

Parliamentary Internship Programme Plan

Introduction

The proposed internship programme for the parliament of Sri Lanka will consist of interns comprising a batch of 50. The interns will be recruited for a period of 6 months; commencing with an orientation programme on the October 1st, 2023 and a culmination and certification award ceremony programme on the 31st of March, 2024. The entire internship process including the orientation programme and the culmination programme will be facilitated by NDI in partnership with the Parliament Secretariat.

Objectives

- Provide students and young professionals with an opportunity to garner knowledge of the Sri Lankan parliamentary system
- Strengthen the availability and delivery of information and research to the parliament secretariat and to parliamentary committees
- Provide an opportunity for students and young professionals to experience the role of parliament – from legislative development, oversight to representation of people
- Use students and young professionals as good will Ambassadors for parliament in their own communities
- Provide students an opportunity to learn more about different career paths through work placements

Programme Structure

1. Positions

- 1.1. The interns will comprise both graduates and final year undergraduate students from the public policy/political science/social science/humanities/arts departments of state universities
- 1.2. The interns will comprise a batch of 50 students.
- 1.3. The internship programme will commence on 1st of October with an orientation programme

2. Intern Allocation

The internship programme will be two-fold;

- 2.1. Internship allocation to the Parliament Secretariat (Secretary General's office and departments)
- 2.2. Internship allocation to the Parliamentary committees and caucuses.

3. Programme Curriculum

3.1. Internship allocation to the Parliament Secretariat

3.1.1. Internship allocation under the Office of the Secretary General.

3.1.2. Internship allocation under different Departments at Parliament

3.1.2.1. The interns will be allocated for each department based on the area of interest and their subject criteria. They will provide assistance within the mandate of the respective department and as instructed by the Head of the department they are assigned to.

3.2. Internship allocation to Parliamentary Committees and Caucuses

3.2.1. These interns will have the opportunity to work for Parliamentary Committees including Sectoral Oversight Committees, Committees for Special Purposes, Financial Oversight Committees, Ministerial Consultative Committees and Select Committees or issues based Caucuses.

4. Scope of work

4.1. The Interns will be assigned to the respective Parliament departments

4.2. The Head of Department/Chair of the Committee/Chair of the Caucus has the discretion to assign duties.

4.3. Duties/ functions will include but are not limited to;

4.3.1. Internship allocation under the Office of the Secretary General.

The programme curriculum for interns under this scheme will entail:

4.3.1.1. Research, analytic and administrative support services to the Offices of SG, DSG and ASG

4.3.1.2. Research and development of briefing notes, speaking notes and information on work pertaining to the secretariat's mandate

4.3.1.3. Assisting the secretariat with the receiving of other parliamentary associations and delegations

4.3.2. Internship allocation under the Legislative Services Department of Parliament

The programme curriculum for interns under this scheme will entail:

4.3.2.1. Research and development of legislative and policy assistance to the respective departments

- 4.3.2.2. Assisting in the research, reference and delivery of the library's products and services for parliamentarians and parliamentary staff
- 4.3.2.3. Supporting departmental staff in the strategizing, drafting and publication of their remit of work
- 4.3.2.4. Contributing to long-term projects, including historical and current research as well as conducting background research on trends, innovations and best practices in relation to the specific department's mandate

4.3.3. Internship allocation under the Department of Communications of Parliament

The programme curriculum for interns under this scheme will entail:

- 4.3.3.1. Assist to conduct public education and public outreach programming about the Parliament
- 4.3.3.2. Communicating to public audiences including civil society organizations under the guidance of head of the department
- 4.3.3.3. Assisting with the processing of information requests from the public
- 4.3.3.4. Providing pertinent research, news and updates to the department
- 4.3.3.5. Assist to organize promotional event on parliament; including the development of interpretive and educational content for various media
- 4.3.3.6. Provide any further assistance to the Media and Public Outreach Units of the department

4.3.4. Internship allocation under Administrative Services of Parliament

The programme curriculum for interns under this scheme will entail:

- 4.3.4.1. Work placement and under-taking of a project in the Administration, Finance, Engineering or Information and Systems management departments with respect to the intern's field of expertise, study or previous work experience
- 4.3.4.2. Strategizing, drafting and publishing documentation in relation to the specific department's mandate

4.3.5. Internship allocation under the Department of Information and Communications

The programme curriculum for interns under this scheme will entail:

- 4.3.5.1. Support the IT Department in setting up and configuring computer systems, peripherals, and network equipment.
 - 4.3.5.2. Assist in the maintenance and troubleshooting of IT hardware and software systems used within the Parliament.
 - 4.3.5.3. Assist the IT helpdesk activities, responding to user inquiries and resolving technical issues promptly.
 - 4.3.5.4. Collaborate with IT Department heads in conducting system upgrades, installations, and patches.
 - 4.3.5.5. Assist in monitoring and ensuring the security and integrity of IT systems, including data backups and disaster recovery plans.
 - 4.3.5.6. Provide technical support during meetings, conferences, and other events held within the Parliament.
- 4.3.6. Internship allocation under the Department of Engineering
- 4.3.6.1. Assist in the planning and execution of construction and renovation projects within the parliamentary premises.
 - 4.3.6.2. Collaborate with engineers to troubleshoot technical issues and develop solutions.
 - 4.3.6.3. Participate in on-site inspections, assessments, and evaluations of building systems, mechanical and electrical equipment, and safety protocols.
 - 4.3.6.4. Any other duties assigned by the engineers
- 4.3.7. Internship allocation under the Department of Serjeant at Arms
- 4.3.7.1. Contribute to the implementation and maintenance of security protocols within the parliamentary premises.
 - 4.3.7.2. Assist in managing access control, screening procedures, and emergency response coordination.
 - 4.3.7.3. Assist in providing visitor services, including guiding guests and visitors during scheduled tours of the parliamentary complex.
 - 4.3.7.4. Any other duties assigned by the Senior Officials

4.3.8. Internship allocation under the Department of Finance

- 4.3.8.1. Assist in analyzing financial data, preparing reports, and contributing to budgetary assessments. Support in monitoring expenses, revenue projections, and financial trends.
- 4.3.8.2. Provide administrative assistance in tasks such as organizing financial documents, scheduling meetings, and preparing presentations.
- 4.3.8.3. Input financial data into databases, maintain records, and ensure accuracy and completeness of financial documents.
- 4.3.8.4. Any other duties assigned by the Department of Finance

4.3.9. Internship allocation under the Library/ Research Division

- 4.3.9.1. Assist in gathering and organizing information for research projects, policy analysis, and legislative support.
- 4.3.9.2. Assist in cataloging and indexing resources in the library's collection, ensuring easy access to information for Members of Parliament
- 4.3.9.3. Contribute to literature reviews, summarizing relevant publications, articles, and reports on various topics.
- 4.3.9.4. Assist in retrieving documents and resources for parliamentary members and researchers.
- 4.3.9.5. Support in maintaining and updating the library's digital and physical resources.

4.3.10. Internship allocation under the Foreign Relations and Protocol

- 4.3.10.1. Assist in coordinating diplomatic meetings, events, and visits of foreign dignitaries.
- 4.3.10.2. Support in maintaining and implementing diplomatic protocol standards for official events and visits.
- 4.3.10.3. Assist in organizing travel arrangements, accommodations, and schedules for visiting foreign officials.

4.3.10.4. Provide administrative support, including document preparation, filing, and correspondence.

4.3.11. Internship allocation to Parliamentary Committees and Caucuses

The programme curriculum may differ according to the relevant committee and /or caucus and would entail:

4.3.11.1. Shadow their assigned Committee or Caucus in exercising its duties and assist in this regard.

4.3.11.2. Provide research and administrative assistance to the said Committee/Caucus

4.3.11.3. Provide assistance in carrying out the Committee or Caucus's public outreach role.

4.3.11.4. Write innovative academic research papers/reports on the subject of their assigned Committee/Caucus and the experience of working with the said Committee/Caucus at the end of the internship period.

4.4. Any other duties assigned on the service requirement of the Department/Committee/Caucus the Intern is assigned to.

5. Period of Performance

5.1. This internship period for all interns will be a six (06) month period on a full time basis.

5.2. The interns are required to work weekdays and as requested by the relevant Head of the Department/relevant committee staff interns may work on weekends according to his/her availability.

5.3. The interns can obtain leave with the prior permission of the relevant Head of the Department/or relevant committee staff.

6. Supervision

6.1. The interns shall be under the direct and overall supervision of the Secretary General, NDI and the respective universities.

6.2. The focal point of the Parliamentary Internship Programme will be the Chief of Staff and Deputy Secretary General - Ms. Kushani Rohanadeera.

6.3. The interns shall be under the supervision of The Head of the Department/relevant committee staff they are attached to.

6.4. The interns shall be under the supervision of the Head of the Section/their immediate supervisor.

- 6.5. The work of the interns shall be monitored and supervised by their respective Head of Department/Internship Coordinator from their respective universities.
- 6.6. The work of the interns shall be monitored and supervised by the Senior Program Manager of NDI.
- 6.7. NDI will conduct monthly monitoring meetings with the parliament to check the progress of the interns. When relevant, the university coordinators will be included in these meetings.

7. Duties

- 7.1. Interns should be reliable and punctual in attendance. The threshold for attendance will be an 80% attendance rate.
- 7.2. Interns should accept accountability for daily functions.
- 7.3. Interns should be obliged to complete the assigned duties and tasks within the given period or deadline.

8. Ethical values

8.1. Integrity

- 8.1.1. Interns are required to act honestly and abide by the policies, the procedures and directions of the Parliament Secretariat.

8.1.2. Impartiality

- 8.1.2.1. Interns must ensure that their personal interest, financial and non-financial associations and activities do not conflict with assigned duties or functions.

8.1.3. Efficiency

- 8.1.3.1. Interns must use their work time and resources meaningfully.
- 8.1.3.2. Interns must complete assignments in a timely manner and be responsive to the time constraints of others.

8.1.4. Confidentiality

- 8.1.4.1. Information gained in the course of work must not be used for personal benefits.

8.1.5. Trust and Commitment

8.1.5.1. Interns must be committed to protecting the integrity of Parliament and respect the trust placed in them by the Secretariat and Committees.

8.1.6. Responsibility

8.1.6.1. Interns must observe the rules, regulations and customary practices of the Parliamentary secretariat.

9. Entitlement for Facilities

The following facilities will be provided by the secretariat.

- 9.1. A Parliament Temporary Identification Card.
- 9.2. Vehicle parking facility in the Parliamentary premises.
- 9.3. Workstation facility/ office space for work and other office equipment.
- 9.4. Lunch at a concessionary rate.

10. Method of payment

- 10.1. The first cohort of interns that NDI will support for the Parliament will be a batch of 50 interns.
- 10.2. NDI will pay an allowance of 75,000 LKR per month per intern subject to the deliverables outlined in clause 11 being met.
- 10.3. This allowance is paid for the worked days of the month subject to the written approval of the Head of Department of the Parliament Secretariat/relevant committee staff.

11. Deliverables

- 11.1. A monthly report containing all tasks carried out needs to be submitted to the Secretariat at the end of each month throughout the duration of the Internship.
- 11.2. The report should be signed by any senior parliament official assigned to supervise the Intern.
- 11.3. Any technical report developed shall be attached unless deemed confidential and subjected to the approval of the Parliament Secretariat.
- 11.4. The monthly report and any technical reports should be submitted to NDI (if deemed not confidential by the Parliament Secretariat) on a monthly basis as deliverables for the payment of the internship stipend.

- 11.5.** After the completion of the six months internship programme, the Interns are required to deliver a presentation and a report to the Parliament Secretariat and to the NDI Sri Lanka team on the internship programme and on a specific topic such as 'civic engagement by students with the Parliament'.
- 11.6.** After the completion of the Internship programme, the Interns will be awarded with a certificate and a letter of recommendation signed by the Secretary General of Parliament at a culmination programme facilitated by NDI. The threshold for receiving a certificate will be a minimum of 80% attendance rate.