



Inter-Parliamentary Union
For democracy. For everyone.

**DATA SHEET
EXPERTS/CONSULTANTS WISHING TO
PARTICIPATE IN TECHNICAL ASSISTANCE TO
PARLIAMENTS¹**

**Please attach an updated CV
listing professional experience
record and educational
background**

1. PERSONAL DETAILS							
Family name:		First name:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>			
Date of birth (DD/MM/YYYY)		Nationality(ies):					
Permanent Contact details: Address: Mobile phone: Telephone: Fax: E-mail:			Current contact details (if different from permanent one): Address: Mobile phone: Telephone: Fax: E-mail:				
2. KNOWLEDGE OF LANGUAGES. (please note from 1 to 5 where 1 is basic knowledge and 5 is fluent)							
Language	Read	Write	Speak	Understand			
3. PROFESSIONAL AREAS OF EXPERTISE. (Please detail all significant parliamentary or relevant experience in your CV)							
3.1 Please give total years of parliamentary experience:							
3.2 Parliamentary Expertise (Please mark all that apply):							
Procedure / Practice	<input type="checkbox"/>	Budget process	<input type="checkbox"/>	External affairs and protocol	<input type="checkbox"/>	Gender and Human rights related issues	<input type="checkbox"/>
Legislative drafting	<input type="checkbox"/>	Oversight	<input type="checkbox"/>	International relations	<input type="checkbox"/>	Library/Archives Research/ Documentation	<input type="checkbox"/>
Parliamentary organisation	<input type="checkbox"/>	Table office issues	<input type="checkbox"/>	Representational functions	<input type="checkbox"/>	IT/communication technologies Recording of proceedings	<input type="checkbox"/>
Committee systems	<input type="checkbox"/>	Press and Media	<input type="checkbox"/>	Legislative/executive relations	<input type="checkbox"/>	Translation / Interpretation	<input type="checkbox"/>
Project management	<input type="checkbox"/>	Conference Organisation	<input type="checkbox"/>	Other (please specify)			
3.3 Please list experience in working in parliaments (provide brief description of activities you have participated in)							
From (MM/YYYY)	To (MM/YYYY)	Parliament	Capacity (member, staff)	Functions and duties			
3.4 Please list most relevant experience in providing consultancy to parliaments (provide brief description of activities you have participated in)							
From (MM/YYYY)	To (MM/YYYY)	Parliament	Functions and duties				
I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.							
Date: _____		Signature: _____					

¹ The IPU provides support to parliaments in developing and emerging countries to enable them to perform more efficiently their legislative, oversight and representational functions. Such assistance includes advisory and consultancy services on the role and working methods of parliaments including parliamentary procedure and practice, as well as capacity building for parliamentarians and parliamentary staff. The IPU covers travel and living expenses of experts who undertake missions on its behalf. Much of the consultancy work is normally done on a non-fee-paying basis. In a limited number of cases, depending on the financial resources available and the length of the mission, the IPU pays a token consultancy fee.