**Questionnaire for the Parline Database:**

**Annual activities of parliament in 2021**

## Text  Description automatically generatedAbout this questionnaire

In the first quarter of each year the IPU collects factual data from all parliaments on their annual activities during the previous year(s). This data is published in the [Parline](https://data.ipu.org/) database on national parliaments.

This questionnaire collects data for the year 2021. It contains 14 routine questions about annual activities, such as the number of days the parliament met, the number of laws passed etc.

In addition, parliaments are requested to review, update and complete answers to 17 questions on ‘Openness & Transparency’ in parliamentary working methods.

This and other data in the Parline database underpins analysis that supports [IPU’s Strategic objectives](https://www.ipu.org/resources/publications/about-ipu/2022-01/strategy-2022-2026) and monitoring the 2030 Sustainable Development Agenda via SDGs 5.5.1 and 16.7.1.

The questionnaire is available in English, French and Spanish. We expect that the questionnaire should take around 4-6 hours to complete, depending on how easily available the information is. When completing the questionnaire, we recommend that parliaments:

1. consult past data reported via your parliament’s Parline page
2. consult FAQs which provide guidance and real examples of answers
3. consult [model questionnaires](https://data.ipu.org/content/questionnaires)
4. contact parline@ipu.org for any further clarifications

Parliaments are kindly requested to complete the questionnaire by **9 May 2022**. The preferred method is to complete the questionnaire [online here](https://survey.alchemer.eu/s3/90415654/ef79e078a394). Alternatively, parliaments may complete the questionnaire in Word and return it to parline@ipu.org.

This questionnaire has been sent to the Parline Correspondent in each parliament, with copy to the parliament’s IPU Group. Parliaments that have not yet designated a Parline Correspondent are requested to do so at the earliest opportunity.

More information about Parline Correspondents is available at <https://data.ipu.org/content/parliaments> along with a [‘Checklist’](https://www.ipu.org/file/9127/download) of what Parline updates should be reported and when, as well as [Frequently Asked Questions (FAQs)](https://www.ipu.org/file/12805/download) pertaining to this questionnaire and others.

## Notes

Questions 1-8 & 15-22 are applicable to the entire parliament, whether unicameral or bicameral. For others, space is provided to report data for each chamber of a bicameral parliament.

Please provide data for the calendar year (1 January to 31 December), whenever possible. If it is not possible to provide data for the calendar year, please specify the reference period (for example, 1 April to 31 March) in the Notes field at the end of the questionnaire. Any other supporting information can also be provided in this Notes field. If the supporting information refers to a specific question, please indicate the question number.

## About Parline

[Parline](https://data.ipu.org/) is a unique and free source of comprehensive, accurate and up-to-date reference information on parliaments around the world. IPU depends on parliaments to regularly supply information and updates to ensure shared responsibility for Parline and the integrity of the data it houses. It provides parliaments, academics, students, international organizations, the media and many other database users with a comparative perspective on the composition and working methods of parliaments. Data is frequently used for research, correspondence, and briefing purposes. It is the official source of data for **SDG indicators** **5.5.1** and **16.7.1(a).**

**For more information about Parline, please visit the “**[**About**](https://data.ipu.org/content/about-open-data-platform)**” page or contact Ms. Addie Erwin at** **parline@ipu.org**.

## Identification

## Country:

**Date:**

*Please provide contact details for the person that we can contact for further details or clarifications.*

**Name:**

**Job title:**

**E-mail:**

**Telephone:**

**Are you the** [**Parline Correspondent**](https://data.ipu.org/content/parliaments) **for your parliament/chamber?** [ ]  Yes [ ]  No

## Questions – for each of the following, in 2021:

1. **Were there any amendments to the Constitution or the electoral law affecting the structure of your parliament?**

 [ ]  Yes [ ]  No

*If* ***yes****, please provide details (e.g. structural changes, name change for chamber, date change(s) took place etc.)*

1. **Were there any amendments to the Constitution or the electoral law affecting the statutory number of members in your parliament?**

[ ]  Yes [ ]  No

*If* ***yes****, please provide details (e.g. previous number of members, new number of members, date change(s) took place etc.)*

|  |  |
| --- | --- |
| 1. **How many laws were adopted by Parliament?**

*Please briefly explain what types of laws are included in your response.* |  |
| 1. **How many times did the Head of State decline to give assent to legislation passed by Parliament?**

[ ] *If the Head of State cannot decline to give assent to legislation, please check this box and move on to the next question.* |  |
| 1. **How many times did the Executive use a procedure to introduce emergency legislation[[1]](#footnote-1) into Parliament?**

[ ]  *If there is no procedure for introducing emergency legislation, please check this box and move on to the next question.* |  |
| 1. **What was the State budget?**

*Reference date: 31 December of that year.**Please indicate the currency.* | **Currency:****Budget:** |

1. **What was Parliament's budget?**

*Please provide an overall figure for the Parliament.For bicameral parliaments: where applicable, please also provide the budget for the lower and upper chambers.*

|  |  |  |
| --- | --- | --- |
| Parliament[[2]](#footnote-2) | Lower chamber | Upper chamber |
|  |  |  |

1. **How many staff[[3]](#footnote-3) were employed by parliament?**

*Please provide the number of full time equivalent (FTE) Secretariat staff and an overall figure for the Parliament. For bicameral parliaments: where applicable, please also provide the number of staff employed by the lower and upper chambers.*

*Reference date: 31 December of that year*

|  |  |  |
| --- | --- | --- |
| Parliament | Lower chamber | Upper chamber |
|  |  |  |

1. **How many written questions were submitted to and answered by the Executive?**

|  |  |  |
| --- | --- | --- |
|  | Unicameral parliament or Lower chamber | Upper chamber |
| Submitted |  |  |
| Answered |  |  |

1. **How many parliamentary inquiries[[4]](#footnote-4) were carried out?**

|  |  |
| --- | --- |
| Unicameral parliament or Lower chamber | Upper chamber |
|  |  |

1. **On what date did the Executive submit the draft budget to Parliament, and on what date did Parliament adopt the budget?**

*Please use the date format DD/MM/YYYY.*

|  |  |  |
| --- | --- | --- |
|  | Unicameral parliament or Lower chamber | Upper chamber |
| Submitted |  |  |
| Adopted |  |  |

1. **How many days did parliament meet in plenary[[5]](#footnote-5)?**

|  |  |
| --- | --- |
| Unicameral parliament or Lower chamber | Upper chamber |
|  |  |

1. **How many parliamentary groups[[6]](#footnote-6) were there?**

*Reference date: 31 December of that year*

|  |  |
| --- | --- |
| Unicameral parliament or Lower chamber | Upper chamber |
|  |  |

1. **What was the basic annual salary of parliamentarians?**

*Please provide the gross basic annual salary (before tax), not including allowances.*

|  |  |
| --- | --- |
| Unicameral parliament or Lower chamber | Upper chamber |
|  |  |

**Openness & Transparency, Code of conduct, Gender policy**

|  |
| --- |
| *IPU collected data for questions 15-31 below from some parliaments in 2013-2014.**Data for these questions can be found in* [*Parline*](https://data.ipu.org/) *in the following sections:**- ‘Working Methods >> Openness and Transparency**- Administration (for ‘gender policy’- Q22) and**- Parliamentary mandate (for ‘code of conduct’ – Q23)****If your parliament has not yet provided answers to these questions****, you will not see any data in Parline for your parliament for these questions** *PLEASE COMPLETE QUESTIONS 15-31 BELOW*

***If your parliament has already provided answers to these questions****, you will be able to see data in Parline for your parliament for these questions.* * *PLEASE REVIEW THE DATA IN PARLINE FOR YOUR PARLIAMENT*
* *ONLY COMPLETE THE QUESTIONS THAT NEED TO BE CORRECTED OR UPDATED.*

***Please also check one of these boxes:***[ ]  *The data in Parline is correct and no changes are required*[ ]  *Corrections and updates to the data in Parline are indicated below* |

**Annual reporting by parliament**

1. **Does parliament publish an annual report of its activities?**

[ ]  Yes [ ]  No

1. **Is the annual report available on the parliamentary web site?**

*Please provide additional relevant information if necessary, e.g. if parliament publishes monthly/quarterly reports.*

 [ ]  Yes [ ]  No [ ]  Not applicable

## Does parliament publish the parliamentary budget?

 [ ]  Yes [ ]  No

### ***If yes****,* **what level of detail of the parliamentary budget is published?**

### *Please select only one answer.*

[ ]  Only the total amount of the budget

[ ]  A summary of the main elements

[ ]  The complete budget

[ ]  Not applicable

1. **Is the parliamentary budget available on the parliamentary web site?**

[ ]  Yes [ ]  No[ ]  Not applicable

***If yes,*** please provide a URL link here:

If the budget is available on another website, please provide a URL link here:

**Freedom of information & Lobbying**

1. **Is there a freedom of information law[[7]](#footnote-7) in your country?**

[ ]  Yes [ ]  No

* 1. ***If yes*, is parliament subject to the freedom of information law?**

[ ]  Yes [ ]  No[ ]  Not applicable

* 1. **Does parliament have an office/division specifically responsible for responding to FOI requests?**

[ ]  Yes [ ]  No[ ]  Not applicable

* 1. **Please briefly describe any categories of information that are exempt from disclosure:**
1. **Are there rules about the activities of lobbyists in parliament?**

[ ]  Yes [ ]  No

***If yes****, please indicate the source of these rules and provide any additional relevant information.*

1. **Is there a register of accredited lobbyists?**

[ ]  Yes [ ]  No

***If yes*, is the register available on the parliamentary web-site?**

[ ]  Yes [ ]  No[ ]  Not applicable

## Does the parliament administration have an official gender equality policy?

*For example, a gender equality policy might address the recruitment and promotion of women in the parliamentary administration, family-friendly measures for staff with care responsibilities - including childcare and breastfeeding facilities or flexible working arrangements -, and policies to address gender-based discrimination and harassment).*

[ ]  Yes [ ]  No

***If yes,***

Does it cover the recruitment and promotion of women staff? [ ]  Yes [ ]  No

Does it provide for family-friendly work arrangements? [ ]  Yes [ ]  No

Does it address gender-based discrimination and harassment? [ ]  Yes [ ]  No

***Please provide the web link to the gender equality policy and any relevant notes. If the policy is not online, please send a copy of it to parline@ipu.org.***

***URL:***

[ ]  If the web link is not available, please check here.

***Notes / further information:***

|  |
| --- |
| **Code of conduct** |
|  | Unicameral parliament or Lower chamber | Upper chamber |
| 1. **Is there a Code of Conduct for members?**
 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Parliamentary documents & Access to parliament** |
|  | Unicameral parliament or Lower chamber | Upper chamber |
| 1. **Are the agendas of plenary meetings published in advance on the parliamentary website?**
 | [ ]  All [ ]  Some [ ]  None | [ ]  All [ ]  Some [ ]  None |
| 1. **Are the agendas of committee meetings published in advance on the parliamentary website?**
 | [ ]  All [ ]  Some [ ]  None | [ ]  All [ ]  Some [ ]  None |
| 1. **Are the results of plenary votes on draft legislation published on the parliamentary website?**
 | [ ]  All [ ]  Some [ ]  None | [ ]  All [ ]  Some [ ]  None |
| 1. **Is draft legislation published on the parliamentary website?**
 | [ ]  All [ ]  Some [ ]  None | [ ]  All [ ]  Some [ ]  None |
| 1. **Is there a system for individual citizens to submit comments on draft legislation on the parliamentary web site?**
 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| 1. **Are plenary meetings open to the public?**
 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| *Please briefly indicate any restrictions on access to plenary meetings.* |  |  |
| 1. **Are committee meetings open to the public?**
 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| *Please briefly indicate any restrictions on access to committee meetings.* |  |  |
| Is there a dedicated channel[[8]](#footnote-8) for broadcasting parliamentary meetings? | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| ***If yes*, which media does the channel use?** *Please select all that apply.* | [ ]  TV[ ]  Radio[ ]  Webcast | [ ]  TV[ ]  Radio[ ]  Webcast |
| **Which meetings are broadcast?***Please select all that apply.* | [ ]  Plenary sittings[ ]  Committee meetings | [ ]  Plenary sittings[ ]  Committee meetings |

**Notes**

*Please provide any supporting information that is relevant to the answers provided.*

*Where appropriate, please specify the number of the question to which the note applies.*

1. The procedure may also be referred to differently depending on the parliament, for e.g., urgent proceedings. In general, this is a formalized procedure that involves speeding up the passage of legislation by circumventing normal processes. [↑](#footnote-ref-1)
2. In absence of a figure being provided for a parliamentary budget for bicameral parliaments, a sum of figures provided for the lower and upper chamber will be input into Parline. [↑](#footnote-ref-2)
3. This question aims to understand the human resources available to a parliament (i.e. total secretariat) thus should be an overall figure for the parliament, not including MPs or personal staff employed by the MP. The total should reflect full-time staff, thus any part-time staff should be included based on the time they work (e.g. calculated as 50% = .5, 80% = .75, full-time = 1). Both permanent and contracted staff may be included. [↑](#footnote-ref-3)
4. The aims and objectives of parliamentary inquiries cover a large spectrum: from a general examination of an issue of public interest to an investigative inquiry into a specific topic, the results of which may have penal implications. See page 39 of IPU (2007) “Tools for Parliamentary Oversight” which further describes parliamentary inquiries, <http://archive.ipu.org/PDF/publications/oversight08-e.pdf>. [↑](#footnote-ref-4)
5. This may include virtual sessions. [↑](#footnote-ref-5)
6. Parliamentary groups are the primary means by which political parties organize themselves in parliament. They may also be known as “party groups”, “coalitions”, “caucuses” or “factions”. They are different from all-party groups on specific issues, or inter-parliamentary friendship groups (which should not be included in the total). Only recognized groups and those that meet parliamentary rules should be included. [↑](#footnote-ref-6)
7. In many countries, access to information held by public authorities may be guaranteed by a freedom of information (FOI) law. The scope of the law varies from country to country, and may include some or all parliamentary documents. [↑](#footnote-ref-7)
8. A dedicated channel is one that is mainly about parliament, and is accessible free of charge to the general public. The channel might be owned by Parliament or a public or private company. Dedicated channels may be broadcast by parliament, government, or another broadcaster. They may be carried on television, radio or the Internet (webcasting). [↑](#footnote-ref-8)