Pakistan Institute for Parliamentary Services – Parliament’s Centre of Excellence
First of its kind exclusive research and training facility for the Members of Parliament

Background - the BEGINNING

The Pakistan Institute for Parliamentary Services (PIPS) is a premier institution and first of its kind exclusive facility created to provide quality research, legislative, capacity building and outreach services for Honourable Members of Parliament and parliamentary functionaries. The establishment of a sustainable institute for legislative research and capacity building has been a long-standing aspiration of parliamentarians and parliamentary staff in Pakistan. The establishment of the Pakistan Institute for Parliamentary Services, PIPS, through an Act of Parliament is a major step towards the realization of this objective.

Strategically placed in the aegis of the Parliament of Pakistan, PIPS is a momentous initiative of the parliamentarians to establish an exclusive centre of excellence with an aim to impact the practice of an effective strong legislature in Pakistan. The interim PIPS was established in 2008-09 in existing parliament lodges where it started conducting capacity building events and seminars in a small but well-equipped state of the art facility. A dynamic non-partisan team of professionals working in a modern setting, are dedicated to the cause of parliamentary excellence through their mandated services that can prepare our parliamentarians as dynamic leaders in a perpetually changing world.

The Institute is led by the Chairman of the Senate or the Speaker of the National Assembly by rotation for three years. The Institute provides quality services to national as well as provincial legislators. PIPS is “dedicated to parliamentary excellence,” and looks forward to develop into a centre par excellence through a dedicated team of professionals. Please refer to our email at: www.pips.gov.pk for further details of our team and work.

ABOUT PIPS

Establishing PIPS - realization of a dream

The Pakistan Institute for Parliamentary Services, PIPS, was formally established as an as an exclusive and independent, first of its kind research and capacity building facility for the parliamentarians, through an Act of Parliament on December 15, 2008. No matter it had started functioning in an interim facility since April 2006, its mandated functions began in November 2010 when a smart four-member pioneering team took reigns of PIPS. While PIPS commenced
in Research on Demand Service in 2009-10 and its training services in 2010-11, the full-fledged functions started on July 4, 2012 in the new campus.

The Parliament in Pakistan had remained deprived of the power of Knowledge that comes from timely, accurate and credible information and objective bipartisan analysis on the most sensitive of national matters till the establishment of PIPS. The intense need for such an institution was direly felt and expressed in 2005 in the Speakers Conference of the National and Provincial houses. The Legislative Development Steering Committee (LDSC) of the National Parliament under the chairmanship of Deputy Speaker National Assembly chose to work for setting up the Institute with the support of the Pakistan Legislative Strengthening Project (PLSP) of USAID. Based on the deliberations of the LDSC, comprising eight MNAs and four Senators in addition to Secretariat leadership of National Assembly and the Senate; various comparative studies and feasibility papers prepared. The Parliamentary Steering Committee visualized PIPS as an autonomous entity, functioning under the leadership of the Parliament and guided by a Board of Governors.

**Cross Party Consensus to pass PIPS Act**

The PIPS Act was passed by the Senate and the National Assembly by a consensus vote by all MPs. Hon. Ms Marvi Memon, Member, National Assembly, and Hon. Senator Muhammad Anwer Bhinder presented the private member Bill in the National Assembly and Senate of Pakistan respectively. The legislation is a true manifestation of cross party caucusing as the bill saw all parliamentary parties, government and the opposition worked together to finally get it through in the 13th National Assembly as a consensus Act. The institute was thus officially created through a consensus Act of Parliament passed in December 2008.

**Composition of the Board of Governors**

The Board of Governors consists of following members

- a) Chairman of the Senate or the Speaker of the National Assembly by rotation for three years
- b) Deputy Chairman of the Senate or the Deputy Speaker of the National Assembly by rotation for a period of three years. However, the president and the Vice President cannot be from the same House at a time.
- c) Minister for Parliamentary Affairs of Government of Pakistan
- d) The Speaker of each Provincial Assembly, and in his absence, Deputy Speaker of the Assembly concerned
- e) Four members of the Senate to be nominated by the Chairman of the Senate on the basis of party representation in consultation with the parliamentary party leaders
- f) Eight members of the National Assembly to be nominated by the Speaker on the basis of party representation in consultation with the parliamentary party leaders
g) Secretary Senate of Pakistan  
Ex-Officio  
Member

h) Secretary National Assembly of Pakistan  
Ex-Officio  
Member

i) Executive Director of the Institute  
Ex-Officio  
Member

**PIPS Board of Governors - reflection of Federation of Pakistan**

The establishment of the PIPS through unanimous support of the Parliament reflected the will and vision of not only the National Assembly and Senate, but also of the provincial Houses of Punjab, Sindh, Khyber Pakhtunkhwa, and Balochistan, who are all represented through their honourable Speakers in the PIPS Board of Governors. Under the Act, the Chairman Senate and Speaker National Assembly were charged with the responsibility of nominating the members of the founding BOG. Considering the importance of the institute and the role of the Board of Governors, they tried to pick up the best of the lot keeping in view their background and experience for taking up this onerous responsibility. The Board of Governors, has the overall control of the Institute and it guides its functioning.

Honourable Speaker of the National Assembly of the Islamic Republic of Pakistan, Raja Pervaiz Ashraf is presently the President PIPS BoG, while Mr Muhammad Anwar, Executive Director, is the chief executive of the institute. Former Speaker of the National Assembly Madam Dr Fehmida Mirza is the founding President of the PIPS Board of Governors while former Secretary General of National Assembly Late Khan Ahmad Goraya was its founding Executive Director. The National Assembly saved precious resources to buy a 1.5 acre piece of land at a picturesque setting on Ataturk Avenue in Pakistan’s serene Federal Capital on which the state of the art PIPS campus was constructed. The then Speaker of the National Assembly, Dr. Fehmida Mirza along with Deputy Chairman Senate, Senator Mir Jan Muhammad Khan Jamali inaugurated the official construction launch of PIPS building on 17th June 2010.

The Board of Governors meets every quarter and formulates PIPS strategic vision and approves annual work plans and budgets. The PIPS BoG thoroughly drafted, debated and approved
comprehensive sets of Financial and Recruitment Rules that has laid a sound foundation to build a centre of excellence based on professionalism and merit, which reflects integrity and accountability in its functioning. Hon Raja Pervaiz Ashraf, Speaker, National Assembly of Pakistan, is presently the President PIPS BoG.

**ROLE AND FUNCTIONS**

**MOTTO:** The motto of Pakistan Institute for Parliamentary Services (PIPS) – "DEDICATED TO PARLIAMENTARY EXCELLENCE," is manifestation of its team’s desire to work hard in unison for Institute’s cherished goals in the worthy leadership of PIPS Board of Governors and its functions as laid down in the PIPS Act.

**VISION STATEMENT** as stated in Preamble of PIPS Act 2008:

> Whereas it is expedient to provide for establishment of Pakistan Institute for Parliamentary Services in order to promote research, provide training and to provide facility of information to the Parliamentarians in performance of their duties and for matters concerned therewith and ancillary thereto;

**MISSION:**

*PIPS endeavors to provide high-quality, accurate and result-oriented services to elected members and staff of the Legislatures in Pakistan to promote parliamentary excellence.*

**CORE VALUES** as stated in the PIPS Workplan approved by the BoG:

1. **Integrity:** PIPS faculty and staff are inspired by honesty and truthfulness as personified by the sunnah of Prophet Muhammad (SAW) and emphasized in numerous speeches by the founder of nation Quaid e Azam Muhammad Ali Jinnah. The team considers integrity as their primary value so as to create synergy towards their common mutually set goals.
2. **Non-Partisanship:** Institute’s faculty is committed to provide nonpartisan analysis to assist Honourable Members of the Parliament, provincial and legislative assemblies in making informed decisions to secure the national interest as aspired by the people of Pakistan.
3. **Professionalism:** PIPS team values its humility to perpetually seek learning new concepts and ideas for keeping themselves abreast with essential skills-set that make them effective, efficient and knowledgeable professionals.
4. **Accessibility:** PIPS faculty remains readily approachable to parliamentarians for provision of timely services at their doorstep.
5. **Anticipation:** Institute team continues a vigilant appraise of national and international developments to accordingly assist MPs through essential technical support in anticipation to challenges and new realities concerning the country.

**OBJECTIVES:**

a. Assist parliamentarians in making informed policies by conducting or commissioning independent research on topical issues;

b. Conduct professional development and orientation programs for elected parliamentarians and staff of the National Parliament and Provincial Assemblies;

c. Gather and organize data as well as provide complete, accurate, timely and relevant information to facilitate parliamentarians in their work; and

d. Provide technical support and various intellectual and knowledge resources to parliamentarians.

The Institute is committed to serve all national and provincial legislatures in their efforts to perform their onerous tasks of law making, executive oversight, policy making and representation according to the aspirations and will of the people of Pakistan and to strengthen the tradition of a democratic order in the country.
FUNCTIONS:

According to the mandate of the Institute as mentioned in the PIPS Act, the functions of the institute are as follows:

i. to maintain the national, provincial and international data, information and statistics to provide to the Parliamentarians for the efficient performance of their duties;
ii. to undertake research in respect of the Federal and Provincial laws and also to have a study of international laws to help the Parliamentarians in the law making process;
iii. to provide technical assistance to Parliamentarians in performance of their duties;
iv. to provide training to the Parliamentarians and parliamentary functionaries for performance of their duties;
v. to arrange seminars, workshops or conferences;
vi. to take measures for the development of law making;
vii. to maintain a record of all the existing Act, Ordinances and other enactments in force in Pakistan and in each Province;
viii. to assist Parliamentarians and legislative bodies in their efforts to ensure the public’s understanding of working of Parliament;
ix. to arrange legislative drafting courses with special emphasis on parliamentary practices;
x. to manage the internship programs for the Parliament and Provincial Assemblies;
xi. to establish and maintain resource centers for the Parliamentarians;
 Underscored
xii. To support the parliamentary committees in the performance of their duties;

xiv. Any other function as may be assigned to it by the Parliament or the Board.

A. RESEARCH AND LEGISLATIVE SERVICE:

A prime goal of the institute is to provide non-partisan and expert analysis on a range of subjects, and to help the legislators in making informed policies about the national challenges. Leading scholars and researchers based in reputable universities, think tanks and civil society organizations across the country are members of PIPS’ network of specialists to provide informed policy inputs such as in-depth background notes, assessing bills, research papers, briefs, legislative summaries, consultations and other services on the request of parliamentary committees as well as parliamentarians.

Since 2009, the Institute commenced “Research on Request Services,” which offers timely, accurate and objective non-partisan informational and research services to the legislators across Pakistan. Whereas the deadline of such researches varies from one day to 15 days, the researches include prompt informational and research analysis done on 24 hours’ notice for parliamentarians. Following are the key achievements of PIPS Research Section.

i. PIPS Research on Demand Service: PIPS has produced more than 1500 comprehensive research papers exclusively for individual MNAs, Senators as well as MPs working in various Standing Committee and provincial assemblies. These services are offered to parliamentarians in confidence and kept confidential as and till their direction.

ii. Technical Assistance to Committees: The Institute commenced its “Technical Assistance Service” in 2015 for providing detailed reports on specific subjects/area to Standing Committees and Parliamentary bodies. The Institute has prepared numerous technical reports for various standing committees on issues of national importance.

iii. Legislative Research: The Institute has prepared 173 legislative papers as PIPS legislative expert analysis for Honorable Parliamentarians.

iv. Drafting Legislation: PIPS has drafted over 200 new private member bills for Honorable MPs. These bills were introduced in the Parliament by various members.

v. Non-Legislative Business: The Institute has drafted above 400 documents related to Non-Legislative business. These include calling attention notices, questions, motions and resolutions.

vi. Public Hearing and Seminars on Legislative Issues: A total of 23 public hearings and seminars have been organized by the Institute for Honorable Members
vii. **Publications:** The Institute has also developed sixtyfive (65) books and parliamentary publications on topics relevant to working of the Parliament and its MPs.

viii. **PIPS Parliamentary Research Digest:** PIPS publishes the most widely read parliamentary publication of the country – i.e its monthly Parliamentary Research Digest since Jan., 2014 that is circulated among 2000 readers across Pakistan including but not limited to all Members of National Parliament, four provincial assemblies of Balochistan, Khyber Pakhtunkhwa, Punjab and Sindh as well as legislative assemblies of Azad Jammu and Kashmir and Gilgit Baltistan. The MPs, academia in universities countrywide, diplomatic corps, experts and parliamentary officers working in the eight Houses eulogized the initiative as key to providing anticipated knowledge of current matters relevant to the legislature.

ix. **Parliamentary Studies Program:** As envisioned by the Hon Speaker Sardar Ayaz Sadiq, PIPS has also contributed appreciably in introducing courses of Parliamentary Studies as a new discipline within existing degrees offered in social sciences and law in no less than 20 leading universities of the country. The Parliamentary Studies program was a flagship initiative by the President PIPS BoG who guided PIPS to contribute in the national mission to enhance citizens understanding and significance of parliamentary democracy as envisioned by the founding father of Pakistan, Quaid e Azam Muhammad Ali Jinnah.

x. **Budget Desk:** Since 2013, the Institute has developed a budget desk which organizes pre and post budget seminars for Parliamentarians in order to enable them understand the comprehensive budget documents and make informed decisions. It also provides technical research papers to MPs. Since the formation of PIPS Budget Desk the Institute has furnished over 70 budget researches for Honorable MPs.

xi. **PIPS Database:** The Institute is developing a database of national as well as international laws in addition to a team of attorneys and researchers to offer legislative services to national and provincial parliamentarians. These services include legislative drafting services, research on assessing legislations/impact assessment of bills, drafting questions, motions and resolutions as and when required by the members. The team has developed a database comprising statistical reports and articles on matters of Parliamentary importance. This database contains more than 5000 articles in the areas of economy, education, health, Public Sector Development Programs, environment and regulatory authorities.

xii. **Internship Program:** The Institute also runs an Internship Program since 2012-13 to promote first hand opportunity to young students an opportunity to work for Parliament.

xiii. **PIPS Public Outreach Programme:** We follow a strategy of multiple means to increase public outreach to enhance peoples’ understanding with regard to role and working of the Parliament. These include publications, website information, train-ing and diversified programs involving college and university youth, women, media men, civil society organizations and people from all walks of life. The Institute has an elaborate outreach program where it intends to provide an interface between civil society, and the legislators for consultations on public policy matters, assessing legislations as well as holding public hearings. Since 2012, **PIPS has held outreach sessions on working and achievements of Parliamentary democracy across the country engaging more than 10,000 students, academia, elected representatives CSOs and citizens at large.** The PIPS also runs a youth awareness program across all provinces of Pakistan with regard to enhancing their understanding of role and working of the Parliament and role of youth to engage the legislators.
B. PARLIAMENTARY DEVELOPMENT PROGRAM:

(i). MPs Orientation Programme

The Institute’s Parliamentarians Orientation Programme offers thematic capacity building workshops in 23 areas of parliamentary significance in addition to an elaborate New Members Orientation Program as well as system of public hearings on matters of significance under discussion in the Standing Committees. The most popular courses for parliamentarians include orientation sessions on topics such as: rules of procedure & business of the house, question hour; law making process, assessing legislation & legislative research; Budget process/analysis as well as committee work and public hearings. In addition, the Institute holds comprehensive professional development workshops on parliamentary office management, report and minutes writing for committee staff and parliamentary human resource management.

The 2012 saw the commencement of a more robust system of trainings by the PIPS. For the first time in Pakistan, since 2008 PIPS has successfully conducted orientation programs for the elected legislators of the National and provincial assemblies as well as Senators on topics, such as: “Politician to Parliamentarian”, “Constitutional Authority of Parliament”, “Parliamentary History”, “Rules of Procedures”, “Business of the House”, “Parliamentary Privilege”, “Question Hour”, “Committees of Parliament”, “Legislative Process”, “Research and Informational Support for Legislators”, “Parliamentarians and the Budget”, “Parliamentarian as Legislators”, and “Constituency Relations”. During these interactive sessions, parliamentarians take keen interest as reflected in their lively discussions during these sessions.

(ii) Professional Skills Development Programme for parliamentary functionaries

The Institute also has an elaborate Training of the Trainers Program for developing lead facilitators in parliamentary areas from among legislators and senior parliamentary officials. PIPS training wing has laid out elaborate Training Standards and Procedures to run its professional development courses for parliamentary functionaries. The Institute has an elaborate system of training needs assessment and task analysis that is undertaken on periodical basis to stay abreast with the requirement of MPs and parliamentary staff. The Institute has to date developed modules in 21 areas of parliamentary significance. These include modules on:
Most of these comprehensive training modules consist of a *Facilitator’s Guide*, a *Participants’ Book* and a *Power Point Presentation* developed according to the PIPS Training Standards and Procedures, and these cater for one week thematic professional development courses.

Accordingly more than 415 workshops for Hon Members of Parliament, journalists, members of civil society and staff of the eight houses, have been held. PIPS has hosted different modes of professional development programs like policy seminars, issue workshops, skill enhancement courses for Members & Secretariat staff of Senate, National Assembly and Provincial Assemblies. More than 7500 participants, including MPs and Secretariat staff as well as journalists covering the Parliament, have attended these programs in the last five years.

The Institute runs annual professional development programs for three tiers of the parliamentary functionaries from national and provincial legislatures, which include five week Parliamentary Management Course for officers of BPS 17-18 and equivalent, as well as shorter three days Parliamentary Leadership Course for MPs and Committee Chairs respectively. Similarly officers of ministries dealing with Parliament and Parliamentary Committees are also being oriented with regard to their role and responsibility.

**(iii) PIPS Interactive Website:** The Institute has an interactive official website at: [www.pips.gov.pk](http://www.pips.gov.pk) which is indigenously designed in a user-friendly format. It introduces the audience to various dimensions of the Institute such as its vision, mission, areas of services offered to the MPs.

**PARLIAMENTARY RESOURCE CENTRE**

PIPS is also facilitating a modern Resource Center at the Parliament Lodges, Islamabad, and four provincial PRCs in provincial assemblies of Balochistan, Khyber Pakhtunkhwa, Punjab and Sindh, where the Parliamentarians are provided round the clock printing, scanning and internet facility in addition to a small meeting room and newspapers, magazines and journals as well as assistance in informational research for their day to day needs at their doorstep. The PRCs are regularly used by legislators during the session days.

**PIPS ASSOCIATES**

The Institute has meaningful collaborations with many reputable universities, think tanks and national as well as international organizations working on research, training and strengthening
of democratic values. The Institute has signed a Memorandum of Understanding with Konrad-Adenauer-Stiftung (KAS), a German foundation regarding support to hold activities for parliamentarians and functionaries. The Institute is also to be an implementation associate with a similar forthcoming initiative of the European Union, EU. PIPS was recognized as a centre of parliamentary excellence in March 2015 at an International Network of 12 parliamentary centres of the world held in Jordan, Amman. On 8th Oct., 2021, Pakistan Institute for Parliamentary Services was invited to be amongst prestigious 8-member panel in the International Conference hosted by IPU and IFLA on Parliamentary Research & Library Services – Towards an agenda for next decade. Oct 6-8, 2021 that was inaugurated by Secretary General Inter Parliamentary Union IPU Mr. Martin Chungong on Wednesday Oct 6, 2021; it was attended by over 300 delegates from 100 countries.

Further the Institute is developing academic and policy linkages as well as affiliations with universities, think tanks, civil society, national and international organizations. This would enable the institute to have access to some of the best minds and informational resources available. In 2020-22, PIPS has signed MoUs with the Arab Parliament, the National Parliament of Djibouti, Institute for Parliamentarianism in Kazakhstan and KPI Thailand whereas it also commenced capacity building and knowledge sharing with international MPs with first workshop help in 2019 participated by MPs and staff from Turkey, Cambodia and Pakistan. PIPS has hosted seven international conferences including assisting the National Parliament in organizing parliamentary conferences of CPA and ECO in Islamabad, Pakistan.

We are interacting with numerous international parliamentary bodies such as the Inter Parliamentary Union IPU, the Commonwealth Parliamentary Association CPA, King Prajadapok Institute, KPI, Thailand and the Parliamentary Centre CPC for working together on the mutual goal of strengthening the parliaments. PIPS is partner with UNDP, Westminster Foundation for Democracy and DRI for support of parliamentary institutions in the country. PIPS has signed MoUs with think tanks and relationships with many reputed institutions such as King Prajadapok Institute, KPI, Thailand Institute of Strategic Studies, NIPS at Quaid e Azam University, Institute of Regional Studies, Higher Education Commission, PIDE, Fatimah Jinnah Women University, Ripah University and Institute for Regional Studies. The Institute look forwards to collaboration with similar institutions in the region as well as internationally and it cherishes to be a model facility assisting such initiatives. Honourable Speaker of the National Assembly of the Islamic Republic of Pakistan, Raja Pervaiz Ashraf, President of the PIPS Board of Governors, envisions to make the Pakistan Institute for Parliamentary Services (PIPS) as a recognized seat of parliamentary learning in the region as well as internationally.

**Key Achievements**

i. Institute has to-date produced over 1500 informational and research papers exclusively for individual MNAs, Senators, MPAs as well as Standing Committees.


iii. 173 Legislative research papers for Members of Parliament

iv. Over 75 Technical Reports provided to Standing Committees.

v. PIPS Parliamentary Research Digest - country’s most widely read parliamentary publication, 2000 readers every month since January, 2014.

vi. PIPS worked in guidance of Honourable Speaker National Assembly/President BoG to start parliamentary studies courses in 17 universities of Pakistan.
vii. Five Parliamentary Resource Centres (PRCs) set up at Islamabad and four provincial assemblies of Balochistan, Khyber Pakhtunkhwa and Punjab and Sindh

viii. Since Dec., 2016, research and legislative services extended to MPAs from Balochistan, Khyber Pakhtunkhwa and Punjab through its PRCs.

ix. As envisioned by PIPS Board of Governors, Institute has held outreach sessions on Constitution, Parliament and Nation-Building with over 10,000 college and university youth from all over Pakistan since 2014.

x. Sixty five (65) parliamentary books published for Members of Parliament, functionaries as well as civil society since 2010, disseminated amongst over 24,000 participants attending PIPS seminars, trainings, national and international conferences.

xi. PIPS is the only institution of Pakistan that has developed a repository of all laws presently enforced in Pakistan from 1812 till date including over 700 laws at the federal level and over 2700 provincial (state) laws.

xii. PIPS has published in 2017 and 2022 two editions of Databook on Sustainable Development Goals: Challenges for Pakistan, which is quoted as an authoritative data collection at the Voluntary National Report at the United Nations.

xiii. Nine Annual Flagship National Parliamentary Development Courses (NPDC) of six weeks duration for officers working at the National Assembly, Senate and four provincial legislatures completed in 2022.

xiv. As envisioned by the National Assembly of Pakistan, PIPS has been instrumental (2014-15 till date) in introducing Parliamentary Studies courses in 20 universities nation-wide including two universities offering full-fledged degree in BS Political Science and Parliamentary Studies. Books published by PIPS taught as curriculum books.

xv. Tradition of Parliamentary Hearings on bills commenced in 2010 as envisioned by strategic plans of National Assembly, Senate and PIPS. 23 Public hearings since inception for various Standing Committees.

xvi. Since 2010 to 2022, more than 410 events including workshops, seminars and orientations for the Members of Parliament and 150 trainings and workshops journalists, members of civil society, parliamentary reporters and clerks of the parliament/staff of the eight houses with around 8000 participants

xvii. In November, 2022, the UK Parliament Global Mapping of Parliamentary Mechanisms providing academic research to MPs has recognized PIPS in Top Tier of 73 parliamentary research mechanisms out of 173 similar institutions based on last five years of research services (2017-17 to 2021-22) amongst 192 IPU jurisdictions.

Institution building is undoubtedly a task that needs untiring efforts and the PIPS Board of Governors, under the able leadership of the President Raja Pervaiz Ashraf, Speaker, National Assembly of Pakistan, as well as leadership of all national and provincial (state) legislatures acknowledge as the need for an upbeat role by itself and the PIPS team to develop the Institute into an international seat of parliamentary learning.

PIPS New Campus and Mailing Address: The PIPS new campus was inaugurated on May 30, 2012 by the Dr Fehmida Mirza, Speaker, National Assembly of Pakistan while the Institute formally commenced its full-fledged functions in its new campus on July 4, 2012. The Campus is a state of art facility with a 150-capacity auditorium with interpretation facility, a Board Room, two training and conference rooms and one 50-capacity Mock Room as well as IT lab for online and virtual courses and practicums.

The Mailing address of the Institute is: Pakistan Institute for Parliamentary Services (PIPS), Sector F 5/2, Ataturk Avenue Service Road, Islamabad, PAKISTAN, email: info@pips.gov.pk, fax: +92 51 9091507, Contact: +92 51 9091000.