



TERMS OF REFERENCE FOR THE DELEGATION SECRETARY

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1. Background

The National Assembly of Bhutan, excluding its members in the Executive, comprises 36 Members of Parliament (MP) from both Ruling and Opposition Parties. The parliamentarians have three main roles (legislative, representative and oversight). Parliament of Bhutan is a signatory to various international organizations like Inter-parliamentary Union (IPU), Asian Parliamentary Association (APA), Asian Forum of Parliamentarians on Population and Development (AFPPD) and Association of SAARC Speakers and Parliamentarians (ASSP), etc. The Speaker and MPs often travel abroad to attend summits, workshops, seminars, meetings, etc. Therefore, in order to carry out preparatory works and to facilitate active participation in such meetings by Parliamentary Delegations, it is necessary to nominate the Delegation Secretary from the Secretariat.

The National Assembly Secretariat nominates a staff member as Delegation Secretary whenever the Speaker or any MP leads a delegation to attend meetings, seminars, workshops etc, abroad.

2. Purpose

This Terms of Reference aims to:

- i. Define the terms 'Delegation' and 'Delegation Secretary'
- ii. Draw criteria for requirement of Delegation Secretary
- iii. Nomination of Delegation Secretary
- iv. Streamline the roles and responsibilities of Delegation Secretary
- v. Ensure fruitful and successful meetings/seminars/workshops

3. Meaning of Delegation and Delegation Secretary

- a) '**Delegation**' is an official visit abroad undertaken by the Speaker, Opposition Leader, Deputy Speaker in the capacity as Deputy Speaker of the National Assembly or by any three or more MPs.
- b) '**Delegation Secretary**' is an official or officials from the Secretariat who will accompany and facilitate the delegation to ensure smooth and successful visits abroad by the delegates.

4. Criteria for Requirement of Delegation Secretary

- i. The National Assembly Secretariat shall nominate Delegation Secretary whenever:
 - a. The Speaker attends or leads a delegation abroad;

- b. The Opposition Leader attends or leads a delegation abroad;
 - c. The Dy. Speaker attends or leads a delegation abroad in the capacity as Deputy Speaker of the National Assembly;
 - d. If a Member of Parliament is going as a Guest Speaker and subject to availability of budget and invitation; or
 - e. Parliamentary Delegation consisting of three or more MPs subject to availability of budget and invitation
 - f. If the host or the organizer is ready to facilitate a Delegation Secretary
- ii. The Human Resource Officer of the Secretariat shall maintain a yearly roster of officials nominated for Delegation Secretary and Trainings/meetings/workshops/seminars attended.

5. Nomination of Delegation Secretary

The Human Resource Committee (HRC) of the Secretariat shall nominate a Delegation Secretary as follows:

- i. If the Speaker, the Leader of the Opposition, Deputy Speaker in the capacity as Deputy Speaker of the National Assembly, or three or more MPs is attending or leading the Delegation, a staff of the National Assembly Secretariat, fulfilling the requirements for a particular delegation as determined by the HRC.
- ii. The HRC may consider followings but not limited to while nominating a staff:
 - a. Relevancy of meetings/workshops/seminars;
 - b. Roster or frequency of travel by the staff;
 - c. Feedback from past delegation;
 - d. If the host or Organizer is ready to facilitate the Delegation Secretary; and
 - e. Special Directives routed through Speaker
- iii. The Member Secretary of the Parliamentary Friendship Groups.
- iv. More than one Delegation Secretary may be nominated whenever there is a delegation consisting of five or more Members and on the availability of budget.

6. Responsibilities/duties of Delegation Secretary

The Delegation Secretary shall:

a. Before Travel

- i. Carry out desk review of issue/agenda of the meeting, workshop, seminar, etc.;
- ii. Prepare talking points/speech for the Head of the Delegation;
- iii. Compile and submit a brief background note for the Delegation;
- iv. Process travel documents including passport, visa, security clearance, audit clearance etc. in collaboration with HR;
- v. Liaise with the Secretariat Service Division on logistics for the visit including processing of air tickets, per diem, accommodation, transport, etc.;
- vi. Liaise with Ministry of Foreign Affairs and External Trade and arrange a pre-departure briefing for the Delegation from the Ministry;
- vii. Prepare proposal for gift items and seek approval for purchase of gifts for the delegates; and
- viii. Withdraw DSA and money for incidental expenses and process for currency exchange.

b. During the Visit

- i. Carry out airport and hotel check-in and check-out for the Head of Delegation;
- ii. The Members of Delegation shall be responsible for airport and hotel check-in and check-out and for taking care of their own luggage and other belongings while travelling;
- iii. Liaise with Bhutanese Embassy present in that area to brief the delegates before delivering any speech or talks if deemed necessary.
- iv. Coordinate and arrange bilateral meetings on the sideline of the main event for the Head of Delegation or Delegation;
- v. Take notes and pictures of the meeting/seminars/workshops;
- vi. Carry out any paper related work as may be instructed by the Head of Delegation;
- vii. Draft press releases, seek approval from the Head of Delegation and collaborate with the Information and Communication Division on publishing the press release.



Post Visit

- i. Collect and handover all diplomatic and official passports to the Ministry of Foreign Affairs.
- ii. Prepare and submit a tour report concurred by the Head of Delegation to the Secretariat/HR;
- iii. Share the report if required with other Members of the Parliament and Secretariat Staff;
- iv. A copy of the tour report must be shared with the Ministry of Foreign Affairs;
- v. Process for travel claims along with all required documents such as Boarding pass, tour report, Bills in original, expenditure statement approved by the Head of Delegation;
- vi. Follow up on the actions that needs to be taken from the visit or decision of the meeting/conference/workshop; and
- viii. Archive all documents related to visit for future record and reference.

7. Amendment

This ToR is subject to amendment by the HRC of the National Assembly as and when deemed necessary.

8. Effective Date

This ToR shall be effective on the date of endorsement by the Secretary General, National Assembly Secretariat.

Endorsed by:



(Rinchen Dorji)

Secretary General
National Assembly Secretariat

Date: 8/04/2026