

# PARLIAMENT IN PRACTICE

## OVERVIEW

Parliament in Practice provides attendees with a unique opportunity to learn about the operations of Parliament, from those working within Parliament walls, and who are tasked with overseeing the roles and functions of Parliament. This seminar provides an introductory overview of the role and functions of Parliament and explores the legislative, select committee and cabinet processes. It also provides insights into working effectively with ministers.

## WHO SHOULD ATTEND?

This seminar is designed for departmental and crown entity staff who want to develop a greater understanding of the functions of Parliament, the passage of legislation, select committee and cabinet processes and working effectively with ministers. **Please note, this is an introductory level seminar.**

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| DATE             | Wednesday 9 September 2020                                   |
| TIME             | 9.15am – 3.20pm  |
| VENUE            | The Grand Hall, Parliament Buildings, Wellington             |
| REGISTRATION FEE | IPANZ Member - \$375.00 + GST<br>Non-Member - \$450.00 + GST |

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| 9.15 – 9.45am   | <b>Registration</b><br>Welcome Tea & Coffee   |
| 9.45 – 9.50am   | <b>IPANZ welcome</b>  |
| 9.50 – 10.40am  | <b>Introduction to Parliament</b><br>The Office of the Clerk of the House of Representatives <ul style="list-style-type: none"> <li>- The role and functions of Parliament</li> </ul>   |
| 10.40 – 10.50am | <b>Micro Break</b>  |
| 10.50 – 12.00pm | <b>The House and Select Committee Processes</b><br>The Office of the Clerk of the House of Representatives <ul style="list-style-type: none"> <li>- The legislative process including the role of select committees</li> <li>- Parliamentary questions both written and oral</li> <li>- Parliament's financial cycle</li> </ul> |
| 12.00 – 12.45pm | <b>Lunch</b>  |
| 12.45 – 1.45pm  | <b>Tour of Parliament</b>   |
| 1.45 – 2.30pm   | <b>Cabinet Processes</b><br>The Cabinet Office, Department of Prime Minister and Cabinet <ul style="list-style-type: none"> <li>- An overview of Cabinet and its decision-making processes</li> <li>- Tips for writing a good cabinet paper</li> </ul>  |
| 2.30 – 3.15pm   | <b>Working with Ministers</b><br>Speaker TBC <ul style="list-style-type: none"> <li>- This session will provide some insight into what goes on in a Minister's office on a daily basis and how this sets the scene for Ministers' interaction with public sector officials</li> </ul>   |
| 3.15 – 3.20pm   | <b>Close of the Day</b>   |