

Legislative Monitoring Tools

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IV. ASSEMBLY SESSION DISCUSSION & DECISION MATRIX

This is an example of a form developed by NDI's partners in Kosovo that was used by monitors observing National Assembly sessions to capture information regarding the number of times individual MPs made a motion or asked a question. There are also spaces available to collect information on the amount of times an MP did other things of interest.

V. MUNICIPAL ASSEMBLY SESSION MONITORING FORM

This form was developed by NDI's partners in Kosovo in order to monitor Municipal Assembly sessions and meetings. Instead of focusing on the actions of individual legislators, observers used the form primarily to monitor the legislative process.

FORM B- MONITORING THE MUNICIPAL ASSEMBLY MEETINGS/SESSIONS

| | | | |
|----------------------------|--|---------------------------|--|
| Name of monitor: | | | |
| NGO: | | Regular meeting #: | |
| Municipal Assembly: | | Starting time: | |
| Date: | | Ending time: | |

| Section A: Prior to Municipal Assembly meeting/session | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| Did Municipal Assembly made public the meeting/session at least one week (7 days) earlier, compliant with the Law on Self-governance 2007/30, throughout posters or announcements? | | |
| Were these posters/announcements put in places visible for the citizens? If No, use additional paper to explain. | | |
| Were Municipal Assembly materials (i.e. agenda etc) distributed to members prior to MA session? | | |
| Was it ensured that these materials are translated for MA members in their languages? | | |
| Did NGOs and citizens have possibilities to express their opinion/change meeting agenda prior Assembly meeting/session? | | |

| Section B: During Municipal Assembly session | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| Did the meeting/session start on time? If No, which are the reasons (use additional paper to explain)? | | |
| Who chaired the meeting/session? | | |
| Were all MA members/representatives present at the meeting/session? If No, who is missing, member of which political entity? a) b) c) d) | | |
| Was the last meeting minutes distributed among MA members? | | |
| Did the last meeting minutes include the information on how each elected official voted regarding raised issues at the last session? | | |
| Did you require previously by MA officials to incorporate in meeting minutes how each elected official vote? | | |
| Was meeting minutes translated on other languages (if necessary)? | | |
| Was last meeting minutes approved by majority? | | |

What is MA meeting Agenda? (write below)

Which are the issues being voted upon? List and note the votes

- 1.
- 2.
- 3.

| | | |
|--------------------------------------------------------------------------------------------------------|--|--|
| Are elected officials voting on party line? | | |
| Were discussions performed in tolerant and constructive atmosphere? If No, explain. | | |
| Were at least half of the officials present during voting procedure? | | |
| Did any of the raised issues cause disruption among Assembly members on ethnic basis? If Yes, explain. | | |
| Is MA session running according to Agenda? If No explain. | | |
| Did any of raised issues initiate disruption among MA members on political basis? | | |

| Section C: At the end of Municipal Assembly meeting/session | Yes | No |
|------------------------------------------------------------------------------|------------|-----------|
| Did any issue remained open? If Yes, explain. | | |
| Was the session closed regularly? If No, explain | | |
| Were all elected officials present at the end of the session? If No, explain | | |

(For additional information, please use additional paper)

VI. CENTRAL COMMISSIONS MONITORING FORM - KOSOVO

This form was developed by NDI partner, KDI, to monitor the work of sixteen central government commissions in order to identify any violations. The findings from the monitoring have been publicized in reports that also contain recommendations for improving performance.

| | Date of meeting | | Date of meeting | | Date of meeting | |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----|-----------------|----|-----------------|----|
| | | | | | | |
| | | | | | | |
| | 1 | | 2 | | 3 | |
| | Yes | No | Yes | No | Yes | No |
| Administrative issues | | | | | | |
| Have they announced the meeting of the commission on Assembly web page? | | | | | | |
| Was this meeting of the commission open for public? | | | | | | |
| Is there a governmental official present? | | | | | | |
| Did the meeting start on time? | | | | | | |
| Is there a quorum to commence the meeting? | | | | | | |
| Did the mayor chair the meeting of the commission? | | | | | | |
| Was this a joint meeting with other commission? | | | | | | |
| Does the commission have sub-commission reporting in this meeting? | | | | | | |
| Was this meeting a Public Hearing with inclusion of the experts, civil society activists, and groups of interests? | | | | | | |
| Were there translations for the minority members of the commission and citizens provided? | | | | | | |
| Agenda and Minutes | | | | | | |
| Does the agenda include issues initiated by the citizens, or raised by the assembly members, political entity, petition, or any other way? | | | | | | |
| Was there a proposal to change the agenda? If Yes was this proposal taken into consideration? | | | | | | |
| Were there objections raised by the assembly members concerning the delivery or translation of the materials? | | | | | | |
| Did all assembly members received the minutes of the previous meeting? | | | | | | |
| Was there any objection concerning the minutes of the previous meeting? | | | | | | |
| Did members of the commission respect the agenda of the meeting? | | | | | | |
| Were there all topics of the agenda reviewed and concluded? | | | | | | |
| Have they postponed any topic of the agenda for coming session of the commission? | | | | | | |
| Did the meeting of the commission conclude in regular way? | | | | | | |
| Discussions and Debates | | | | | | |
| Were there any issues that resulted with division amongst parliamentary groups? | | | | | | |
| Did the president of the commission allow assembly members to take the speech during the meeting? | | | | | | |
| Did any of the members declare financial conflict of interest in relation to activities of the commission prior to the meeting? | | | | | | |

| | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| Legislation | | | | | | |
| Did commission review any draft law (first reading) during this meeting? | | | | | | |
| Did commission amend any draft law during the meeting of the commission? | | | | | | |
| Was there a quorum during the voting process? | | | | | | |
| Executive monitoring | | | | | | |
| Were there ministries of governmental (Prime Ministers Office) representatives present during the review of the draft laws? | | | | | | |
| Did they assist the work of the commission and were they involved in discussions? | | | | | | |
| Did they invite the Minister under jurisdiction of this commission to report in front of it? | | | | | | |
| Did the commission discuss monitoring and implementation of the laws? | | | | | | |
| Did they request any person, document, or witness/evidence from government? | | | | | | |
| Did the meeting of this commission attend the independent public institution that does auditing and reporting in front of the Parliament? | | | | | | |
| Advice and support of experts | | | | | | |
| Did the commission engage external experts during the process for amending of the draft laws? | | | | | | |
| Were these experts engaging solely for the work of this commission? | | | | | | |
| Was there any internal expert engaged (from Assembly personnel) during the meeting of the commission? | | | | | | |
| Did the commission take into account the suggestions of the experts during the public hearings? | | | | | | |
| Only for Commission on Budget | | | | | | |
| Did the commission engage members of the opposition during the review of the work of executive and its activities? | | | | | | |
| Does the commission on public accountability have access in the account data and other relevant documentation of the executive? | | | | | | |
| Did the commission on Budget and Finances review the national budget and/or the legislation on budget? | | | | | | |
| Did the commission on Budget and Finances have sufficient time to review legislation on budget? | | | | | | |
| Participation and Inclusion of the Civil Society | | | | | | |
| Was there present the representative of media, NGOs or citizens in the meeting? | | | | | | |
| Have they been allowed to participate in the meeting? | | | | | | |
| Were all elected officials present during the conclusion of the meeting? If Not, explain how many assembly members were present in the end? _____ | | | | | | |
| Who are they (political entity): | | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

VII. PARLIAMENTARY ATTENDANCE SHEET ONCE QUORUM IS MET

This is an example of an attendance sheet developed by Al Quds, NDI's partner in Jordan. It was used by observers to monitor MPs' attendance.

Attendance Sheet Once Quorum is Met

| | | | |
|---------------------|---------|----------------|---|
| Regular Session No. | | | |
| Session No. | | | |
| Date of Session | / /2008 | | |
| Time of beginning | : | Time of Ending | : |

Phases of Work

| Name of Observer | Signature | Date of Signing the Form | Time |
|------------------|-----------|--------------------------|------|
| Name: | ----- | Date: / /2008 | : |

| | Name of MP | Present | Absent | | Name of MP | Present | Absent |
|----|----------------------|---------|--------|-----|------------------------------|---------|--------|
| 1 | Ibrahim Al Eteawi | | | 30 | Abdul Raheem Al Bikai | | |
| 2 | Ibrahim Al Omoush | | | 31 | Abdul Fattah Al Ma'ayta | | |
| 3 | Ahmad Al Bashabsha | | | 32 | AbdulKarim Al Doghmi | | |
| 4 | Ahmad Al Safadi | | | 33 | AbdulHadi Al Majali | | |
| 5 | Ahmad Al Otoum | | | 34 | Abdullah Zreikat | | |
| 6 | Ahmad Al Adwan | | | 35 | Abdullah Gharaybeh | | |
| 7 | Amneh Al Gharagheer | | | 36 | Abdullah Al Jazi | | |
| 8 | Ensaf Al Khawaldeh | | | 37 | Adnan Al Sawaeer | | |
| 9 | Ayman Shweiyat | | | 38 | Azzam Al Huneidi | | |
| 10 | Bassam Haddadin | | | 39 | Aser Al Shurman | | |
| 11 | Bassam Al Manaseer | | | 40 | Ali Dlaa'een | | |
| 12 | Tawfeek Kreishan | | | 41 | Awwad Al Zawaydeh | | |
| 13 | Tayseer Shdeifat | | | 42 | Fakhri Iskandar | | |
| 14 | Tharwat Al Amro | | | 43 | Farhan Al Ghweiri | | |
| 15 | Jaafar Al Abdallat | | | 44 | Falak Al Jama'ani | | |
| 16 | Jameel Al Hshoosh | | | 45 | Fawaz Hamdallah | | |
| 17 | Habes Al Shabeeb | | | 46 | Kasem Bani Hani | | |
| 18 | Hazem Al Naser | | | 47 | Lutfi Hasanein | | |
| 19 | Hasan Safi | | | 48 | Mubarak Ramadnah | | |
| 20 | Husni Al Shayyab | | | 49 | Mijhem AL Khreisha | | |
| 21 | Hamad Abu Zeid | | | 50 | Mohammad Al Haj | | |
| 22 | Hadiyyeh Al Hamaydeh | | | 51 | Mohammad Al Soudi | | |
| 23 | Hamza Mansour | | | 52 | Mohammad Al Zeinati | | |
| 24 | Khaled Abu Syam | | | 53 | Mohammad Al Badri | | |
| 25 | Khaled Al Bakkar | | | 54 | Mohammad Al Kooz Abu Ammar | | |
| 26 | Khalaf Al Rakkad | | | 55 | Mohammad Zreikat | | |
| 27 | Khaleel Atiyyah | | | 56 | Mohammad Akel | | |
| 28 | Raji Haddad | | | 57 | Mohammad Al Kooz Abu Al Raed | | |
| 29 | Rasmi Al Mallah | | | 58 | Mohammad Al Kdah | | |
| 59 | Rida Haddad | | | 85 | Wasfi Al Rawashdeh | | |
| 60 | Riyad Yacoub | | | 86 | Atef Al Tarawneh | | |
| 61 | Rim Al Kasem | | | 87 | AbdulHameed Al Thuneibat | | |
| 62 | Ziyad Al Shweikh | | | 88 | AbdulRa'ooof Al Rawabdeh | | |
| 63 | Sa'ad Al Sroor | | | 89 | AbdulRahman Al Hanakta | | |
| 64 | Sleiman Al Sa'ad | | | 90 | Mohammad Awwad | | |
| 65 | Sleiman Ghneimat | | | 91 | Mohammad Abu Hdeib | | |
| 66 | Sameeh Bino | | | 92 | Mohammad Abu Al Heyeh | | |
| 67 | Sanad Al Nuaymat | | | 93 | Mohamad Al Shar'ah | | |
| 68 | Sharaf Hayajneh | | | 94 | Mahmoud Al Adwan | | |
| 69 | Saleh Al Jbour | | | 95 | Mahmoud Al Kharabsheh | | |
| 70 | Salah Al Zoubi | | | 96 | Mahmoud Mheidat | | |
| 71 | Suwan Al Shurfat | | | 97 | Mirza Boulad | | |
| 72 | Dayfallah Al Kallab | | | 98 | Marzouk Al Da'jeh | | |
| 73 | Tarek Khoury | | | 99 | Michel Hijazeen | | |
| 74 | Adel Al Khattab | | | 100 | Mufleh Al Ruheimi | | |
| 75 | Mousa Al Zawahra | | | 101 | Mufleh Al Khaza'aleh | | |
| 76 | Mousa Al Khalayleh | | | 102 | Yasin Bani Yasin | | |
| 77 | Najeh Al Momani | | | 103 | Yasin Al Zou'bi | | |
| 78 | Nariman Al Rousan | | | 104 | Yahya Obaidat | | |
| 79 | Nassar Al Kaisi | | | 105 | Yousef Al Karneh | | |
| 80 | Naser Al Hamaydeh | | | 106 | Yousef Al Bustanji | | |
| 81 | Nidal Al Hadeed | | | 107 | Yousef Abu Islaih | | |
| 82 | Nawwaf Al Muli | | | 108 | Yousef Al Sarayra | | |
| 83 | Hashim Al Shboul | | | 109 | Mamdooh Al Abbadi | | |
| 84 | Hani Al Nawafleh | | | 110 | Mounir Sobar | | |

VIII. PARLIAMENTARY MONITORING FORM (HOUSE SESSION)

This form was developed by Al Quds to monitor the both the legislative process and the performance of MPs during the house session Parliament. Instead of only collecting quantitative data on how many MPs were present or how many times each MP voted, this form allows the observer to collect qualitative data. Not only does it help the observer count how many motions were raised and by whom, but it also captures the issue(s) that the motion addressed.

Parliamentary Monitoring Form

(House Session)

| | | | |
|---------------------|---------|----------------|---|
| Regular Session No. | | | |
| Session No. | | | |
| Date of Session | / /2008 | | |
| Time of beginning | : | Time of Ending | : |

Phases of Work

| Name of Observer | Signature | Date of Signing the Form | Time |
|------------------|-----------|--------------------------|------|
| Name: | ----- | Date: / /2008 | : |

| | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 101- | Was the session held on scheduled date / time? | | | | | | | | | | |
| | <ul style="list-style-type: none"> - Yes - No <i>Move to 103</i> - Declined to answer <i>Move to 103</i> - I don't know <i>Move to 103</i> | | | | | | | | | | |
| 102- | If the answer is no, mention the reasons. <ul style="list-style-type: none"> - Quorum was not met - Other reasons | | | | | | | | | | |
| 103- | Wrote down the session agenda. <hr/> <hr/> <hr/> | | | | | | | | | | |
| 104- | Were MPs informed of the session agenda before it was held? <hr/> <ul style="list-style-type: none"> - Yes - No - Declined to Answer - I don't know <hr/> <hr/> | | | | | | | | | | |
| 105- | How long time is there between distributing the session agenda and holding the session? | | | | | | | | | | |
| | Duration: | | | | | | | | | | |
| 106- | List the names of MPs who requested to participate in the general discussion about the topics listed in the session agenda, and what were the main ideas they raised. (You can use a separate sheet if you need more space). | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">1. _____</td> <td style="width: 50%; border: none;">6. _____</td> </tr> <tr> <td style="border: none;">2. _____</td> <td style="border: none;">7. _____</td> </tr> <tr> <td style="border: none;">3. _____</td> <td style="border: none;">8. _____</td> </tr> <tr> <td style="border: none;">4. _____</td> <td style="border: none;">9. _____</td> </tr> <tr> <td style="border: none;">5. _____</td> <td style="border: none;">10. _____</td> </tr> </table> | | 1. _____ | 6. _____ | 2. _____ | 7. _____ | 3. _____ | 8. _____ | 4. _____ | 9. _____ | 5. _____ | 10. _____ |
| 1. _____ | 6. _____ | | | | | | | | | | |
| 2. _____ | 7. _____ | | | | | | | | | | |
| 3. _____ | 8. _____ | | | | | | | | | | |
| 4. _____ | 9. _____ | | | | | | | | | | |
| 5. _____ | 10. _____ | | | | | | | | | | |

| | |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 107- | List the parliamentary questions raised in this session and the names of MPs who raised them. |
| | <hr/> <hr/> <hr/> |
| 108- | Were there any interpolations raised by MPs in this session? If yes, whom were they addressed to and on what topics? |
| 109- | Were there any motions raised by MPs in this session? Mention them and the MPs who raised them. |
| 110- | Were there any petitions or memoranda or complaints submitted during this session? Mention them and list the number and names of MPs who submitted them, along with a copy of the petition/memorandum/complaint if possible. |
| | <hr/> <hr/> <hr/> <hr/> |
| 111- | Did any of the MPs or blocs request to withdraw confidence in the cabinet or one / some of its ministers? Mention the MP/bloc/blocs and elaborate. |
| | <hr/> <hr/> <hr/> |

| | |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 112- | <p>Was the item “Other Business” listed in the session agenda?</p> <ul style="list-style-type: none"> - Yes - No - Declined to answer - I don't know |
| 113- | <p>List the major discussion topics under “Other Business”</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| 114- | <p>Were also agenda items discussed in the session?</p> <ul style="list-style-type: none"> - Yes <i>Move to 116</i> - No - Declined to answer <i>Move to 116</i> - I don't know <i>Move to 116</i> |
| 115- | <p>If the answer is no, mention the reasons.</p> <hr/> <hr/> <hr/> <hr/> |
| 116- | <p>Were MPs given the opportunity to review or amend the session agenda?</p> <ul style="list-style-type: none"> - Yes <i>Move to 118</i> - No - Declined to answer <i>Move to 118</i> - I don't know <i>Move to 118</i> |
| 117 - | <p>If the answer is no, mention the reasons.</p> <hr/> <hr/> |

| | |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 118 - | <p>Was it clear to you that the session agenda included suggestions provided by citizens, CSOs, or the civil and private sectors?</p> <ul style="list-style-type: none"> - Yes - No <i>Move to 120</i> - Declined to answer <i>Move to 120</i> - I don't know <i>Move to 120</i> |
| 119 - | If the answer is yes, list these entities. |
| | <hr/> <hr/> <hr/> |
| 120- | <ul style="list-style-type: none"> - List the issues submitted for voting during this session, showing the number of those who voted – (please refer to the attached form with the list of MPs' names to clarify voting trends in relation with each issue submitted for voting) |
| | <hr/> <hr/> <hr/> |
| 121- | General remarks on the session and its atmosphere. |
| | <hr/> <hr/> <hr/> |
| 122 - | The mechanism of voting and whether it was conducted per blocs and political parties. |
| | <hr/> <hr/> <hr/> |

| | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 123- | <p>Was the quorum maintained till the end of the session?</p> <ul style="list-style-type: none"> - Yes - No - Declined to answer - I don't know |
| 124- | <p>List the titles of issues suggested for next session's discussion.</p> |
| | <hr/> <hr/> <hr/> |
| | |
| | |
| | |
| | |
| | |
| | |

IX. FORM FOR MONITORING THE LEGISLATIVE MECHANISM AT THE PARLIAMENT'S LOWER HOUSE

This form was developed by Al Quds to monitor the process of reviewing a draft law in the Parliament's Lower House. It does not capture information on MP performance or the general legislative process. Instead, observers used this form to monitor a specific aspect of the legislative process. It is form for more advanced observers doing targeted monitoring.

Form for Monitoring the Legislative Mechanism at the Jordanian Lower House

| | |
|--------------------------------------------|-------------------------------------------|
| Title of Draft Law | |
| Date of Submission of Draft Law | / / 2008 |
| Person/Entity that Submitted the Draft Law | 1. Government 2. MPs |
| Date of Passing the Law by the House | / /2008 |

Phases of Work

| Name of Observer | Signature | Date of Signing the Form | Time |
|------------------|-----------|--------------------------|------|
| Name: | ----- | Date: / /2008 | : |

| | |
|-------------|--------------------------------------------------------------------------------------------------------|
| 101- | How Parliament dealt with the draft law |
| | Rejected it 1 |
| | Moved it to specialized committee 2 <i>Move to 103</i> |
| 102- | In case Parliament rejected it, mention reasons to that. |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| | <i>Move to 104</i> |
| 103- | <u>In case Parliament referred the draft law to a specialized committee, name of committee</u> |
| | _____ |
| 104- | <u>Mention the number and dates of sessions held by specialized committee to discuss the draft law</u> |
| | No. of Sessions (-----) |
| | Dates of Sessions 1. (/ /2008) 2. (/ /2008) 3. (/ /2008) |
| | 4. (/ /2008) 5. (/ /2008) 6. (/ /2008) |
| 105- | Did the specialized committee refer to any experts or specialists for advice on the draft law? |
| | Yes 1 |
| | No 2 <i>Move to 107</i> |
| 106- | If yes, mention and clarify (names of specialists and dates of sessions) |
| | Names of Specialists |
| | Dates of Sessions |
| | 1. _____ 9. _____ |
| | 2. _____ 10. _____ |
| | 3. _____ 11. _____ |
| | 4. _____ 12. _____ |
| | 5. _____ 13. _____ |
| | 6. _____ 14. _____ |
| | 7. _____ 15. _____ |
| | 8. _____ 16. _____ |

| | |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 107- | If the answer is no, mention the reasons. |
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | |
| 108- | Were civil society organizations and civil sectors within the field of relevance consulted on the draft law? |
| | Yes 1 |
| | No 2 <i>Move to 110</i> |
| 109- | If yes, mention and clarify (names of specialists and dates of sessions) |
| Names of Specialists 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ | Dates of Sessions 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____ 16. _____ |
| 110- | If no, mention the reasons. |
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | |
| 111- | Mention the amendments approved by the specialized committee (the bill could be attached as well as the suggested amendments with this form) |
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | |

| | | |
|-----------|----------------------------------------------------------------------------------------|-----------|
| 112- | Voting tendencies within the committee (who of the MPs voted for/against or abstained) | |
| MP | | MP |
| 1. _____ | | 9. _____ |
| 2. _____ | | 10. _____ |
| 3. _____ | | 11. _____ |
| 4. _____ | | 12. _____ |
| 5. _____ | | 13. _____ |
| 6. _____ | | 14. _____ |
| 7. _____ | | 15. _____ |
| 8. _____ | | 16. _____ |

| | | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 113- | When draft law is presented to the General Assembly from the committee, summarize the highlights of discussions to the draft law and carried by whom at the General Assembly (a separate sheet could be used to answer this question) | |
| _____ | | |
| _____ | | |
| _____ | | |

| | | |
|-----------------------------|---------------------------------------------------------------------------------------------------|--------------------------|
| 114- | Which MPs supported, rejected, abstained or absented himself/herself from voting on the draft law | |
| Names of Specialists | | Dates of Sessions |
| 1. _____ | | 9. _____ |
| 2. _____ | | 10. _____ |
| 3. _____ | | 11. _____ |
| 4. _____ | | 12. _____ |
| 5. _____ | | 13. _____ |
| 6. _____ | | 14. _____ |
| 7. _____ | | 15. _____ |
| 8. _____ | | 16. _____ |

| | | |
|-------|---------------------------------------------------------------------------------------------------------------------|---------|
| 115- | A conclusion on how the legislative procedure is coherent with the constitution laws/ bylaws and political customs. | |
| _____ | | 1-1-1-1 |
| _____ | | 1-1-1-1 |
| _____ | | 1-1-1-1 |
| _____ | | 1-1-1-1 |
| _____ | | 1-1-1-1 |

X. PARLIAMENTARY COMMITTEES' PERFORMANCE MONITORING FORM

This form was developed by Al Quds in order to monitor the Parliament's Administrative Committee, but it could be applied to a number of parliamentary committees. It is a basic form that captures information regarding the committee members in attendance, the committee activities and the process for reviewing a draft law.

Parliamentary Committees' Performance Monitoring Form

Administrative Committee

| | | | |
|---------------------|---------|----------------|---|
| Regular Session No. | | | |
| Session No. | | | |
| Date of Session | / /2008 | | |
| Time of beginning | : | Time of Ending | : |

Phases of Work

| Name of Observer | Signature | Date of Signing the Form | Time |
|------------------|-----------|--------------------------|------|
| Name: | ----- | Date: / /2008 | : |

| Committee Members | | |
|---------------------------------|----------------|---------------|
| MP's Name | Present | Absent |
| Abdel-Fattah Al Ma'aytah (Head) | | |
| Marzouq Al Da'ajah (Rapporteur) | | |
| Qqassem Bani Hni | | |
| Suleiman Al Ghuneimat | | |
| Jameel Al Oshoush | | |
| Reyadh Al Yaqoub | | |
| Samih Bino | | |
| Mubarak Abu Yameen | | |
| Ayman Al Shwayyat | | |
| Sanad Al Nu'eimat | | |
| Najeh Al Momani | | |

| |
|--------------------------------------------------------|
| Agenda: |
| Committee's Activities: |
| _____ |
| _____ |
| _____ |
| Draft Laws Referred to the Committee: |
| _____ |
| _____ |
| _____ |
| General Policy Under Which the Draft Law Falls: |
| _____ |
| _____ |
| _____ |

