



Inter-Parliamentary Union
For democracy. For everyone.

World e-Parliament Conference 2016

28-30 June 2016

Co-organized by the Inter-Parliamentary Union and the
Chamber of Deputies of Chile
#eParliament



NOTE FOR SPEAKERS AND MODERATORS

16 June 2016

Thank you for agreeing to speak or moderate during a session of the World e-Parliament Conference 2016!

This document provides some notes to help you prepare. It contains two sections:

1. **Types of sessions** describes the different formats that will be used.
2. **Suggested questions for each session** proposes some questions that moderators can use to focus the discussions. Speakers are also encouraged to refer to these questions in their presentations.

Please be sure which type of session you are taking part in, and prepare accordingly!

Participants in the conference will include members of parliament, senior parliamentary staff and ICT Directors. Presentations should be at the appropriate level for the audience and should contain enough detail to allow participants to understand the main issues.

Speakers can speak in **English, French or Spanish**, as simultaneous interpretation will be provided in these languages by the conference organizers at all sessions.

Speakers who wish to speak in another language will need to bring their own interpreters and must inform the Conference Secretariat in advance so that arrangements can be made with the interpreters.

The **Twitter hashtag** for the Conference is **#eParliament**. Please tweet about your participation and spread the word among your network!

A template for Powerpoint presentations can be downloaded from:
<http://www.wepc2016.org/images/wepc2016/documents/template.ppt>. If you do use a Powerpoint presentation, please send it in advance by e-mail to wepr2016@ipu.org.

The Conference Secretariat will be available to assist with time-keeping, technical issues and other house-keeping matters during each session.

Please contact the Conference Secretariat at the Inter-Parliamentary Union for any further information: wepr2016@ipu.org

1. Types of sessions

There are four different types of session within the conference, described below:

- Presentations
- Question and Answer (Q&A)
- Innovation in parliament
- Workshops

Every session will be chaired by a moderator who will open the session, manage the timekeeping, guide the debates and manage questions from the audience.

Session type: Presentations

This type of session begins with presentations from between two and four speakers.

Presenters will have a **maximum of 15 minutes** to speak and moderators will intervene to cut short excessively long presentations. Presentations should normally describe what was done, why and how it was done, and what the results and lessons learned have been.

Presentations will be followed by questions and comments from the audience, which will be facilitated by the moderator.

Powerpoint facilities will be available. Presenters are encouraged to use the Powerpoint template that has been prepared for the conference. Powerpoint slides must be provided to the Conference Secretariat in plenty of time before the start of the session so that the conference support team can load them onto the appropriate computer(s).

Moderators may make some brief introductory remarks (two to three minutes maximum) at the opening of the session. The moderator will aim to encourage an active debate with participants in the session. They may, for example, pick up points of interest from the presentation, and ask participants to share their experiences in this area. They may also make a brief summary at the end of the session.

Session type: Q&A

This is a panel session that will be chaired by a moderator with three or four panellists.

Q&A sessions begin with the moderator asking a number of questions to the panellists. Panellists are requested to give short, succinct replies from their own experience that introduce the main issues.

After around 30 minutes of Q&A, the moderator will open the debate to the audience so that questions can be asked from the floor.

These Q&A sessions do not include individual presentations, and do not use Powerpoint slides.

Panelists are encouraged to engage with what others on the panel and in the audience say and to pick up on themes and concepts as they emerge. This format is more informal than the presentations and works best as a conversation.

Moderators should prepare questions for the panellists in advance. The Conference Secretariat can assist in preparing questions, if necessary. The moderator is encouraged not to simply go around the panel each time but to select different members, be dynamic and intervene to clarify issues, raise supplementary questions and to deepen the debate.

Session type: Innovation in parliament

Innovation in parliaments is a 30-minute segment, where three presenters have 5 minutes to present one highlight from their parliament. This segment also includes a daily update on the Hackathon. Innovation in parliaments segments will begin at approximately 12:30 each day.

Presenters have up to a maximum of 5 minutes to make their presentation, and can show a maximum of three powerpoint slides. Presentations should focus on one innovation that parliament considers to be the most interesting/significant/recent.

Moderators will intervene to cut short presentations that go beyond 5 minutes. There will be no questions or comments from the audience in Innovations in parliament segment.

Conference participants will be able to comment and share examples on the theme online Innovation Board <http://wepc2016.org/en/innovation-board>.

Session type: Workshops

Workshops will be lead by an experienced moderator. They will be practical, hands-on sessions, in which all participants will be involved. There will be no presentations.



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2. Suggested questions for each session

	Policy Track	Technical track
	Monday 28 June	
09:30 – 10:00	Opening ceremony	
10:00 – 11:00	Launch of the World e-Parliament Report 2016	
11.30-13.00	Discussion of findings of World e-Parliament Report The findings of the World e-Parliament Report 2016 show how digital and social technologies have led to and supported deep changes in the operational environment and cultural landscape of parliaments. The digital parliament is now a living entity that is linked to those it serves in ways that were hard to imagine when the first World e-Parliament Report was published in 2008.	ICT strategic planning <i>Session type: Presentations</i> The challenges parliaments face are not simply ones of technology adoption; many are strategic and need to be addressed at a systemic level. To resolve this challenge, there needs to be a stronger focus on articulating, addressing and resolving the strategic barriers <ol style="list-style-type: none"> 1. How engaged are you senior ICT staff in developing and approving the parliaments strategic agenda and plan(s)? 2. What are the biggest barriers to using ICT more strategically in your parliament? 3. How do you measure the impact and effect of your strategic plan and how is then reflected back into the planning process?
	12.30: Innovation in parliaments #1	

	Policy Track	Technical track
14:30-16:00	<p>The goals of an “e-parliament” today <i>Session type: Q&A</i></p> <p>It is increasingly accepted that governance institutions aren't changing/adapting as quickly as society and technology. The challenge for parliaments in the coming decades will involve being more nimble in the face of rapid socio-economic and technological change. This session will focus on what parliaments are, or need to be, doing to prepare themselves.</p> <ol style="list-style-type: none"> 1. What strategic priorities drive your programme for an e-Parliament? 2. Who sets these priorities? 3. How are your aspirations for an e-Parliament reflected in terms of the overall strategy for your parliament? 4. What barriers did you face trying to advance your e-Parliament programme and how have you overcome them? 	<p>Legislative document management <i>Session type: Presentations</i></p> <p>Digital technologies and their underlying processes now allow parliaments to create systems that underpin the legislative, representative and oversight work of parliaments. This session looks at recent innovations in the field of legislative document management, including developments on open standards, and both XML-and non-XML based systems.</p> <ol style="list-style-type: none"> 1. What challenges have you faced adopting document management systems (for example, lack of XML skills, schema development)? 2. How is the process of handing off draft legislation between government and parliament made easier (or harder) through new document management systems? 3. Have you adopted an open scheme, such as Akoma Ntoso, a national (or governmental standard), been obliged to follow the schema adopted by the solution provider or not considered this at all when implementing a DMS?
16:30-18:00	<p>Digital parliamentarians: Tools, opportunities and challenges for elected representatives <i>Session type: Presentations</i></p> <p>This session will investigate the technologies being used by parliamentarians inside and outside the parliamentary chamber to connect with citizens, including young people. It will also touch on ways to build awareness and create incentives for all parliamentarians to use digital technologies.</p> <ol style="list-style-type: none"> 1. How have digital and social tools changed the relationship between members and the public? 	<p>Workshop: Creating ICT infrastructure in a low-resource environment <i>Session type: Workshop</i></p>

	Policy Track	Technical track
	<ol style="list-style-type: none"> 2. How does the more autonomous and independent use of social tools impact on the more formal communications of the parliament? 3. How does your parliament handle training and support for MPs to use digital tools? 4. What tools do you feel deliver the greatest value to members (and conversely to citizens)? 	
Wednesday 29 June		
09:00-10:30	<p>Openness: building commitment to openness <i>Session type: Presentations</i></p> <p>It is perhaps too early to say that openness is ‘business as usual’ for parliaments, but it is certainly clear that making information accessible to people outside parliament is increasingly happening in digital, and specifically machine-readable, ways. The session will explore new and emerging forms of commitment to openness in legislation and parliamentary rules and practices.</p> <ol style="list-style-type: none"> 1. How does a commitment to openness manifest in your parliament’s strategy? 2. What barriers prevent your parliament from being more open and transparent (these could be cultural or technical)? 3. What technical standards and good practice are you adopting to encourage and support parliamentary openness? 4. How are you (or do you intend to) work with external partners and other interested parties, such as PMOs and the media, to increase your commitment to openness? 	<p>Recent developments in parliamentary websites <i>Session type: Presentations</i></p> <p>The website has become one of the primary channels for parliaments to communicate, share information and engage with the public. Today, the proliferation of mobile devices, the social web and higher bandwidth capabilities mean that websites increasingly include audio, video, data, are more interactive and are designed to work cleanly on a wide range of devices. This increases the complexity of planning, managing and resourcing a parliament’s web-estate, as well as the costs of operating it.</p> <ol style="list-style-type: none"> 1. Describe the growth of your website and how you have managed the resources and support for this? 2. Where does your content from – a central web or communications team? It’s sourced from around the parliament but coordinated centrally? Individual departments and committees can post their own content? 3. What are the biggest changes in the use of your website that you envisage over the next two years?

<p>11:00-13.00</p>	<p>Openness: making use of open data <i>Session type: Presentations</i></p> <p>At first, it was assumed that if parliaments made their data available, people would come and get it. More recently, it has become clear that there is still much to do to make open data “profitable” and usable in a constant and reliable way. The session will also question parliament’s ability to access and use data from the executive branch of government and elsewhere in its own research activities.</p> <ol style="list-style-type: none"> 1. What are the barriers to you making your data open and accessible? 2. What parliamentary data sets are you prioritising when it comes to open data? 3. How do you, or would you, consider working with PMOs and other third party organisations in order to make your data more useful and usable. 4. We tend to focus on parliament as a publisher of open data, but how could your parliament become a more effective consumer of open data (which could be from government, other public agencies or researchers) 	<p>Workshop: Citizen engagement strategies and social media <i>Session type: Workshop</i></p>
	<p>12.30: Innovation in parliaments #2; Hackathon update</p>	

<p>14:30-16:00</p>	<p>Trends in citizen input to the work of parliament <i>Session type: Presentations</i></p> <p>Numerous participatory processes are being developed in law-making. What are the most effective ways to connect parliaments and citizens? To what extent do these processes address the digital divide within countries, which leaves many men and women feeling angry and excluded from the political process?</p> <ol style="list-style-type: none"> 1. What are the barriers that prevent you getting more effective input from citizens? 2. What technologies is your parliament using, or looking to use, to help gather a broader and deeper range of perspectives? 3. Can you give examples of parts of the parliamentary process where using digital tools to gather citizen input is working well (and, inversely, where has it not worked and why)? 4. How do you see the relationship between parliament and citizens changing in the next five years? 	<p>Cyber security <i>Session type: Q&A</i></p> <p>Cyber security is of increasing importance at the current time. This session will look at the steps parliaments are taking to guarantee the integrity of their proceedings and consultations.</p> <ol style="list-style-type: none"> 1. What is your biggest challenge in terms of cybersecurity? 2. Does your IT strategy address cybersecurity? 3. How do you manage the tensions between more open access and greater and more persistent threats? 4. How do you make parliamentary users aware of the risks to your security?
<p>16.30-18.00</p>	<p><i>Tour of Parliament buildings</i></p>	
<p>Thursday 30 June</p>		
<p>09:00-10:30</p>	<p>Working together: national partnerships <i>Session type: Presentations</i></p> <p>There is a range of models for good collaboration between parliaments, civil society and other partners, including multi-party working groups, parliamentary inquiries, formal commissions and other mechanisms. This session will help to identify lessons learned in establishing successful partnerships.</p> <ol style="list-style-type: none"> 1. What type of partnership has been formed, and what has it 	<p>*Unconference*</p>

	Policy Track	Technical track
	<p>achieved?</p> <ol style="list-style-type: none"> 2. What challenges have been experienced in the partnership, and what have been the lessons learned? 3. What would be your recommendation to other parliaments about the benefits and costs of partnerships with other national stakeholders? 	
11:00-13:00	<p>Working together: global and regional collaboration <i>Session type: Presentations</i></p> <p>Globalization of politics requires parliaments all over the world to cooperate and exchange information. The session will learn about existing forms of inter-parliamentary collaboration, and discuss perspectives for developing common approaches, including open source software solutions, and open standards for legislative document management, including XML.</p> <ol style="list-style-type: none"> 1. What are the skills you'd like to get more help with? 2. What areas are you finding difficult to get external support with? 3. What are some innovative ways that parliaments could get better at sharing their skills and experiences? 	
	<p>12.30: Innovation in parliaments #3</p>	
14:30 – 15:30	<p><i>Feedback from the conference; lessons learned and future perspectives; presentation of the results of the Hackathon</i></p>	
15:30 – 16:00	<p><i>Conclusions and closing ceremony</i></p>	