



KONRAD ADENAUER FOUNDATION (KAF)

“Support to the Legislative Assembly in Liberia” 9th European Development Fund (EDF)

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I. Workshop to „the Handbook on Legislation and Law Drafting”

1. Composition of the participants (approx. 30 persons)

The workshop aims at involving the “Law Community” of Liberia. It is intended to include in the first place those persons who apart from showing the required motivation, do possess the necessary professionalism (based on the existing standard) and who have as well a career perspective in the parliament. Attention should be paid to the fact that if possible members of all political parties are represented in workshop.

The participants will be drawn from the following institutions:

- Members of the following committees of the House of Representatives:
 - Committee on Judiciary
 - Committee on Good Governance and Governance Reform
 - Committee on Rules and Order
- Members of the following committees of the Senate:
 - Committee on the Judiciary, Human Rights and Claims and Petitions
 - Committee on Rules, Orders and administration
- Members of the Committee on and government legally reform
- Members of the government from the line ministries, e.g.
 - Ministry of Justice
 - Foreign Office
- Administration of the Parliament
 - Secretary of the Senate and/or deputies and/or key staff members of the Senate
 - Deputy of the Chief Clerk and/or key staff members the House of Representatives.
- Lawyers (professors, scientist, legal advisors, judges)
- Bar Association
- NGO' s

Since the civil society is to participate actively in the legislation – and this is already the case, e.g. the submission of law drafts –, also representatives of NGOs should be invited to the workshop. Suitably NGOs with a political and/or legal background should be selected

2. Preparation of the workshop

All participants of the workshop should get the latest version of the Draft “Handbook and Law Drafting” beforehand.

II. Baseline Study on the Access of MPs and Staff Members of the Parliament Administration to information and resources needed for their legislation and policy analysis work

1. Preparation

The following institutions, institutes, organizations, persons and parliament building as well as line ministries should be involved in order to examine their equipment, potential for possible equipment and/or review their potential for co-operation with the parliament and to hold conversations with the crucial persons.

The following dates/discussions are anticipated for the study:

Legislative

- **Parliament building (capitol):** Inspection of the building regarding equipment and/or possible future equipment concerning library, archives, documentation, Internet connection, communication ways etc.

- **Interview with representatives of the parliament administration** (e.g. Deputy of the Chief Clerk and the Secretary of the Senate) and selected staff members of individual parliamentarians or other suitable persons, who could provide information regarding the information procurement, documentation and archiving of parliament documents, like minutes of parliamentary proceedings, journal, minutes of the committee meetings, collection of laws and other parliamentary print material.

- **Interview with selected parliamentarians.** Here I think of committees members that are currently – or will be in the near future – working on concrete legislation projects in their committee. This is to use a concrete example to find out if and if yes, how the committee members obtain necessary information.

- **Press Office:** Since it obvious that a Press Office exists in the parliament, it will be imperative to meet its staff.

Executive

In the context of legislation projects, exchange and a consultation with the appropriate line ministries are important components of the information procurement. It is therefore important to investigate the seat of the government and the line ministries regarding their ability to

provide documentation, literature, Internet access etc. Discussions with suitable representatives of the ministries would be desirable, in order to get an impression whether and in which way a co-operation with the parliament already exists and/or how such a cooperation could be established and effectively facilitated.

- **Universities of, schools, scientific institutes, research establishments** etc.: Which institutions are relevant here? It can be institutions which concern themselves with a specialized topic/subject (e.g. health, economics, gender issues etc.). These institutions should be visited with the aim to obtain an overview of their endowment and discuss possibilities as to the conditions of a cooperation with the parliament.

- **NGOs, civil society:** Here the intention is to develop a kind of Roster that contains all organizations or local experts that are suitable and which are ready to assist parliament in an advisory function regarding technical questions in the context of law projects. Which organizations/persons could be considered for which fields of activity?

- **Internet access** inside and outside of parliament (perhaps it would be possible to select already prior to my arrival possible and suitable places so that these can be examined in the context of the study).

III. Debriefing Workshop on the results of the baseline study (1 day)

The results of the study are to be discussed in the framework of a workshop, in order to elaborate possible solutions. The participants should come from the staff of the parliament administration, the law community, scientific institutions and the civil society. Perhaps the candidates can only be determined during the course of the stuffy.