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| --- |
| Current & Future Tasks – send questionnaires to parline@ipu.org |
| [ ]   | **Submit an** [**Annual Activities questionnaire**](https://survey.alchemer.eu/s3/90317738/Annual-Activities-of-parliament-in-2020) **(once per year) – forthcoming in Feb 2020** |
| [ ]   | **Submit a** [**Post-election questionnaire**](https://www.surveygizmo.eu/s3/90238635/Post-election-questionnaire-for-Parline-database) **(after each general election/renewal)** |
| [ ]  | **Submit data on age of members, valid at the *start of the current* legislature***This information is updated post-election, once, at the start of a new legislature. Only changes to the total number of women and men MPs is tracked thereafter.**See your chamber’s “Basic information”Parline page to ensure age data corresponds to the start of your current legislature. If you do not see age data, please send the following to* *parline@ipu.org*:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 18-20 | 21-30 | 31-40 | 41-45 | 46-50 | 51-60 | 61-70 | 71-80 | 81-90 | 91 and over | Total per sex |
| Male |  |  |  |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |  |  |  |
| Total per age interval |  |  |  |  |  |  |  |  |  |  |  |

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| [ ]   | **Notify the IPU of updates, *every time* there is a change to any of the following:** * 1. Speaker
	2. Secretary-General / Clerk
	3. Number of women in parliament (used to monitor SDGs 5.5.1 and 16.7.1)
	4. Statutory number of members
	5. Structure of parliament (e.g. bicameral to unicameral)
	6. Contact details of your parliament
	7. URL links to: the parliamentary website, Constitution, and Rules of Procedure or Standing orders
	8. Voting age in parliamentary elections *or* age of eligibility
 |
| Past Tasks  *– if any of the below items have not been completed, please do so* |
| [ ]   | [**2013-2017**](https://www.surveygizmo.eu/s3/90090921/Data-on-the-annual-activities-of-parliament) **&** [**2018-2019 Annual Activities**](https://www.surveygizmo.eu/s3/90238510/2018-2019-Annual-Activities-of-parliament) **questionnaire***Please ensure to submit this questionnaire to support a historical record and ensure data in the “*[*Compare Data on Parliaments*](https://data.ipu.org/compare)*” page is populated over time* |
| [ ]   | [**Post-election questionnaire**](https://www.surveygizmo.eu/s3/90238635/Post-election-questionnaire-for-Parline-database) **for general elections/renewal held between 2019-2020**  |
| [ ]   | **Age and sex data on the Chairs of committees for:** foreign affairs, defence, finance, human rights and gender equality *via question 18* of the [Post-election questionnaire](https://www.surveygizmo.eu/s3/90238635/Post-election-questionnaire-for-Parline-database) OR the annual Women in Parliaments questionnaire (used to monitor SDG 16.7.1a) |
| [ ]   | **Reported information on the *existence* or *not* of the following specialized bodies** by submitting questionnaire/s for each of the following:1. [Women’s caucus / network](https://www.surveygizmo.eu/s3/90104091/Women-s-Parliamentary-Caucuses)
2. Committee with a mandate to address [*gender equality*](https://www.surveygizmo.eu/s3/90093647/Parliamentary-committees-dealing-with-gender-equality)
3. Committee with a mandate to address [*human rights*](https://www.surveygizmo.eu/s3/90092049/Parliamentary-committees-on-human-rights)
 |

***NOTE:*** *Find and complete all Parline questionnaires via the “*[*Questionnaires for parliaments”*](https://data.ipu.org/content/questionnaires) *page and send all questions, changes / updates, or feedback to Ms. Addie Erwin at* *parline@ipu.org**. Please regularly check your parliament’s Parline page(s) to ensure data is kept up-to-date.*