



Tambaran

U P D A T E

JAN-FEB 2020 Edition#3



#openparliament

TWELVE cultural and tourism ambassadors contesting in the 2019 Miss Pacific Islands Pageant (MPIP) paid a visit to Parliament House late November, as guests of the Speaker of Parliament, Hon. Job Pomat, MP, CMG. The “Queens of the Pacific” had a briefing with the Acting Clerk of Parliament, Kala Aufa, where a donation of K10,000 was made to MPIP (PNG)’s scholarship fund, which assists less fortunate young Papua New Guinea women, studying in tertiary institutions nationwide, with school fees. Pictured above are the contestants posing for an official photo and right, in front of Parliament House entrance, after the tour of the building. - Photo: Parliamentary Media Service

Inside
THIS ISSUE

- Clerk’s Message.....**page3**
- News & Events.....**page 4**
- Post-Cards.....**page 5**
- Photo Stories.....**page6&7**
- Profiles.....**page 8**
- Voxpops.....**page 9**
- Tips & Advice.....**page 10**
- Engagement..... **page 11**
- Sports News.....**page 12**

Financial literacy workshop for staff

A COMPULSORY one-day financial literacy workshop will be conducted for all National Parliamentary Service (NPS) staff from end of February to early March to assist with improving money skills, knowledge and confidence following the signing of an agreement with ANZ Banking Group (PNG) to facilitate this training. The program, MoneyMinded is a full day session and conducted free-of-charge as ANZ’s Corporate Social Responsibility initiative to give back to the community. Developed in 2003, the program was ANZ’s response to adult financial literacy research in Australia and was rolled out in the Pacific, including Papua New Guinea

in 2010. The program outline includes; Planning for the future; Making money last until the payday; Budget tips and Being assertive. Training dates are scheduled for February 24th to 28th for 150 staff to attend and from March 2nd to 6th for the other 150. There will be approximately 30 staff members attending per day during the course of the two weeks. The Human Resource Management (HRM) Division has allocated staff accordingly. All staff are expected to attend this very important training. Please check for updates and more information on the noticeboards.



WELCOME!

Welcome to the January-February 2020 Tambaran Update.

We have on the line-up stories and features to keep you informed on the work of the National Parliamentary Service (NPS) and the activities and events the staff and management are initiating or are involved in.

Our must-reads are the HRM Update on Page 10, Public Servants Sports Day 2019 photospread on Page 6 and Voxpops on Page 9, where four of our colleagues share their views on "Why teamwork is important for NPS?".

Also, as per our coverstory, keep an eye out on the noticeboards for the timetable of the compulsory financial literacy workshops organised for all staff at the end of February and early March to find out when you are scheduled to attend.

As always, we encourage and welcome your participation and contribution in either sharing your photos and stories or your activities and events. Do write in and tell us about what you like about Tambaran Update, what you don't like and what you would like to be included in future editions. Until next time, happy reading!

The Media Team. :)

COPYRIGHT

All editorial material and artwork in Tambaran Update is the property of the National Parliamentary Service and must not be duplicated in another publication or promotion without written permission as it is subject to Papua New Guinea's Copyright Law.

CONTACT US

Telephone: 3277232 or 3277504
Email: mediadivision.parliament@gmail.com

ISBN: 978-9980-909-27-5



SI/PNG LINK | Miss Solomon Islands 2019 Gladys Habu, granddaughter of former Speaker of Parliament (1982 | 1987-1992), the late Sir Dennis Young, pictured in front of his portrait in the Grand Hall, during the 2019 Miss Pacific Islands Pageant (MPIP) contestants' visit to Parliament House last November. - Photo: Parliamentary Media Service

The 400yo Bible:
A symbol of our Parliament



THE RARE 409-year-old first edition of the King James Bible donated by American missionary, the late Dr Gene Hood, to Papua New Guinea is one of the newest addition to the symbols of our Parliament House.

The large calf-skin bound volume, kept in its original form is said to be "the best and [most] well preserved" and one of five existing original copies, which now rests in front of the Speaker's chair in the legislative chamber of our country.

Described as a national treasure, the historical book was one of the initial translations of the King James Version of the Bible presented to King James I in 1610 and became the dominant version used by churches until the mid-20th Century when newer translations took precedence. American scholar Donald



WHAT WORLD LEADERS SAID ABOUT THIS BOOK | *"It is impossible to rightly govern the world without God and the Bible."* - George Washington, 1st US President, 1797. Pictured above is the 409 year old Bible kept in a glass box in Parliament House.- Photo: Parliamentary Media Service

Blake said the first issue of the King James Bible is estimated to have a value of USD63,000 (PGK218260) - USD95,000 (PGK329122). A delegation of Members of Parliament and Church leaders in the country escorted the Bible from the US state of Indiana and

arrived to a rousing welcome in PNG. Meanwhile, Dr Hood died at the age of 77, just days after handing over the Bible in April, 2015. He was instrumental in funding Christian radio stations and missionary work in the country.

'Selfie Contest'

Do you have a favourite feature or view of the Parliament House? Why not take a selfie with this feature or view in the background, write in 25 words or less why you say so and submit for a chance to win a "surprise prize" and have your photo published in a future edition of the Tambaran Update.

Send your entry to: mediadivision.parliament@gmail.com

Winner for Edition#2 | Eileen Tony won a K100 Voucher from Paradise Cinemas!

e.g: Entry by Priscilla Raepom - acting Director, PMS

My favourite feature of the National Parliament is its entrance; the design is beautiful and uniquely PNG; from the material used to the intricate craftsmanship.

sample



INTEGRITY: Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not. - Oprah Winfrey

NOTICEBOARD

TOASTMASTERS

Meetings are held every first and third Sundays of the month at Gateway Hotel Conference Room at 2pm. For queries, contact Kommuniti Toastmaster Club President GERTRUDE ROLLART on 70950632/75465653 or



DEALING WITH STRESS

Dr. Uma Ambi, Acting Director - Directorate of Social Change & Mental Health Services will be doing a presentation on "Stress and How to Deal With it" in March or April this year, as part of the Brown Bag Series. Watch the noticeboards for updates.



New year, new start

"Start over, try something different, do better.."

BELATED happy New Year everyone and welcome to the January-February Tambaran Update, our first edition for 2020.

As we begin the year, let us take stock of the year that has gone by and reflect on the good and the bad, the highs and lows, the gains and losses; and learn from any mistakes, if we must.

And then, let us envision the next twelve months and consider how we operate as a service; whether it is in our processes or methods, our conduct or mindsets, our commitment or output; and improve on these, if we must.

American author Alexandra Elle writes, "It's never too late to start over. If you weren't happy with yesterday, try something different today. Don't stay stuck, do better."

As such, my message for this New Year is about a new beginning; an opportunity to start over, try something different and do better, to raise the standards of the National Parliamentary Service (NPS).

Let's start over by; doing the right thing at all times. Being honest and responsible are qualities that contribute to a punctual, present and productive workforce and a vibrant and thriving organisation.

Let's try something different by; exploring and implementing new ideas and opportunities, aimed at improving our efficiency and effectiveness. Being passionate and innovative are qualities that can transform NPS into a modern, more engaging and interactive institution in the future.

Let's do better by; doing away with ad hoc and mediocre practices and come up with plans and strategies to achieve the service's desired goals and outcomes. Being strategic and result-oriented are qualities that produce a guided and focused workforce that has a goal to work towards and a mission to accomplish.



KALA AUFA
Acting Clerk of Parliament

"Let's start over by doing the right thing at all times"

So as we move into the first quarter of 2020, let us press forward in getting the house in order as our good Speaker of Parliament, Hon. Job Pomat, MP, CMG said in his first address to staff recently.

Let's cultivate a conducive working environment where can serve, learn, grow, add value, aspire and initiate lasting legacies. Having said this, our collective efforts as a team would be the catalyst needed to make the difference in the outcome of these plans and vision we have for the betterment of this institution that serves the House of our people and country, Papua New Guinea.

Kaikai Bilong Tingting by: Charles Nir





INVESTITURE CEREMONY: SPEAKER of Parliament, Hon. Job Pomat, MP, CMG (left) with Governor General Sir Bob Dadae (centre), after receiving his award of the Most Distinguished Order of Saint Michael and Saint George (CMG) for service to the community as a Member of the National Parliament including as Minister and currently as Speaker of Parliament last October. - Photo: Parliamentary Media Service

PAC runs inquiries

THE PUBLIC Accounts Committee (PAC) summoned a number of Government agencies and private companies to attend public inquiries into the use of public funds, including the National Department of Health (NDoH) on its distribution and supply of drugs and medical kits in the country from October to November last year.

The Committee was chaired by Member for Kompiani Ambum, Sir John Pundari, Deputy Chairman and Governor for Oro province Hon. Gary Juffa, Governor for Jiwaka, Hon. William Tongamp and Member for Angoram, Hon. Salio Waipo.

The inquiry looked into the issue of shortage of medical supplies in hospitals, health centres and clinics nationwide, calling on Government officials and suppliers to give evidence on the tenders and procurement

process involved. Logistics contractors also presented their profiles and reports on the status of their contracts and responded to questions by the Committee on allegations of bribery and corruption.

The Committee adjourned the inquiry to this year.

Upon completion of the inquiry, the Committee will table a report to Parliament on their findings with recommendations to fix the system and processes to better deliver health services to the people. The Parliamentary Committee Secretariat will provide administrative and secretarial support with research and compiling of the reports.

The inquiry was covered by the media and streamed live from Parliament House.

Cancer awareness for NPS staff



Dr. Mathias Sapuri (centre) and staff from Pacific International Hospital flanked by NPS staff after the cancer awareness session. - Photo: Parliamentary Media Service

GYNAECOLOGIST Dr Mathias Sapuri conducted a presentation for National Parliamentary Service (NPS) staff on cancers affecting women in the country last October.

Dr Sapuri said cervical cancer cases were increasing because women were now more sexually active and having sex too early. He said women must wait until they were matured before having sex, must get

vaccinated, have regular pap smears tests done and have a full check-up every two years.

“Many women have lost their lives because they delayed getting treatment,” he said.

The awareness session was part of Media Division’s Brown Bag Series, a sequence of informal discussions and seminars on various workplace topics as well as informative and motivational sessions for staff.

PNG Parliament hosts floating budget team

A FLOATING Budget Analysis team under the United Nations Development Program (UNDP) “Floating Budget Mission” was in the country in October and November last year to work with their counterparts here to strengthen the capacity of the PNG Parliamentary Committee Secretariat. The team assisted to provide budget analysis documents and briefing papers to the members of Parliament to get them to better understand the technical and key areas of the budget and any accompanying important legislations.

The team also assisted MPs prepare for the debates and the deliberation of the budget in the Chamber and worked with the PNG Parliamentary Committee for Plans and Estimates to prepare these briefs for submission to Parliament.

The program assists parliaments by building capacity of legislators and technical staff, promoting institutional reforms, strengthening parliaments’ relationships with the executive and judiciary branches of government and civil society. It also enhances the effectiveness of women members of Parliament and improves their ability to come together and learn from one another.

More than 60 parliaments globally participate annually in this program to strengthen their capacity to foster good governance, inclusive development and public accountability.

NPS provides training for 8 tech students

EIGHT students from Port Moresby Technical College (POMTECH) were each presented a Certificate of Attainment from the National Parliamentary Service (NPS) for eight weeks of on-the-job training at Parliament House in November last year.

The students were attached to the service’s general Maintenance Section and received practical training in the areas of welding, mechanical, electrical and others during the two months.

They were farewelled at a brief presentation ceremony attended by the senior management team and staff of the NPS.

This training program was coordinated by Civic and Education Division.

“COLLABORATION: “None of us, including me, ever do great things. But we can all do small things, with great love, and together we can do something wonderful.”—Mother Teresa”

NPS attends APPU meet in Taiwan

THE NATIONAL Parliamentary Service (NPS), represented by Hilary Malai, First Secretary to the Speaker and Lalai Vali, Serjeant-At-Arms, attended the 83rd Council Meeting and the 49th General Assembly of Asian-Pacific Parliamentarians' Union (APPU) in Taipei, the National Group of the Republic of China (Taiwan) in August last year.

The union, to which the PNG Parliament is a member, is an important exchange platform for parliaments in the region to share experiences of democratisation and parliamentary democracy.

Host and President Su Jia-chyuan in his invitation letter said nations in the region were committing to a vision of a free and open Indo-Pacific region and emphasised rule of law, a strong civil society and improved democratic governance.

President Jia-chyuan suggested the theme "Oceans of Democracy and a Sustainable Indo-Pacific" as it was critical for APPU member states to discuss how to reach the United Nation's sustainable development goals (SDGs) during the Council Meeting and General Assembly.

NPS staff visit parliaments in region

VANUATU PARLIAMENT | Acting Parliament Counsel Richard Whitchurch pictured right with the Speaker's gavel in the Vanuatu Parliament, during a visit to the country in August last year. Both him and Bills and Papers' Acting Parliamentary Officer Elison Waitu, while there, attended the UNDP's 2nd McGill Parliamentary Management Course on Committees and Parliamentary Research and Information Technology hosted by the Vanuatu Parliament. -

Photo: Elison Waitu



SAMOA PARLIAMENT | IPRO's Acting Multi-lateral and Bilateral Officer, David Ropra (left) receiving a gift from Samoa's Clerk of Parliament, Tiatia Graemme Tualalelei during a visit to the country in October last year to attend a regional UNDP training on "Parliamentary Outreach and Citizen Engagement". Acting Director - Media, Priscilla Raepom also attended the training which was aimed at enhancing public engagement by parliaments and developing some best practice standards for the region. - *Photo: Parliamentary Media Service*

NPS conducts workshop for East Sepik leaders

THE NATIONAL Parliamentary Service (NPS) conducted an induction workshop for the East Sepik Provincial Assembly and Wewak Local Level Government in October last year to educate members to conduct proper assembly meetings.

Acting Deputy Clerk of Parliament Basil Kumbaliagen said knowing the Standing Orders and applying the proper processes and procedures is the only way Provincial Assemblies and the LLG meetings can deliberate important issues, make good decisions and pass legislations and provincial laws.

Participants were grateful for the informative workshop which enabled them to better understand the important

aspects of running their meetings.

Mr Kumbaliagen encouraged continued dialogue with all provincial governments in the country and called on Governors and their respective Assembly Clerks to liaise and partner with NPS to facilitate such workshops in the future.

Other information imparted during the workshop included clarification on the use of powers to make laws and the levels of benefits for elected leaders at the provincial and LLG levels by the Salaries and Remuneration Commission (SRC) team.

Similar workshops were conducted for Gulf, Madang and Central provinces towards the end of last year.



NATIONAL Parliamentary Service officers with the Madang Assembly officials visiting the East Sepik Provincial Assembly chamber during the East Sepik Provincial Induction workshop held in Wewak, last October. - *Photo: Parliamentary Media Services*

Public Servants

SPORTS DAY IN PICTURES



THE NATIONAL Parliamentary Service (NPS) Mixed Netball Team captured after one of their matches during the one-day sports program held at the Rita Flynn Netball Courts in November last year. - Photo: Parliamentary Media Service



The NPS Mixed Volleyball Team in action during one of their matches. - Photo: Parliamentary Media Service



NPS staff supporting "Team Parliament" during the program which involved more than 30 Government departments and agencies taking part in netball, volleyball and soccer. - Photo: Parliamentary Media Service



The NPS Volleyball "Dream Team", that won the grandfinal against Correctional Institution Services (CIS). - Photo: Parliamentary Media Service



NPS netballers in defence mode. Unfortunately the team bowed out of the qualifying finals, losing to Internal Revenue Commission (IRC). - Photo: Parliamentary Media Service



NPS staff enjoying the day. - Photo: Parliamentary Media Service

“ **ACCOUNTABILITY:** *Creating a culture of integrity and accountability not only improves effectiveness, it also generates a respectful, enjoyable and life-giving setting in which to work.* - Tom Hanson ”

Induction of Gulf leaders

BELOW: National Parliamentary Service (NPS) staff captured during the trip to Gulf Province to conduct induction workshops for Provincial Assembly and LLG leaders there. - *Photo: Parliamentary Media Service*



Queen of the Pacific visits

BELOW: Serjeant-At-Arms Division attendants take a photo with Leoshina Kariha, Miss PNG 2018 and Miss Pacific Islands 2018 during a visit to Parliament last November. - *Photo: Parliamentary Media Service*



Staff attend info sessions

BELOW: National Parliamentary Service (NPS) staff listening attentively during a Brown Bag sessions on cancer awareness facilitated by Pacific International Hospital in October last year. - *Photo: Parliamentary Media Service*



A gift for the Speaker

ABOVE: Acting Clerk of Parliament Kala Aufa (right) presenting a gift to the Speaker of Parliament Hon. Job Pomat, MP, CMG during an official dinner to celebrate his award of the Most Distinguished Order of Saint Michael and Saint George (CMG) for service to the community as a Member of the National Parliament including as Minister and currently as Speaker of Parliament last October. - *Photo: Parliamentary Media Service*



Floating Budget Analysis Team

ABOVE: Pictured are staff and management of the PNG Parliamentary Committee Secretariat and their Fiji, Solomon Island and Samoa counterparts during a briefing session last October. - *Photo: Parliamentary Media Service*



Farewell Hon. Thomas Pelika

ABOVE: Prime Minister Hon. James Marape (front), Speaker of Parliament Hon. Job Pomat, MP, CMG and members of Parliament captured, paying their last respect to the late Hon Thomas Pelika in November at the Parliament House Grand Hall. - *Photo: Parliamentary Media Service*

Meet the laundry staff who has served NPS for 22 years

Maron Jeremiah



MARON Jeremiah (centre) with her staff at their workspace. - Photo: Parliamentary Media Service

COME, VISIT MY WORKSPACE!

CATERING Division's Laundry Section Supervisor, Maron Jeremiah from the Trobriand Islands of Milne Bay Province started her career with the National Parliamentary Service (NPS) as a casual Laundry Attendant in 1998.

Her 22 years of hard work and commitment is evident in her being promoted to senior roles over the years and maintains that she loves her job and "enjoys every bit of it".

"The service is a great place to work at," she said. "I have never encountered any problems with my work or my relationship with my colleagues here."

Ms Jeremiah currently has a staff of three officers (two permanent and one casual) and the section's main role is laundering

and ironing of NPS staff uniforms from the Catering and Security divisions, tablecloths, seat covers, napkins, etc. from the restaurants, as well as senior managers' uniforms and suits.

She also ensures that the laundry machines and equipment are kept in good condition and that the staff know how to operate these machines.

Ms Jeremiah encourages her staff not to allow problems to overcome them, as these were challenges in life one can learn from and develop themselves to be successful in their careers.

"Accept the challenge, focus on your job and do what you can to succeed in life," she said.

MOVERS & shakers!

Appointments

- Lydia Silas | Administration Assistant - Finance Branch

Congratulations

- To Acting Clerk of Parliament Kala Aufa, a recipient of the Queen's Diamond Jubilee Medal in recognition of outstanding services rendered to the National Parliament for more than a decade at a first-of-its-kind investiture ceremony in Kupiano, Abau district of Central Province held last December. The medal is a commemorative medal celebrating the Queen's Diamond Jubilee as the reigning monarch of the British throne, head of the Commonwealth and Head of State of PNG. About 300 awards were presented to individuals for their service to the province in various fields including; agriculture, education, politics, religion, and entertainment and in non-profitable organisations before and after Independence. Acting Governor-General, Hon. Job Pomat, MP, CMG presented the awards.

FACTFILES

- **What is a Whip in Parliament?** Whips are the party's "enforcers". They ensure that their fellow legislators attend voting sessions and vote according to official party policy. The term is taken from the "whipper-in" during a hunt, who tries to prevent hounds from wandering away from a hunting pack.

Security officer formalises his marriage

LAZARUS Zongesia from Morobe Province, who works as a Static Guard with the Security Division and wife Dulcie from Oro and Bougainville parentage, formalised their marriage at the Boroko Baptist Church, last October.

The wedding followed a month of marriage seminars at the church. Mr Zongesia and his wife, who have been living together for several years with their five children are happy to have their marriage officially recognised by God, by the law of the land and the community they live in.

"As the father and head of the family, I have to set a good example for my children and younger siblings to follow," he said. "Having a happy and stable family life for

our children is important to me."

He said there were many social issues affecting family life nowadays, therefore having a strong and stable family unit is strength needed to drive children forward in life, overcome these challenges and become successful in the future.

The Zongesia family has expressed their appreciation to all who supported in enabling such as beautiful wedding ceremony and hope that their story can inspire others who wish to have their marriages blessed to do so.

■ **PICTURED is Lazarus and his wife Dulcie and their five children after the wedding ceremony.** - Photo: Lazarus Zongesia



“ **RESPECT:** “Knowledge will give you power, but character, respect.” - Bruce Lee ”

FLASH BACK

PICTURED is His Royal Highness Charles, Prince of Wales unveiling a plaque at the site where the current Parliament House would be built during Papua New Guinea's Independence Day on September 16th, 1975. Thus, it was only fitting that on August 4th, 1984, Prince Charles, officiated at the opening of the completed building.

■ Information and photo courtesy of Parliament House Papua New Guinea by Mike Briggs.



Why is teamwork important for NPS?

Every issue, we interview Parliamentary Service staff to gauge their opinions on a topical issue. Below, we feature four of our colleagues sharing their thoughts on the question, "Why is teamwork is

"PERHAPS the old *Tokpisin* catchphrase "*wanbel na wok bung wantaim*" defines teamwork well. I believe teamwork requires all members of the team to understand the team's objective. Each individual should also understand their roles and the roles of other members of the team.

Compromise is also an important aspect of teamwork because a team is made up of individuals of different personalities, education and work experience backgrounds. It is possible that team members may have differing views or conflicts may arise in a range of scenarios. The National Parliamentary Service (NPS) is a big team made up of about 300 employees who are all different as individuals and have different job responsibilities in different divisions but all employees and all divisions need to work



DAVID YUWE

Legal Officer
- Parliamentary
Counsel

as a team for the NPS to accomplish its overall objectives. Lack of teamwork can lead to lack of communication, absenteeism and low work output. As long as we are able to collaborate and compromise, we are bound to achieve our division's objectives and consequently the service's objective."



HANNAH HASING

Hiring and Contract
Officer - Human
Resource Management

As we strive to be a dynamic organisation, we must believe in one common value that creates energy and commitment.

By encouraging a fun, creative and dynamic workplace where teamwork is essential, we will grow together as every staff member at National Parliamentary Service (NPS) is an ambassador, in everything we do and say; both for internal and external matters.

Additionally, in order to have an inclusive workplace, our people are our success. I believe we should be committed to maintaining an inclusive workplace, where human rights are recognised, where we treat each with integrity, respect, humbleness and dignity. When NPS encourages teamwork it will promote diversity, equality and will not tolerate any kind of discrimination or harassment in the work environment.

Teamwork is essential for NPS and should be part of our organisational culture, where we are driven by our values and we lead by good example.

Our leaders are our role models and should set a good example in everything they say and do. Our leadership should be about inspiration, delegation, feedback and motivation; giving opportunities to staff to be thinkers, creative; encouraging an open work environment where the views of staff members are considered valuable."



CHRISTINE KULA

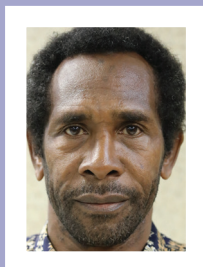
Open Parliamentary Officer
Information Support Service

"Teamwork is all about "we", "us", "our". There is no "I" in teamwork. For me, it means to work together, share ideas, give constructive feedback, help each other, nurture relationships and understand individuals in any circumstance to get the job done and to meet the

desired objectives.

Teamwork is important for National Parliamentary Service (NPS), firstly, to ensure its operations are effective, efficient and transparent thus achieving its organisational objectives and goals. Secondly, teamwork maintains solidarity and oneness, promoting unity among individuals and staff and the institution as a whole.

An unified service encourages positive mindsets, positive attitudes with a sense of pride and appreciation for our work and moving forward for the betterment of this service."



THOMAS IOBO

Senior Protocol Officer
Serjeant-At-Arms

"Teamwork is a combined work and plan of action of a group/groups to effectively and efficiently complete a given task. Teamwork promotes workplace support, shared goals, cooperation and encouragement. Team members are able to feel a sense of accomplishment, and are collectively responsible for outcomes and achievements of the group/groups."

Want to air your views? Give us call on
Ext 232/504 or email us on
mediadivision.parliament@gmail.com

5 tips to be organised & productive at work

BEING productive and organised at work leads to positive professional outcomes, less stress and greater satisfaction at work. While you must find a system that works for you, here are five tips you can start off with.

1. Use Your Time Wisely

Improve your time management by setting reminders. Technology makes setting reminders easier than ever! Between phone alarms, calendar reminders, and smartwatch cues, we can effectively manage our time. In addition to this, note and prioritise your goals, eliminate distractions, and say “no” when necessary.

2. Write it Down

Keep a calendar, planner, notebook, or set of post-it notes along with plenty of writing utensils in your workspace. When an important commitment is brought to your attention, you will have what you need to record it. Keep notes that are brief, detailed, and legible to help you stay organised.

3. Work Ahead of Schedule

The key to getting better at working ahead of schedule is viewing your final deadline as a last resort. Instead of working up until the very last minute, work toward an earlier deadline that gives you space to walk away from your work and return to it later to apply finishing touches.

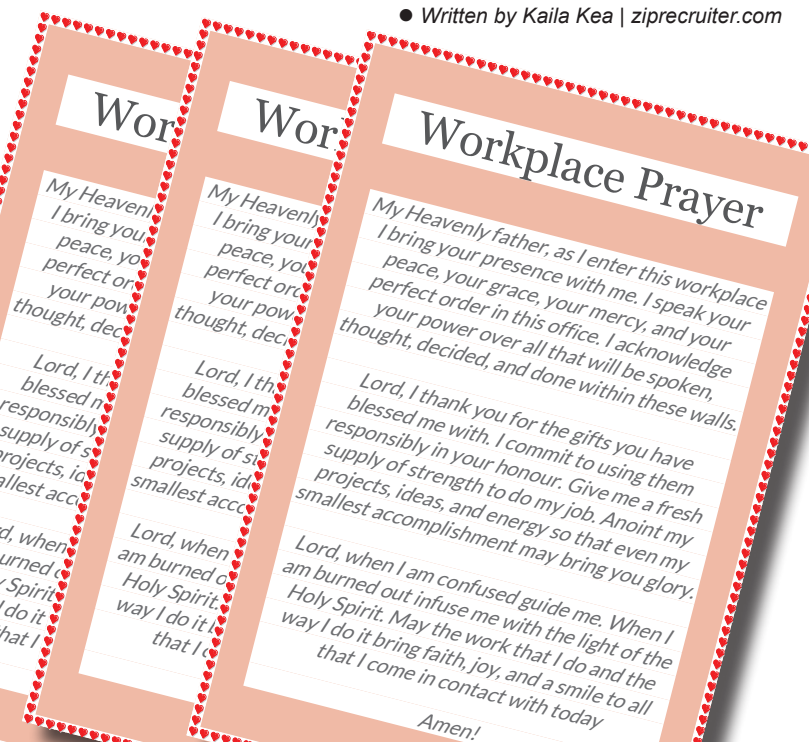
4. Keep a Clear Workspace

The space in which you work affects how you work. Working in an orderly space will help you reduce distraction and keep a clear head and keep track of all your notes and calendars. You can extend this idea to your digital workspace. Take a little time each day to do some basic housekeeping.

5. Customise Your Approach

Customise your approach to work for you and the way you operate. Some people organise assignments according to the order in which they are due while others tackle tasks in order of difficulty. You can do some trial and error and be mindful of what helps you work best.

• Written by Kaila Kea | ziprecruiter.com



WITH TIM BONOU | ACTING DIRECTOR - HRM

1. HRM Control Measures

Officers to take heed of the control measures. HRM has put in place control measures for the different HRM activities to inform officers on some decisions/conditions made by the senior management to promote good HR practices. These areas are, personal matters such as salary advances and sacrifices, overtimes, annual/recreational leaves, HDA's, training, discipline, absenteeism/abscondment and medical refunds, just to name a few.

2. Staff Performance Appraisal (1st July – 31st December 2019)

Submission of SPA's for 2nd period (1st July – 31st December 2019) was due for submission to HRM on 10/1/2020. Those Directors or Divisional Heads who are yet to submit their staff appraisals are urged to appraise their officers quickly and submit to HRM asap. This is a competency-based performance appraisal which will assist HRM with its' staff development/training programs and establish career path plans, etc. in order to improve productivity and efficiency in Parliamentary Service. It will also assist HRM to facilitate payment of salary increments and will support the appointment of officers during the selection and recruitment process.

3. Selection & Recruitment

There are only 55 applications to be profiled before HRM undertakes the consultation process with Divisional Heads to finalise the shortlisting of candidates done by HRM. We are anticipating that this whole project should be completed and ready for the Selection Committee's deliberation by the end of February 2020.

4. Training of Female Employees in 2020

The Acting Clerk has approved training for female employees to undertake various courses in 2020. The Parliamentary Service Act 1997 allows for female employees to be given the opportunity to further their studies which fosters equal development of employees within the Parliamentary Service. The three female officers taking up training this year are: Hannah Hasing doing a Master's Degree in Business Administration - majoring in Human Resource Management at Charles Stuart University, Sydney, Australia, Naime Pinje to take up Diploma in Public Administration and Ellie Peter to take up Diploma in Accounting programs; both at the Pacific Institute of Leadership and Governance.

5. Clinic Update – Healthy Living

Our health and wellbeing are important, therefore regular exercise, having a good balanced diet and drinking plenty of water are the basics of living a healthy and happy lifestyle. Being physically active can also improve our overall strength and fitness, improve our self-esteem, ease stress and give us a fresh outlook on life. It is also a great way to meet and have fun with other people and improve relationships with colleagues and family.

“ Excellence: “We are what we repeatedly do. Excellence, then, is not an act, but a habit.” Or, put more simply: “Excellence is a habit.” - Aristotle

China's ruling party officials pay Speaker a courtesy visit



HEAD OF delegation Lin Duo, receiving a gift from the Speaker of Parliament Hon. Job Pomat, MP, GMG, during their visit to Parliament House.
- Photo: Parliamentary Media Service

A DELEGATION of Chinese officials from the Communist Party of China (CPC) paid a courtesy visit to the Speaker of Parliament Hon. Job Pomat, MP, GMG last November. The team was led by Lin Duo, a member of the Central Committee of CPC and Secretary of the Gansu Provincial Party. The team was in the country meeting with the Department of Foreign Affairs to strengthen good relations between the two countries and visited the Speaker to promote party to party exchange programs between the two parliaments.

Media briefed on budget process

PICTURED is Acting Clerk of Parliament, Kala Aufa (third from right) with local journalists after his presentation on how a national budget is framed and the step by step process in which it is tabled, debated and eventually passed in Parliament. The workshop, "National Budget Reporting" held last November was organised by ABC's Media Development Initiative (MDI).
- Photo: Parliamentary Media Service



NPS contributes to curriculum growth



CIVIC and Education Division staff, Jimmy Balam (second from left) and his team in a group discussion during the workshop.
- Photo: Parliamentary Media Service

THE NATIONAL Parliamentary Service (NPS) was amongst other key stakeholders that recently completed a two-week workshop organised by the Education Department's Curriculum Division to develop two new teaching syllabuses for schools in the country.

Subject areas included: Civic Identities, Principles and Systems, Christian Values and Principles, Citizenship and Society and Governance and Leadership which will be used to teach Grade 7 to Grade 12 students.

NPS was represented by Civic and Education Division staff member, Jimmy Balam, Coordinator – Education. NPS's participation is a significant initiative for parliamentary outreach and citizen engagement.

Petitioning Parliament: A citizen's right

PICTURED are Human Rights Defenders Association leaders (left) presenting a petition to Deputy Prime Minister and Minister for Justice and Attorney General Hon. Davis Steven after a peaceful march in August last year. The petition called on the government to address human rights issues in the country. Petitioning the Parliament is a fundamental right of



every citizen and offers the opportunity to engage directly with the Parliament; by which an individual or group

can ask the Parliament to take action about matters of concern to them.
- Photo: Parliamentary

Lions' families visit



PARENTS and family members of the Great Britain Lions who played PNG Kumuls in November during the World Cup Rugby League challenge, are pictured here during their visit to Parliament House.
- Photo: Parliamentary Media Service



Netball teams secure spots in pre-finals

THE two National Parliamentary Service (NPS) netball teams taking part in the Public Servants (PSNC) and Private Companies (PCNC) netball club competitions have secured a spot each in the preliminary finals, scheduled in February. Both teams made up of staff and dependents went on to play in the semi-finals in their respective divisions. When this publication went to print, the team in the PSNC competition bowed out of the competition and the team in the PCNC competition were preparing for the major semi-finals. The competitions were held every Saturday and Sunday respectively, at the Rita Flynn Netball Courts in Bisini, Boroko. Congratulations to both teams for their outstanding efforts as exceptional sportswomen and ambassadors of NPS.



● ABOVE RIGHT | The National Parliamentary Service netball team in their new uniforms, taking time out for a team photo before one of their games during Round 2 of the Public Servants Netball competition held at the Rita Flynn Netball Courts.- Photo: Parliamentary Media Service

New uniforms for Pool team



PICTURED is Acting Deputy Clerk of Parliament Basil Kambuliagen (second from left) presenting a new set of uniforms and cues to team members of the Parliament Tambarans, who are currently representing the National Parliamentary Service (NPS) in the Media Pool Competition held at Lamana Hotel on Saturday afternoons. - Photo: Parliamentary Media Service

Cricket season starts

THE National Parliamentary Service (NPS) Men's and Mixed Cricket teams taking part in the 2019-2020 Corporate Cricket competition have started their games for the season. They are currently running third and eighth in their respective pools.

The teams play on the weekends at Amini Park, in Boroko, in a competition that has about 40 or so private companies participating in. Those interested in supporting our teams are welcome to attend.

Good sportsmanship goes beyond the game; it starts with respect.

Tommy Hiltiger

Parliament wins PS Volleyball grandfinal

THE National Parliamentary Service (NPS) Volleyball Team that took part in the Public Service Sports Program (PSSP) last November won the grandfinal against Correctional Institutional Service (CIS). NPS also fielded teams for netball and soccer, however both teams did not qualify for the finals. Nonetheless, staff, both players and supporters enjoyed the day out, promoting the program's theme; "Healthy Lives, Active Workforce."

● See Page 6 for photos