execution. This initiative underscores the Library's leadership in fostering regional cooperation among parliamentary libraries in Eastern and Southern Africa.



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.
- 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.

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 the National Assembly.

ACTIVITIES UNDERTAKEN

During the period under review, the sub-division provided five (5) briefing papers for the Committee on Economics and Public Administration, Gender Equality and Human resources and Natural Resources.

The division also assisted the Standing Committees in their oversight function and conducting public hearing by providing talking points, and guiding questions for Committees on Economics and Public Administration when it conducted public hearings on Motions on Protections of Informal Trader, engagement with the Namibia Civil Aviation Authority as well as the Central Procurement Board of Namibia.

In addition, the Committee of Human Resources was provided with guiding questions for the Motion on Youth unemployment. Furthermore, briefing papers have been provided to the Committee of Gender Equality and Committee on Human resources on Malnutrition in Namibia, Tobacco Laws and Youth Unemployment respectively.

The Committee on Constitutional and Legal affairs was assisted with guiding questions during the engagements with the Ministry of Defence on the petition by the Association of War Veterans. The division also assisted various members of the National Assembly with contributions for the Appropriation Bill as well as the Mid-Term Budget Review for the period under review.

In aiding the work of Parliamentary Committee, the sub-division provided concept notes for Committee oversight activities such as Concept note of Public Administration in Namibia, Concept note for the Committee on Constitutional and legal affairs on the Benchmark to Denmark on Law Reform, Protection of human rights and elections and a Concept note for the Committee on Foreign Affairs, Defence and Security on the motion on increasing crimes in Namibia.

SUBDIVISION: PUBLIC RELATIONS

The Public Relations (PRO) Sub-Division plays a critical role in communicating the institution's legislative functions, decisions, and outreach activities to the public. In an era characterised by rapid media evolution and increasing public demand for transparency, the PRO Sub-Division's mandate includes enhancing public engagement, promoting civic education, and maintaining effective media relations.

ACTIVITIES UNDERTAKEN

2.2 Media Engagement and Coverage

During the reporting period, the National Assembly strengthened its engagement with media stakeholders. Media representatives were regularly invited to cover parliamentary events, including public hearings, committee meetings, and official visits. This strategy ensured timely and transparent dissemination of parliamentary activities to the public.

In this regard, legislative documents such as Bills, speeches, and minutes of proceedings were shared electronically with media houses, facilitating broader public access. The Assembly also maintained an active presence on digital platforms including WhatsApp Channel, Facebook, Instagram and Twitter.

Furthermore, the television programme Inside the Chambers, which is broadcasted on NBC Television, continued to provide insightful coverage of parliamentary operations, significantly enhancing the Assembly's visibility and public engagement.

2.3 Public Education Programmes

Under the Know Your Parliament initiative, the Sub-Division implemented several public education programmes aimed at increasing awareness of parliamentary roles and processes. These programmes primarily targeted students and citizens in rural and marginalised communities who may otherwise have limited access to such information.

Activities included participation in school outreach visits, exhibitions, and public forums designed to inform learners and the general public about the legislative process and the importance of active citizenship. These engagements remain key to cultivating a politically informed and participatory society.

SUB- DIVISION: INFORMATION SERVICES

Following activities were carried out during period under review:

- Two benchmarking visits to the Parliaments of the Republic of Zambia and Kenya on Parliament radio.
- Compiled and facilitated the printing of National Assembly Annual Reports 2020/2021, 2021/2022 and 2022/2023.
- 66 articles were produced for the Parliament website, parliament Journal and social media including sharing some of the news articles with mainstream media.

The division further facilitated the livestreams of meetings/events including parliament sessions.

Selected news articles shared with the mainstream media include the following:

- SADC-PF SRHR project hailed as a success, April 2023.
- Free WI-FI Motion sparks fear and hope
- DRC President supports transforming SADC-PF into a regional parliament, December 2023.
- Zimbabwe Speaker implores Namibian lawmakers to ensure inclusive justice system, May 2023.
- MEATCO appeals for policy intervention, June 2023.
- Hambukushu Fumu wants the old conservation law repealed, August 2023.
- Muyako residents decry crop damages caused by wildlife, August 2023.
- Namibia to benefit from BRICS membership
- Parliament calls for more patrols along the border with Botswana, December 2023.
- Namibia addresses inequality through law, October 2023.



