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Research for the second Global Parliamentary Report on *Parliament's power to hold government to account: Realities and perspectives on oversight*

Guidelines for completing the Questionnaire for parliaments

23 November 2015

Description of the questionnaire

This questionnaire is addressed to all national parliaments. Its purpose is to collect information about the procedures and tools that parliaments use to carry out oversight and hold government to account. The data collected will inform the preparation of the second Global Parliamentary Report. More information about the second Global Parliamentary Report is available at www.ipu.org/gpr2.

This questionnaire uses the term "oversight". Some parliaments use different terms, such as "scrutiny", "control", "evaluation of public policies", to describe what are essentially similar functions. "Oversight" can be defined as any activity that involves examining (and being prepared to challenge) the expenditure, administration and policies of the government of the day. Oversight activities include such things as questioning ministers, holding public hearings, reviewing reports from government departments, examining audit reports, etc. For the purposes of this questionnaire, oversight does not include activities related to law-making, such as pre-legislative scrutiny.

The data from this questionnaire will be published online in an open data format as part of the Global Parliamentary Report, unless parliament specifically requests that its answers are not published. No information that identifies any individuals will be published.

This questionnaire is one part of the research activities for the report; others include a *Call for written input*, surveys and interviews with parliamentarians, and multi-stakeholder focus groups.

Languages

The questionnaire is available in English, French and Spanish. It can be completed online (preferred method), in Word or in hard copy. All documents can be obtained from www.ipu.org/gpr2.

Bicameral parliaments

In bicameral parliaments, each chamber should provide a separate response to the questionnaire.

Deadline

The deadline for completing the questionnaire is **20 January 2016**.

When completing the questions:

- Please indicate your answers by placing an "X" in the appropriate place
- Please also provide additional information where relevant.
- Where indicated, please provide data for the whole of 2015. If data is only available for part of 2015, please indicate the dates covered.

For all questions, please contact the IPU Secretariat at gpr@ipu.org.

Options for completing the questionnaire

1. Online (recommended option):

The questionnaire can be completed online. An invitation e-mail has been sent to every national parliament that contains a unique link for each parliamentary chamber. This unique link can be forwarded to the relevant person within the parliament who can assist in completing the questionnaire.

IPU Members will have received the invitation e-mail through the usual channels. Should the invitation e-mail have not been received please contact us at: gpr@ipu.org

If for some reason your Parliament has not have received the invitation e-mail, the online version can also be accessed at: <http://fluidsurveys.com/s/GPR2-questionnaire/>.

For further information on how to complete the questionnaire online, see the guidelines below.

2. Electronically:

The questionnaire can be downloaded in a Word document file format from www.ipu.org/gpr2. Once completed, please submit by e-mail to: postbox@ipu.org

When completing the questionnaire, please indicate your answers by placing an "X" in the appropriate place in the Word document. Please also complete text and comment boxes where relevant.

3. By hand:

The questionnaire can also be downloaded, printed, and completed by hand. Completed questionnaires can be returned to IPU via:

E-mail: postbox@ipu.org

Fax: +41 22 919 41 60

Postal mail:

Inter-Parliamentary Union
5, chemin du Pommier
CH-1218 Le Grand-Saconnex /
Geneva, Switzerland

Contact

For further information, please contact Andy Richardson or Doris Niragire at the IPU:

Tel: +41 22 919 41 50

Fax: +41 22 919 41 60

E-mail: gpr@ipu.org

Guidelines for completing the questionnaire online

The following guidelines are provided to help you complete the questionnaire online and correctly submit it to the IPU.

Accessing the questionnaire: We have sent you an **invitation e-mail** that contains a **unique link** to access the questionnaire. Please keep this e-mail in a safe place for future reference. If you lose the invitation e-mail, please contact gpr@ipu.org.

Sharing the questionnaire with colleagues: Should you wish to share the questionnaire with a colleague (for example to have them complete specific a section or questions), you can do this by forwarding the invitation e-mail to them.

Navigating the questionnaire: At the end of each page there are two navigation buttons:

- “**Next**” button: clicking this will save your data on the current page and take you to the next page.
- “**Back**” button: clicking this will save the data you have entered on the current page and take you back to the previous page in the questionnaire.

Downloading or printing a copy of your responses to the questionnaire: At the end of each page there is a button “Download/Print Responses” that allows you to download the questionnaire in PDF or Word format.

Pausing and closing the questionnaire: If you would like to take a break and resume at another time, you can do so by clicking the “Next”, “Save” or “Save and continue later” buttons.

Resuming the questionnaire: To resume, follow the link to the questionnaire in the invitation e-mail.

Submitting the questionnaire: Once you reach the end of the questionnaire, submit the questionnaire to the IPU and UNDP by clicking on the “Submit” button.