



**NATIONAL  
DEMOCRATIC  
INSTITUTE**  
FOR INTERNATIONAL AFFAIRS

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## AGENDA

### National Democratic Institute for International Affairs Workshop: The Role of the Groupe Parlementaire in the Legislature February 27- March 1, 1998

#### PLENARY SESSION

- |                     |                                                                                                                                                                                                                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00 am -9:30 am    | <b>Introduction</b><br>Brief Introduction to NDI<br>Presentation of the Goals of the Workshop<br>Overview of Workshop Agenda<br>Presentation of International Participants                                                                                                                           |
| 9:30 am -11:00 am   | <b>Relations Between Governing and Opposition Parties</b><br>The Role of Governing Parties<br>The Role of Opposition Parties<br>Rights and Responsibilities of Opposition and Governing parties                                                                                                      |
| 11:00 am - 12:30 pm | <b>The Party Caucus</b><br>Regular Communication (meetings)<br>Information Flow<br>Effective Use of Parliamentary Staff and Other Human Resources<br>Structure and Function of Research, How to Employ it Effectively<br>Role of Individual Members, "Whips" and "House Leaders"<br>Party Discipline |
| 12:30 pm - 2:30 pm  | <b>Lunch</b>                                                                                                                                                                                                                                                                                         |
| 2:30 pm - 4:00 pm   | <b>Developing Strategies for the Work of the Caucus in Parliament</b><br>Creating a Party Strategy for Plenary Debates<br>Organization in Committees<br>The Role of Individual Members                                                                                                               |
| 4:00 pm - 4:30 pm   | <b>Coffee Break</b>                                                                                                                                                                                                                                                                                  |
| 4:30 pm - 6:00 pm   | <b>Outreach by Caucus</b><br>Communication Between the Party Caucus and Party Headquarters<br>Modern Methods of Communicating Party Policy<br>The Use of the Legislature as a Platform for Policy<br>Communication And Voter Outreach                                                                |

**FINAL DRAFT AGENDA #2**  
**The Party Caucus in Parliament**  
**February 6-8, 1998**  
**Accra, Ghana**

**Friday, February 6**

9:00 -1:00            Briefing for International Trainers

6:30 - 7:30            Registration and Reception

7:30 pm                **Opening Ceremony and Dinner**  
Novotel Hotel

*Master of Ceremony:*

Hon. Dennis Delaney, Ph.D., NDI Ghana Legislative Advisor

*Welcoming Remarks by:*

Ms. Cara Hesse, NDI Ghana Field Director

*Keynote Address by:*

Hon. David M. Malatsi, National Party Senator  
Parliament of South Africa

**Saturday, February 7**

8:00 - 8:45            **Breakfast**  
Novotel

9:00 - 11:00           **Opening Plenary Session:**  
**Relations Between Governing and Opposition Parties in Parliament**  
Panelists:    Hon. Maria Leissner, Hon. David Malatsi,  
Moderator:    Hon. Jim Mitchell

International trainers will take 20 minutes each to discuss the multi-faceted relationship that exists between governing and opposition parties in parliament, giving examples from their experiences. They should touch on the following topics:

- What are the roles of governing and opposition parties in a democracy?
- What are the rights and responsibilities of parties in other established democracies (opposition parties and individual members of the ruling power)?

- How could the roles of parties represented in parliament be better defined and institutionalized?
- How can MPs reach out to build consensus on policy issues across party lines?

A question and answer period will follow the presentations.

11:00 - 11:15

**Coffee Break**

11:15 - 12:30

**Second Plenary Session:  
Organization of Party Caucus**

Panelists: Hon. Maria Leissner, Hon. Jim Mitchell

Moderator: Hon. David Malatsi

International trainers will present for 20 minutes each on the organization of party caucuses, drawing upon examples from their own experiences. The following topics will be addressed:

- What is the structure of party caucuses?
- How often should caucuses meet?
- What should be the flow of information within the caucus?
- How should the caucus communicate its message?
- How is parliamentary staff and other parliamentary resources used effectively in party caucuses?

A question and answer period will follow the presentations.

12:30 - 1:30

**Lunch**  
Novotel

1:45 - 3:00

**Third Plenary Session:  
Party Discipline**

International trainers will present for 20 minutes each on the roles and functions of whips and caucus leaders while addressing issues of party loyalty and inter-party cooperation. Moderator will facilitate question and answer period following presentations.

Panelists: Hon. Jim Mitchell, Hon. David Malatsi

Moderator: Hon. Maria Leissner

- How does the whip system works?
- What is the role of the whip and house leaders?
- Why is it important for MPs to obey the whip?
- When is it of benefit to cooperate across party lines?



- 3:00 - 3:15      **Coffee Break**  
Novotel
- 3.15 - 5:30      **Workshop No. 1:**  
**Developing Strategies for the Work of the Caucus in Parliament**  
Moderator will introduce a scenario with trainers outlining the principles for developing a strategy for caucus work in parliament. Participants will be divided into three groups (2 from majority & 1 minority) and given a hypothetical scenario to analyze. Each group will discuss the scenario separately and determine caucus strategies. Trainers will be assigned to each group as facilitators.
- Moderator: Dennis Delaney*
- 5:30              **End of Day Wrap-Up:** Each group will report on the strategy that has been agreed upon during the workshop.

**Sunday, February 8**

- 9.00 - 11:30      **Workshop No. 2:**  
**Caucus Outreach**  
Moderator Dennis Delaney will introduce a scenario with trainers outlining the principles for developing tactics. Participants will be divided into two (to be led by Hon. Mitchell and Hon. Delaney) and tasked with coming up with 4 or 5 imaginative tactics for party caucus outreach, communicating party policy, relationship with party headquarters, voter outreach. Trainers will be assigned to each group as facilitators.
- 11.30 - 12.30      **Closing Plenary/Q& A Session:**  
This plenary concludes with trainers summarizing on reconciling the multi-faceted and sometimes conflicting role of the MP as legislator, caucus member and constituency representative. Moderator will open the floor for question and answer period.
- Moderator: Dennis Delaney*
- 12:30 - 1:00      **Recommendations and seminar evaluation**
- 1.00              **Closing Ceremony and Lunch**