



PARLAMENT TA' MALTA

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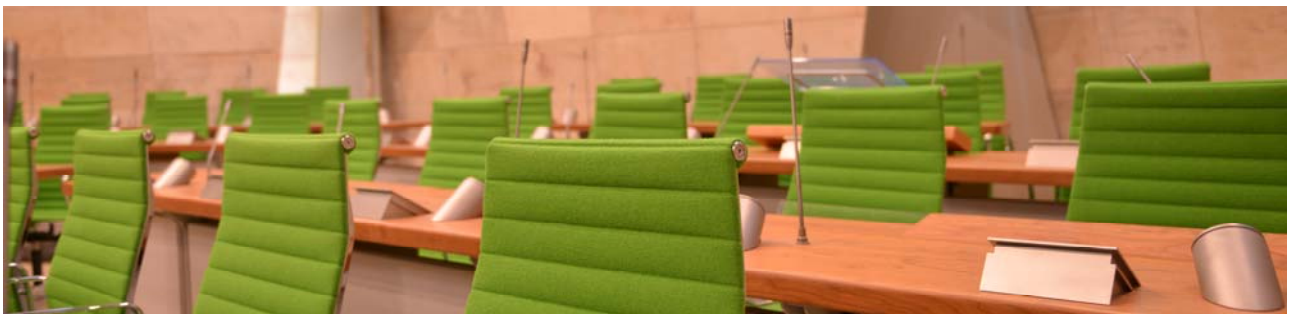
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PARLAMENT TA' MALTA

Financial Plan 2018

House of Representatives



Prepared by the
Administrative Board
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Executive Summary

This Financial Plan has been prepared in conformity with the provisions laid out in the Parliamentary Service Act (Cap. 562) which require that:

- the Clerk of the House prepares an estimate of the sum required for the efficient running of the House and submits it for the Speaker's approval – article 17(3);
- the Speaker of the House presents the financial plan and estimates of the Service to the House Business Committee prior to their consideration by the House – article 17(4);
- the Minister for Finance shall be consulted in the drawing up of the financial report and he shall therefore be an ex officio member of the House Business Committee whenever the estimates are debated, in lieu of such Committee Member from the Government side - 17(6)(b); and
- the Parliamentary Service estimates and the report thereon by the House Business Committee shall be approved by a resolution of the House – article 17(6)(a).

Following the above procedure and in accordance with article 17(1), the expenses of the Service required for the running of the House, up to a sum as may be fixed by the House in accordance with the Parliamentary Service Act, shall be deemed to be a charge on the Consolidated Fund without the need of any further appropriation other than the provisions laid out in this Act.

This document expands on how the Service may assist the House of Representatives attain objectives considered as benchmarks in a modern effective parliamentary democracy. The Service is aware that whilst the newly acquired administrative autonomy shall facilitate the attainment of these objectives, a higher level of accountability and transparency by the Service is required.

The Financial Statement for the year 2017 (Section 3) and the Financial Estimates for the year 2018 (Section 4) contained within this document are intended to provide this level of accountability in that they provide information about the use of funds allocated for the current year (2017) and also about projections for the next three years.

For the year 2018 the Service is projecting an expenditure of:

- €2,763,000 under the heading 'Personal Emoluments' which represents a decrease of €40,000 over the allocation in the previous year. However this amount may be increased by €315,000 to cover a projected staff intake and a new salary structure to keep on board and attract valid HR elements in order to improve the services offered to Members. The Ministry for Finance has committed itself to make the additional funds available as per practice adopted in previous years i.e. on the actual engagement of additional staff;
- €6,995,000 under the heading 'Operational and Maintenance Expenses' which represents an increase of €299,000 over the previous year mainly attributed to an increase in contractual services which include preventive maintenance contracts, the provision of security services as well as other services to further facilitate access to Parliamentary documents by MPs and the public;

- €345,000 under the heading 'Programmes and Initiatives' which represents a reduction of €190,000, which amount comprises a one-off allocation in 2017 in connection with Malta's Presidency of the Council of the European Union; and
- €588,000 under 'Capital Expenditure' to cover ICT Operational services and the first phase of the conversion of -2 level of the Parliament building into an archive, library and additional committee facilities. This represents an increase of €334,000 over the allocation for 2017. The Ministry for Finance has committed itself to make available additional funds should these be required for the Parliamentary Archive project.

Therefore, the total sum being requested by the Service for the year 2018 amounts to €10,691,000 - which includes the payment due as rent of €4,430,000 for the Parliament building - representing an increase of €477,000 over the approved budgetary allocation for 2017.

1. Introduction

1.1 Mission Statement

The House of Representatives plays a central role in the parliamentary democracy system in Malta; the House, through its elected representatives, passes legislation through its parliamentary process and exercises the roles of scrutiny and control over the Executive. The Maltese House of Representatives, through its elected representatives, is also accountable to the people of Malta for the provision and conduct of a parliamentary representative democracy in the interest of Maltese citizens.

To this end, the Parliamentary Service is duty-bound to deliver effective, unbiased, professional and innovative services to support the efficient conduct of the House of Representatives and its committees, as well as offer a range of services and facilities to Members of Parliament in support of their mandate to enact legislation and to hold the Executive to account. In line with best practice drawn from modern parliamentary democracies and in order to satisfy the ever-increasing expectations and demands by the public, Parliament needs to continue to promote a culture of openness and transparency in all of its proceedings.

Arising from Malta's EU accession and the entry into force of the Lisbon Treaty there is also the continuation of observance of obligations with respect to the scrutiny of EU legislative proposals. The national parliaments of EU Member States are expected to examine and, if they deem necessary, to submit their objections with regard to the applicability of the principle of subsidiarity of EU draft legislative acts. Article 2 of Protocol 2 of the Treaty clearly states that:

“Any national parliament or any chamber of a national parliament may, within 8 weeks from the date of transmission of a draft legislative act in the official languages of the Union, send to the presidents of the European Parliament, the Council and the Commission a reasoned opinion stating why it considers that the draft in question does not comply with the principle of subsidiarity.”

In order to ensure that all the above-mentioned functions are performed in the most effective manner, Parliament needs to have access to adequate, independent and unbiased services to enable Members to perform their mandate effectively. This in turn requires the non-dependence and non-subordination of Parliament to the Executive it is duty bound to hold to account.

1.2 Defining Autonomy

When referring to the administrative autonomy of parliaments, the Inter-Parliamentary Union (IPU) through its publication entitled “*Parliament and Democracy in the Twenty First Century: A Guide to Good Practice*” states that it is now becoming widely accepted that parliaments should be independent of the Executive in the way they organise themselves and that the implementation of the principle of parliamentary autonomy in practice involves a number of different aspects:

- the organisation of its own business;
- parliamentary responsibility for its own staffing; and
- control over its own budget.

With regard to the aspect of the organisation of its own business, the Maltese Parliament, by virtue of Article 67(1) of the Constitution, is already empowered to regulate its own procedures. In respect of the other two criteria, the above-mentioned IPU publication states that for the administrative parliamentary structure to qualify as an effective organisation of business in accordance with democratic norms and values, the following procedural and institutional means need to be adopted:

- a) mechanisms and resources to ensure the independence and autonomy of parliament, including parliament's control of its own budget;
- b) availability of non-partisan professional staff separate from the main civil service;
- c) adequate unbiased research and information facilities for members; parliament's own business committee; procedures for effective planning and timetabling of business; systems for monitoring parliamentary performance; opinion surveys among relevant groups on perceptions of performance.

(Parliament and Democracy in the Twenty First Century: A Guide to Good Practice; IPU; Page 11)

The Parliamentary Service Act is expected to help the Service address these requirements.

1.3 The Parliamentary Service Act

Background

The Parliamentary Service Act (Cap. 562 of the Laws of Malta) - Act XLII of 2016 - came into force on 2 January 2017 by virtue of Legal Notice 17 of 2017. This legislation, which provides for the administrative autonomy of the House of Representatives, was enacted following the presentation of an internal report and a draft bill by Speaker Anġlu Farrugia to the House Business Committee, which document was laid on the Table of the House on 21 May 2014.

This initiative followed repeated calls to this effect by past Speakers during the annual speeches on the occasion of the commemoration of the *Sette Giugno*. Various attempts to move towards administrative autonomy were made over the years, namely the commissioning of a report by former Speaker Anton Tabone by the then Management Efficiency Unit in 2005 and the publication of a white paper in 2012 by the then Deputy Prime Minister and Leader of the House Tonio Borg. The matter was also raised on various occasions by Members of Parliament from both sides of the House.

Financial provisions of the Act

Act XLII of 2016 establishes the Parliamentary Service as autonomous and independent from the Executive. It gives the Service a distinct juridical personality with the power to undertake (financial) transactions related to its particular functions as laid down by the Constitution of Malta and the Laws of Malta.

The functions of the Parliamentary Service include:

- administrative and support services to the House and its Committees;
- engagement of officers and employees to enable the House and its Committees to operate efficiently;
- maintenance and security of the parliamentary premises; and
- ceremonial services.

The Speaker of the House of Representatives is the legal representative and Head of the Parliamentary Service. In terms of this act, an Administrative Board, presided over by the Clerk of the House, performs an advisory role assisting the Speaker in the exercise of his functions. The Act also establishes the procedure to be adopted for the provision of funds for the running of the Service as follows:

- the Clerk of the House prepares an estimate of the sum required and submits it for the Speaker's approval - article 17(3);
- the Speaker of the House presents the financial plans and estimates of the Service to the House Business Committee prior to their consideration by the House – article 17(4);
- the Minister for Finance shall be consulted in the drawing up of the financial plans and estimates and he shall also be an *ex officio* member of the House Business Committee whenever the estimates are debated, *in lieu* of such Committee Member from the Government side - article 17(6)(b); and
- the Parliamentary Service estimates and the report thereon need to be approved by a resolution of the House – article 17(6)(a).

Following the above procedure and in accordance with article 17(1), the expenses of the Service required for the running of the House (other than the remuneration of the Speaker, the Members of Parliament and the Clerk) up to a sum as may be fixed by the House in accordance with the Act, shall be deemed to be a charge on the Consolidated Fund without the need of any further appropriation other than the provisions laid out in this Act.

1.4 Purpose of the business plan

This Financial Plan quantifies the financial resources deemed necessary to enable the Service to provide the services and facilities needed to achieve the above-mentioned goals. The plan does not take into account additional funding which would be required if:

- the House approves an increase in the number of Members of Parliament as from the current legislature in view of the Prime Minister's speech during the parliamentary debate on the Address in Reply to the Speech of the President of the Republic with regard to female representation in the House;
- additional parliamentary committees are set up which would in turn require additional support services;
- agreement is reached with regard to the engagement of research assistants directly assigned to MPs or parliamentary groups; and
- the provision of child care facilities to address calls to this effect by both MPs and parliamentary staff necessitate the allocation of funds by the Parliamentary Service.

1.5 Governance structure of the Parliamentary Service

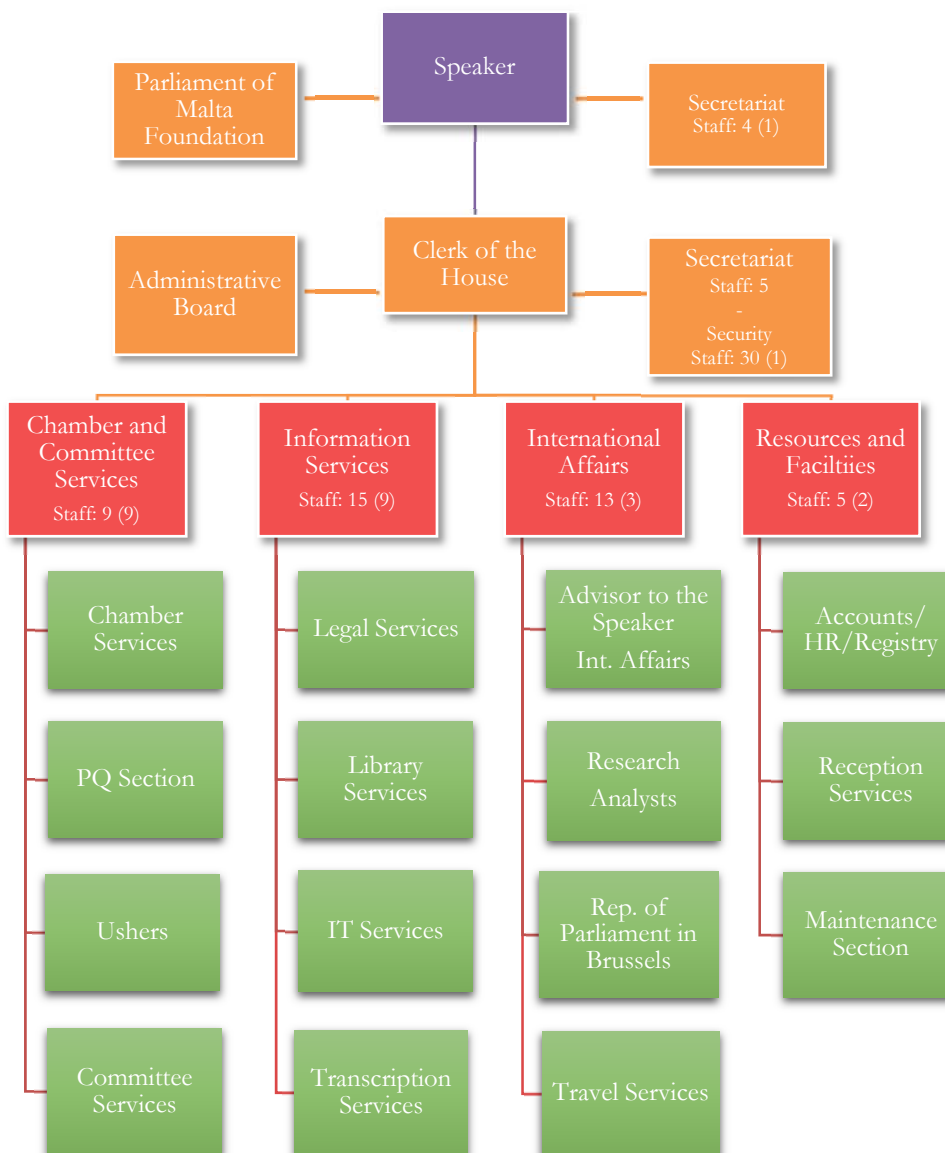


Figure 1

Figures in brackets denote projected intake in 2018-2020.

Staff in post in 2017: 82

45 Parliamentary staff

1 Software developer seconded from MITA (Information Services Section)

30 Police officers

Persons engaged on a position of trust basis

1 Advisor to the Speaker - International Affairs (International Affairs Section)

1 Personal Assistant to the Speaker

1 Secretary to the Speaker

2 Drivers with the Speaker

1 Driver with the Leader of Opposition (Resources and Facilities Section)

Projected intake: 13 employees in 2018 - 12 employees in 2019

2. Main objectives of the Service

There are three main objectives which may be derived from the mission statement of the Parliamentary Service.

2.1 Objective 1 – Supporting the Chamber and the Committees

To provide services and advice that enable the House and its committees to conduct their business effectively

One of the primary functions of the Parliamentary Service relates to the provision of services and advice that enable the House to operate effectively. This objective includes procedural advice and administrative support for the Chamber and committees, in support of Parliament's main function of enactment of legislation and scrutiny of the Executive.

Services need to be planned in a way as to enable the convening of all plenary and committee meetings. Services offered need also to be responsive and flexible to the ever-changing requirements of the business of the House, such as the convening of plenary sittings outside normal hours. The Service also needs to be flexible in order, for example, to cater for the setting up of new standing or select committees following motions to this effect being moved by MPs and adopted by the House. A certain degree of responsiveness is also required in assisting the Speaker to address procedural issues which from time to time arise during plenary sittings and during committee meetings.

With regard to procedural and logistical assistance to Members in support of their parliamentary activities the Parliamentary Service provides guidance and assistance to Members:

- as to the correct application of parliamentary procedures, including on the submission of parliamentary questions, drafting of private Members' and procedure motions, and parliamentary practice concerning the passage of Bills through the House;
- with respect to payment of honoraria and the provision of a number of benefits and allowances to which Members and Former Members are entitled to;
- with respect to logistical support relating to the participation of Members' in overseas fora, including making all the necessary logistical arrangements concerning travel, accommodation and registration of the delegations with the host Parliament/organisation;

Assisting the House and its Committees also entails the provision of services which make possible the convening of plenary sittings and committee meetings. This includes the maintenance and upkeep of the Parliament Building and to this end the Parliamentary Service has in place a number of preventive maintenance and technical support services contracts in order to ensure proper and timely maintenance and repairs of the audio-visual and ICT equipment installed in the House of Representatives, the air ventilation, air conditioning, the provision of clean water supply, drainage works, the electrical system, the fire-detection and suppression systems, cleaning services and security. It should be noted that as to certain services, there still are unresolved issues which are proving to be quite a challenge, some

dating back to the construction phase of the building, which issues relate to non-compliance to contractual obligations; some of which are subject to judicial proceedings.

Following the move to the new building in 2015, the Service has been facing a number of serious problems related to archiving of documents, storage and office space.

- The archiving issue is giving rise to safety/security concerns related to the areas in the city shopping arcade where the Parliament's archives are being temporarily held. Although a number of mitigating measures, which including the installation of fire and security alarms and cameras, have been taken, the situation is far from ideal.
- The Service has already encountered serious problems with regard to availability of office space, so much so that currently we are dependent on staff, mainly in the transcription/editing section, performing their duties from their homes on teleworking arrangements.
- Another issue relates to the ever-increasing referral of matters to parliamentary committees and the setting up of new committees currently in the pipeline. The former has, on a number of occasions, necessitated the rescheduling of committee meetings when the committee rooms available do not suffice.

The Service aims to address the above issues both by extending its current digitalisation exercise of documents and other media, and through the proposed rehabilitation of the -2 Level of the Parliament building intended to transform the old Valletta Railway Station tunnel into:

- a reference library and parliamentary archive area which includes office space for library and research staff;
- a committee Room with a capacity of up to 50 persons; and
- a parliamentary bar/informal meeting area for Members of Parliament.

Apart from the conversion of the relative area for the scope of works listed in the paragraph above, works are to include the restoration of the historic tunnel. The designs were prepared by the Grand Harbour Regeneration Corporation (GHRC) architects in close consultation with the House of Representatives.

In today's day and age, the provision of only logistical arrangements required for the convening of plenary and committee meetings are simply not enough. Due importance also needs to be given to the provision of research services and the enhancing of transparency and openness in all parliamentary proceedings.

2.2 Objective 2 – Research support to the Members of Parliament

To provide the Members with unbiased research and information facilities relating to their parliamentary activities

The value and effectiveness of the parliamentary debate can be enhanced by the quality of research support offered to Members of Parliament.

The principle which underpins all the work which is currently carried out by the research section is that the research is to be independent and impartial and not contain any partisan statements; it is then for the individual Members to draw their own political arguments. The respect of this principle is essential as the credibility of the work of this section hinges on impartiality at all times.

The fresh intake of research staff undertaken in the past two years has enabled the Office of the Clerk to offer added support services to Members of Parliament. Whilst previously the duties of the research analyst primarily consisted in the preparation of memoranda for the Foreign and European Affairs Committee with regard to the scrutiny of EU documents, nowadays Members participating in all inter-parliamentary fora are being provided with briefs and are also being assisted by research analysts during their visits abroad. The Service believes that this support has substantially enhanced their effective participation and contribution in these fora and has also had a beneficial effect on the quality of the reports Members are required to submit to the House following said participation.

Research analysts are also required to prepare reports for a number of Committees, which reports are subsequently presented to the House as required by the Standing Orders. A number of these reports require a considerable amount of information gathering and data analysis relating to subject-matters which may be both topical and/or sensitive.

There are still aspects where the Service could offer additional support to the Members namely in the preparation of briefs on legislation moved through its various stages in the House, a point which has been repeatedly raised both in the House and in the Committees. This task is considered a demanding one mainly due to the current research staff complement. It is, however, acknowledged that said support could improve the quality and effectiveness of parliamentary debates, and will be taken into account when reviewing the functions of the research section following further staff intake.

Further assistance could take the form of staff allocation directly with individual Members of Parliament – as is the case in a number of national parliaments and in the European Parliament – or with each Parliamentary Group.

2.3 Objective 3 – Informing the Public

To promote public knowledge and understanding of the work and role of Parliament through the provision of and access to information

Transparency and openness of parliamentary work is one of the priority areas identified by the Parliamentary Service. Members, as elected representatives, are responsible for maintaining links between Parliament and the public in order to remain accountable to their constituents. This is an area where an impartial and unbiased Service can and should support by making the work and role of Parliament easily accessible and therefore better understood by the citizen.

By the end of the 12th Legislature, all plenary and committee sittings were being broadcast on a dedicated Parliament TV station via the islands' main broadcasting service providers and also on a free-to-air channel. This initiative opened up parliament to a considerable number of households from all of levels of society. This initiative, which has greatly addressed the digital divide issue for non-IT literate citizens, was accompanied by live and on demand video broadcasts of all parliamentary proceedings via the Parliament's website. This was the next

step following the introduction of radio broadcasts of plenary sittings in 1995 and the online audio streaming of plenary and committee meetings in 2003.

In order for Parliament to keep up with the times, the enhancement of its online presence is being considered as a priority. To this effect, a revamped website with improved functionalities is being developed in order to improve two-way communication i.e. to facilitate access to parliamentary information and to provide a means for the public to communicate with Parliament. The latter functionality shall include the possibility for the public to initiate and submit online petitions, which requests shall subsequently be considered by the newly setup petitions committee.

Apart from enhanced search facilities the new website shall provide:

Responsive Web design

The site will adapt its layout in response to the device used for browsing. This makes the site easier to navigate on mobile devices.

Cross referencing of data

MPs' speeches on a motion/bill/ministerial statement or ruling may now be linked directly to the Member's page. This feature shall allow the public to go to a Member's page and see all the motions on which s/he has addressed the House.

Also with the aim of enhancing the Institution's online presence, the Parliamentary Service, shall be extending its collaboration with the Intelligent Computer Systems Department in the Faculty of ICT at the University of Malta and MITA. This initiative has so far resulted in the development of two mobile apps:

PARL.eu2017.mt - which provided access to all video feeds and documentation of all inter-parliamentary meetings hosted by the Maltese Parliament during Malta's presidency of the Council of the EU; and

PqViz – which provides an innovative visualization of the large amount of information contained in the PQ documents in such a way that users may more intuitively understand how Parliament holds the Executive to account by means of this parliamentary procedure.

The Service is planning to further develop said collaboration in order to explore more venues how to bring on board the younger generation through the provision of interactive interfaces which are both informative and visually appealing.

The Parliamentary Service remains committed to make sure that the Institution is also physically open to the public. In addition to the possibility for the general public to attend parliamentary and committee sittings, Parliament regularly receives groups of visitors – both local and foreign – including groups of young school children, who are given a tour of the Parliament building and a presentation on the work of the House of Representatives and its members. A number of educational institutions are also given the opportunity to use the building's facilities for debating purposes, which sessions on most occasions are presided over or opened by the Speaker. These events are becoming quite popular as they provide the participants with an opportunity to exercise the disciplines of rhetoric and public speaking. Parliament also organises 'open days' in order to provide opportunities for those citizens who want to learn more about the institution by visiting the place and meeting Members of the House and its officials.

3. Financial Statement 2017

The budgetary allocation for the House of Representatives for the year 2017 amounted to:

Recurrent expenditure – €10,034,000 ¹ :
Personal emoluments – €2,803,000
Operational and Maintenance expenses – €6,696,000
Programmes and Initiatives – €535,000
Capital expenditure – €254,000

3.1. Recurrent Expenditure 2017

3.1.1. Personal emoluments

This heading comprises the honoraria payable to holders of political office and also the salaries and wages payable to parliamentary staff.

Holders of Political Office

The allocated amount for the year 2017 caters for the current number of Members of Parliament. Any increase to the number of seats in the House – in view of the issue recently raised in Parliament regarding the possible introduction of temporary quotas for female MPs as from the current legislature – may entail additional funds being requested under Item 11 – ‘Holders of Political Office’ through the supplementary estimates procedure as per article 17(5) of the Parliamentary Services Act.

17(5) Where, during the course of any financial year, the sum fixed by the House is in the opinion of the Speaker insufficient to enable the Service to efficiently fulfil its responsibilities, the Clerk shall prepare supplementary estimates for the Speaker’s approval and subsequent consideration by the House after examination by the House Business Committee as aforesaid in sub-article (4).

Salaries and Wages

With regard to the allocation under salaries and wages, attention is being drawn to the following points:

- By the end of 2017, the Service shall endeavour to engage staff whose position is already catered for under the current allocation because either the position has fallen vacant or has not yet been filled. Difficulties have been encountered in this respect particularly in the IT section. The coming into force of the Parliamentary Service Act and the subsequent amendment to the regulations under Directive 7 – Delegation of Authority to recruit in public sector entities, should facilitate engagement of personnel. The amendment consisted of the inclusion of the Parliamentary Service under section 3.1.2. of the said Directive which refers to those entities the recruitment process of which is already decentralised. This brings the Service in line with other autonomous entities

¹ A breakdown of the above-mentioned expenditure is available in Table 1 below. For comparison purposes, Table 1 also provides details about the actual expenditure for the year 2016 as well as the projected expenditure for the years 2018-2020

such as the Office of the Ombudsman and the National Audit Office which also form part of this list.

- Following discussions with the Public Administration Collective Bargaining Unit (PACBU) it was decided that all current public service employees performing duties in Parliament shall be detailed with the Parliamentary Service. To this effect an amendment to the Parliamentary Service Act is expected to be moved soon. This additional provision would permit movement of officials between the Service and the Public Service subject to the approval of the Speaker of the House. This amendment was deemed necessary in order to keep in place the current work force who might otherwise opt not to join the Parliamentary Service.
- The Service is also considering further incentives in order to retain valid staff members and to attract persons from outside the Service with a potential to enhance support to MPs and facilities to the general public. It is being envisaged that this exercise would entail amongst other measures, a salary increase, which is being estimated to amount to approximately €76,000 i.e. 2.6% of the total allocation under Personal Emoluments.

3.1.2. Operational and Maintenance Expenses

Utilities

The amount of €350,000 under Item 21 – ‘Utilities’ for the year 2017 includes an allocation of €128,000 for electricity consumption which amount has already been exhausted. The reason for this shortfall stems from the fact that GHRC were not in a position to provide any estimates prior to Parliament’s move to the new building in May 2015 and because the first electricity bills were received in December 2016. Consequently a request for additional funds under this item were submitted during the current year. On the basis of these bills it is estimated that the annual electricity bill to run Parliament shall amount to a maximum of €200,000. It is also estimated that the annual amount being recovered from the solar panels amounts to approximately €20,000.

Rent

The amount of €4,430,000 allocated under Item 24 – ‘Rent’ is appropriated for the lease of the Parliament building in terms of article 5(2) of the Budget Measures Implementation Act, 2012.

5(2) Any sum payable by the Government of Malta for the lease of the Parliament building shall be paid out of the Consolidated Fund by virtue of the Act and without the need of any further appropriation.

Contractual Services

An amount of €1,200,000 under Item 30 – ‘Contractual Services’ was allocated for the year 2017 even though the actual expenditure under this Item for the year 2016 amounted to €1,581,139. This shortfall is being addressed by effecting payment through other items of expenditure. This is not deemed to be good accounting practice and this is why an increase under this item is being requested for the next three years. (See section 4.1.2)

3.1.3. Programmes and Initiatives

The amount of €535,000 was allocated under this section for the year 2017 to cover the:

- Hosting of International Conferences;

- Development of Relations with the EU and the Mediterranean Region by political groupings in Parliament;
- Benefits payable to Former Members of Parliament;
- Financing of Outreach Programmes; and
- The Parliamentary Dimension of the EU Presidency 2017.

Hosting of International Conferences

The amount of €15,000 allocated under Item 5253 – 'Hosting of International Conferences' has been used for a seminar in the area of interest 'ICT in Parliaments' organised jointly with the European Centre for Parliamentary Research and Documentation (ECPRD). The event brought together 50 participants from the national Parliaments of the Council of Europe member states who met on 14-15 September 2017 in the Parliamentary Chamber. There are two other conferences which Parliament hosted later in the current year, one within the framework of the Inter-Parliamentary Union (IPU) and the other within the Commonwealth Parliamentary Association (CPA) Small Branches. Funding for both these conferences was borne together with the respective inter-parliamentary organisations.

Development of relations with the EU and the Mediterranean region by Parliamentary Groups

The agreements regulating the expenditure of €200,000 under Item 5298 – 'Development of relations with EU and the Mediterranean region by Political Groupings in Parliament' may need to be revisited in view that part of the objective for which said agreements were originally entered into have been achieved following Malta's accession to the EU in 2004. Also in view of the added responsibility brought on by the move towards administrative autonomy, the Parliamentary Service is of the opinion that in order to be accountable to the House Business Committee and to the general public, there also needs to be an acceptable level of accountability from the end of the respective beneficiaries with regard to the financial allocation under this item. In this respect reference is being made to a provision of said agreements which state that:

The Government/Opposition Group binds itself to provide the House of Representatives with the necessary documentation and/or data to substantiate that the moneys refunded to it by the House of Representatives are being utilised according to the terms of this agreement.

One may also explore whether these agreements, which relate to the provision of consultancy and research assistance by third parties, may be utilised for the provision of research support services to the Members of the respective parliamentary groups, thereby addressing repeated requests for individual support by MPs.

Former Member of Parliaments

In 2017, the amount of €100,000 allocated under Item 5312 – 'Former Member of Parliaments' is earmarked to cover the benefits to which former MPs are entitled, and also to the hosting of a Seminar organised in conjunction with the European Association of Former Members of Parliament. The event took place on 2-4 November 2017 and addressed the issue of statelessness.

Outreach Programmes

The amount of €30,000 allocated under Item 5576 – 'Outreach Programmes' is primarily used for publications issued by the Office of the Speaker. Following Parliament's move to the new building, the number of visitors to Parliament has increased considerably and in order to enhance this experience, the Parliamentary Service is also using this allocation to publish a

new set of brochures which provide each visitor with updated information about the building and parliamentary practice and procedure.

EU Presidency 2017

The amount €190,000 allocated under Item 5681 - EU Presidency 2017 covers the expenses related to Parliament's organisation of six inter-parliamentary conferences within the framework of Malta's Presidency of the Council of the European Union:

- Meeting of Chairpersons of COSAC – 23-24 January 2017
- Inter-Parliamentary conference on Stability, Economic Governance and Convergence – 31 January – 1 February 2017 in Brussels
- Meeting of the Chairpersons of the Committees on Social Affairs – 23-24 March 2017
- Meeting of the Chairpersons of the Economic and Environment Affairs Committees – 6-7 April 2017
- Inter-parliamentary Conference for the Common Foreign Security Policy (CFSP) and the Common Security and Defence Policy (CSDP) – 24-26 April 2017
- LVII Meeting of COSAC - 28-30 May 2017

The bulk of the expenses for all the above-mentioned meetings were borne by Malta's EU Presidency Unit who were responsible for the issue of tenders for services required for the organisation of said events. Only €77,190 out of the €190,000 allocation have been utilised, the reason being that a number of services which initially were planned to be covered by Parliament were in fact covered by the Presidency Unit. Furthermore, the amount of €15,817 incurred primarily for overtime, printing services and travel expenses directly related to the Presidency were debited under Item 17- 'Overtime', Item 26 – 'Office Services' and Item 28 – 'Travel'.

In addition to these meetings, in 2017 Parliament also welcomed a number of visits from EU Institutions and national parliaments of Member States. These included visits by:

- the EU College of Commissioners;
- the Speakers of the Dutch House of Representatives and the Senate; and
- parliamentary officers of the national parliaments of Slovakia and Estonia.

3.2. Capital Expenditure 2017

The amount of €254,000 allocated under Vote II – 'Capital' includes an amount of €104,000 under Item 7001 – 'ICT Operational IT' which covers service contracts with MITA and the foreign contractors for parliamentary Audio Visual systems, and an amount of €150,000 under Item 7380 – 'Rehabilitation and Adaptation Works' earmarked to transform -2 Level into a reference library and parliamentary archive area including office space for library and research staff, a committee room, and a parliamentary bar/informal meeting area.

A memorandum of understanding (see Appendix) regarding the above-mentioned works has been signed with GHRC following receipt of a commitment letter from MFIN with regard to a €2.5million bill of quantities, which estimate was prepared by GHRC. It is expected that the €150,000 allocation for 2017 under Item 7380 shall be covering part of the initial 5% fee charged by GHRC, the Planning Authority applications, the preparation and publication of services and works tenders, and any other preparatory work which may commence during 2017.

4. Financial Estimates 2018

The budgetary allocation of the House of Representatives being requested for the year 2018 amounts to:

Recurrent expenditure – €10,103,000:
Personal emoluments – €2,763,000
Operational and Maintenance expenses – €6,995,000
Programmes and Initiatives – €345,000
Capital expenditure – €588,000

The global amount represents an increase of €477,000 over the approved estimates for the year 2017. This section provides information concerning the variations under the main items. Table 1 provides further detailed information, together with the projected expenditure for the years 2019 and 2020.

4.1. Recurrent Expenditure 2018

4.1.1. *Personal emoluments*

This section includes the honoraria payable to holders of political office and also the salaries and wages payable to parliamentary staff.

The amount being requested under the Item - 'Holders of Political Office' does not cater for a possible increase in Members of Parliament. This issue is being raised in view of the proposal put forward by the Prime Minister during Sitting 18 of 17 July 2017 with regard to the eventuality of an agreement in Parliament during the current legislature on mechanisms to enhance female representation in the House of Representatives. As such, any decisions in this regard would entail a request for additional funding under this particular budgetary allocation.

Whilst the amount being requested under Item - 'Holders of Political Office' is less due to a reduced number of MPs entitled to a parliamentary honoraria, the allocation under 'Personal Emoluments' for the year 2018 may need to be increased from €1,200,000 to a maximum amount of €1,453,000 in order to cover the salaries of the proposed intake² of parliamentary staff. The Ministry for Finance has committed itself to make the additional funds available as per practice adopted in previous years, following the actual engagement of staff.

Between 2018 and 2019 the Service is projecting the following engagement of parliamentary staff:

- Legal officer (1)

The need to set up a legal section at the House of Representatives has long been felt. To date this service has either been outsourced or sought from the Attorney General (AG). A case in point is the advice sought regularly from the Office of the AG with regard to whether a bill requires the Presidential message in accordance

² Figures in brackets in the following paragraphs and in Table 1 denote projected intake

with article 73 of the Constitution. Third party legal services has been sought before the delivery of particular rulings by the Speaker, in the preparation of reasoned opinions relating to subsidiarity issues of draft EU legislation and in court proceedings instituted by third parties against the Speaker and Committee Chairs.

- Research Analysts (3)

Requests by MPs for support services has become a staple demand as the workload of Members in both local and foreign inter-parliamentary fora increases. This additional level of participation has created a higher level of expectation by MPs from the Parliamentary Service.

Up till a few years ago, research analysts' work was limited to the preparation of memoranda on draft EU legislation and in the drawing up of reports requested by Parliamentary Committees.

Following the recent engagement of analysts, MPs started to be provided with support services with respect to their participation in inter-parliamentary fora abroad. This support includes the preparation of briefs in advance of each meeting, the drawing up of reports, resolutions and recommendations to be presented at the meetings as well as the subsequent preparation of press releases and the reports each MP is required to present to the House following each visit abroad.

The Parliamentary Service now intends to address MPs' requests for support with regard to the preparation of background information on Bills brought before the House for its consideration.

- Editor of Debates (1)

In terms of Standing Orders 171 – 173, the Clerk of the House has a number of obligations with regard to the keeping of the records of the House. In this respect the Service shall continue to implement measures to improve the timeliness of the publication of the transcriptions of the plenary and committee debates and shall therefore be trying of engage an ad hoc Editor of Debates. The Service is also looking at speech to text systems in order to address this requirement to speed up the process.

- Finance & Administration Manager (1)

In spite of its attempts, the Service has so far been unsuccessful in securing the services of a Finance & Administration Manager whose remit includes the administration and preparation of the accounting records of the Service as required by the Parliamentary Services Act. Fresh calls for applications shall therefore be issued, this time round from outside the public service.

- Building Manager (1)

Since Parliament moved to its new premises on 4 May 2015, a number of measures have had to be taken in order to honour the contractual obligations arising out of the lease agreement with Malita Investments plc with regard to the maintenance of the Parliament building. To this end, a number of maintenance agreements relating to various services have been signed and updated over the past 2 years.

However, due to the high maintenance required by this iconic building and also in view that certain obligations by the original contractors have still to be met, the need for the services of a building manager is increasingly being recognised. The Service shall therefore be either issuing a call to engage a Building Manager or shall be securing such services from the GHRC.

- Technical personnel (5)

The new building provides Parliament with a number of facilities that are ICT based which cover:

- i. access control;
- ii. security cameras;
- iii. audio visual recording and transmission of parliamentary proceedings;
- iv. website and mobile apps;
- v. parliamentary questions system;
- vi. transcription of debates;
- vii. telephony; and
- viii. lighting and airconditioning control.

Whilst the Service has managed to secure the services of a software developer, it has been unable to retain the required complement of its IT Section. Also, following the introduction of Parliament TV, the need has arisen for personnel with the expertise to manage these services in a more professional manner. In order to address these requirements fresh calls shall be issued to secure the services of ICT support officers as well as personnel proficient in audio visual broadcasting technology. Other venues are being explored, including the possibility of offering apprentice schemes to MCAST students.

- Records Officer (1)

In accordance with the Standing Orders of the House regarding the keeping of parliamentary records, the Service intends to engage the services of an additional Records Officer. This is necessary in order to take forward ongoing and new projects related to:

- i. indexing and cataloguing of Parliamentary records,
- ii. digitisation of text and audio archives; and
- iii. facilitating access to parliamentary archives by MPs, parliamentary staff and the public.

In order to achieve the above-mentioned objectives, the Service shall also be reactivating discussions with the National Archives of Malta and the Malta Libraries.

- Parliamentary Ushers (8)

The Service is proposing to engage eight parliamentary ushers. The reasons for this seemingly high intake are the following:

- i. three of the currently engaged four parliamentary ushers shall soon be retiring for different reasons;

- ii. the increasing number of parliamentary committees which normally meet concurrently with the plenary sittings, regularly require the assistance of an usher; and
- iii. as is the case in other national parliaments, personnel engaged in this position shall be required to man the reception desks and conduct tours around the parliament building.

In view of the added responsibility attached to this position, every attempt shall be made at securing the services of competent persons who would be able to convey a corporate image which befits the Institution.

- Section Heads (2)

The governance structure contained in this financial plan (see Figure 1) reflects the division of responsibilities which the Parliamentary Service deems appropriate to best enable the Institution to reach its objectives. To this end, the Service shall seek to introduce two headship positions to manage the Chamber and Committee Services and the Information Services divisions.

In addition to the above-mentioned planned intake, and as stated in the previous section setting out the Financial Statement for 2017, the Parliamentary Service shall be embarking on an assimilation and incentive exercise in order to attract and retain valid staff members. Also, as already stated, the estimated cost of such exercise would amount to approximately €68,000 i.e. 2.4% of the total allocation under the heading Personal Emoluments, which expenditure is included in the additional amount being requested.

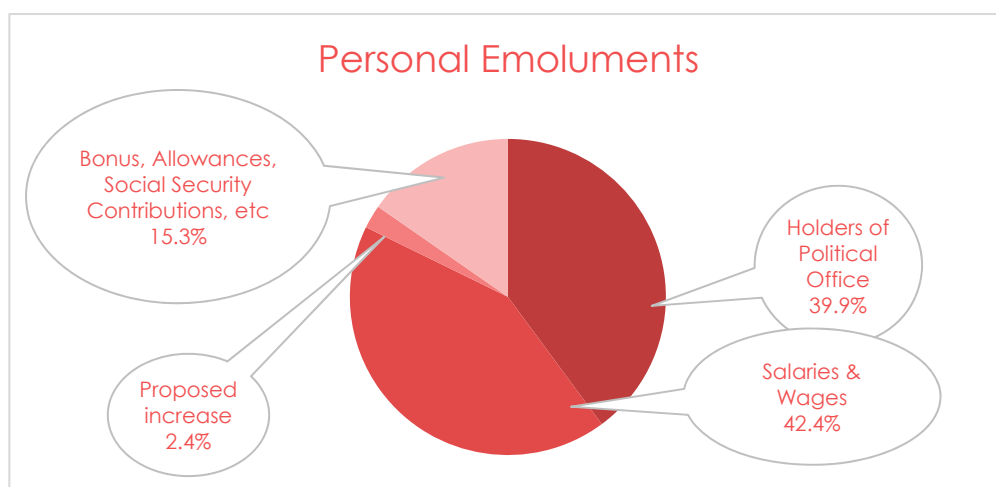


Figure 2

4.1.2. Operational and Maintenance Expenses

The proposed increase in the financial allocation for Operational and Maintenance Expenses for the year 2018 amounts to €299,000, from €6,696,000 in 2017 to €6,995,000 for 2018.

In addition to the payment of rent of €4.443 million, the lease agreement with Malita Investments plc obliges the lessee - the Government of Malta - to maintain the Parliament Building in good condition. The Parliamentary Service, as occupant of the building is undertaking said obligation through the conclusion of a number of maintenance service contracts with third parties. The increase in funds being requested is mainly attributed to the

Item - 'Utilities' with regard to electricity consumption; and to Item - 'Contractual Services' which relates to the provision of the service contracts mentioned above.

Utilities

As indicated in section 3.1.2. of the Financial Statement for the year 2017, the Service is now in a position to provide a reliable electricity bill estimate of €180,000 per year. This estimate is based on the electricity consumption over a two year period and takes into account the electricity generated via the PV panels installed on the building's rooftop. Consequently an additional amount of €25,000 is being requested. Notwithstanding the above, the Service is still engaged in talks with the relative contractor to ensure that all reasonable measures are taken to reduce the consumption of electricity through the regular revisiting of the central electronic building management system (BMS) which controls all light fittings and air-conditioning installations. Pending contractual issues of the contractor in question has so far limited said functionality.

Contractual Services

An additional amount of €300,000 is being requested under Item – 'Contractual Services'. Following Parliament's move to the new building, service contracts were concluded with:

- Panta Lesco Ltd, for Mechanical and Electrical Preventive Maintenance services;
- VSV Cleaners for cleaning services;
- Schindler (Malta) Limited for Lift maintenance and repairs;
- Telmaco SA, Greece for preventive maintenance and technical support services with respect to audio-visual equipment and the provision of streaming services;
- Intercomp and Strand Electronics for multi-functional copier/printer services;
- FireTech for the fire detection and suppression systems;
- ICT Solutions for SmartNet licences relative to the telephony and IT systems;
- MITA with regard to the secondment of a software developer and the maintenance of IT operational services.

During the course of the year 2018 the Service intends to conclude services agreements relative to:

- water treatment systems which include the installation and technical support of an electro-chlorination unit to pre-empt any re-occurrence of legionella traces in the water supply;
- access-control and intruder systems which include installations to enhance the building's security vis-à-vis:
 - i. the reserved parking area for MPs;
 - ii. security camera coverage;
 - iii. securing the building perimeter;
- pest-control; and
- maintenance of masonry works.

In order to mitigate the above-mentioned increases, reductions have been made to the budgetary allocations under Item 'Repair and Upkeep' (as service contracts shall increasingly be addressing this requirement); under Item 'Information Services' (as Item 7001 'Operational IT' shall increasingly be addressing this requirement); under Item 'Hospitality'; and under Item 'Incidental expenses'; resulting in an overall increase of €299,000 under the financial allocation for 'Operational and Maintenance Expenses'.

Particularly in view of terror-related incidents experienced in Europe in the past months, discussions regarding the enhancement of the perimeter security of the Parliament building, including the installation of additional impact suppression bollards, have taken on added importance. Once these plans are finalised, costed and approved by the House Business Committee, a further request for funding may need to be submitted.

Training

Notwithstanding that no additional funds are being requested under Item - 'Training,' the Parliamentary Service recognises the importance of continuous training for its employees, not only to consolidate skills that they require to carry out their duties effectively but also to acquire skills that can enable them to make both lateral moves and progressions within the Parliamentary Service structure. To this end, the Service will continue to identify courses offered by both local and international institutions and to sponsor its employees in order to encourage participation.

In previous years, such courses have included:

- BTEC Level 5 HND diploma in computing and systems development;
- Certificate in proof-reading in Maltese offered by the Faculty of Arts of the University of Malta;
- Maltese language training offered by the Institute for Public Services (IPS) offered on site to parliamentary officials;
- the annual seminar organised by the UK House of Commons on parliamentary practice and procedure; and
- courses on the EU legislative practice and procedure on applying EU anti-discrimination law organised by the Academy of European Law (ERA).

Subject to the Service's exigencies, parliamentary staff are normally also exempted from office duties in order to attend self-development courses organised by the IPS.

Furthermore, onsite courses for parliamentary and security officials detailed to Parliament have been organised regarding lift emergency situations, fire and safety, first aid and the use of the automated external defibrillator (AED). Refresher courses are planned for 2018.

Risk Management

The Parliamentary Service is aware that managing risk is becoming an increasingly important aspect of good governance in that it addresses:

- demands for improved service delivery and greater cost efficiencies; and
- challenges that may have an impact on the achievement of objectives.

The first source of risk that was deemed particularly relevant following Parliament's move to its new building in 2015 is that relating to fire and safety. In order to assess these risks the Service commissioned the Civil Protection Department to draw up a risk assessment of the building and to make its recommendations on how such risks can be mitigated. The training being given to parliamentary and security officials implements one of the recommendations contained within said assessment.

A risk assessment concerning the engineering and lifts services required in the new building was carried out prior to the signing of the preventive maintenance agreements with the relevant contractors. The agreements are based on the measures that need to be taken to avoid the risks identified in said exercise.

The Parliamentary Service recognises the importance of identifying all the sources of risk which could impact the normal operations of the Service. To this end the Service intends to extend the risk management exercise to other areas of parliamentary activities.

4.1.3. Programmes and Initiatives

Provision of funds under Item 'Outreach programmes' shall continue to cover the publications issued by the Office of the Speaker namely *is-Sedja Titkellem* and the quarterly review *mill-Parlament*. The Service intends to also make use of funds under this Item to make visits to Parliament building more engaging for both adult and young visitors. To this end, fresh information material shall be prepared. Another initiative shall consist of the procurement of parliamentary merchandise to be distributed during talks by the Speaker or Members of the House during these visits. Said material shall also be used as an aide during the more pro-active approach the Speakership has and shall continue to adopt through visits to schools and NGOs.

During the period 2018-2021, the House of Representatives is expected to organise a number of special events in order to celebrate the centenary anniversary of the *Sette Giugno* in 2019, as well as to prepare a programme of special activities in connection with the centenary anniversary of Malta's first Parliament following the granting of the Amery Milner Constitution in 1921. During 2018, the Parliamentary Service shall be launching a programme of events and shall also be preparing the necessary information material. The Service considers that the celebration of the anniversary of this milestone in the development of the parliamentary democracy in Malta deserves due attention not only at the parliamentary but also at the national level.

4.2. Capital Expenditure 2018

The amount of €588,000 being requested under Capital Expenditure (up from €254,000 allocated in 2017) is earmarked to cover ICT Operational costs and to take forward the transformation of the -2 Level which is intended to provide additional facilities for Parliament including a reference library and archive, a new committee room and an informal meeting space for MPs. A memorandum of understanding regarding the necessary works has been signed with GHRC (see Appendix) following receipt of a commitment letter from MFIN with regard to the €2.5 million bill of quantities prepared by GHRC. The floor plans of the project have been prepared and submitted for the necessary planning permits. According to the above-mentioned memorandum of understanding, it is estimated that the project shall be completed by end of 2019.

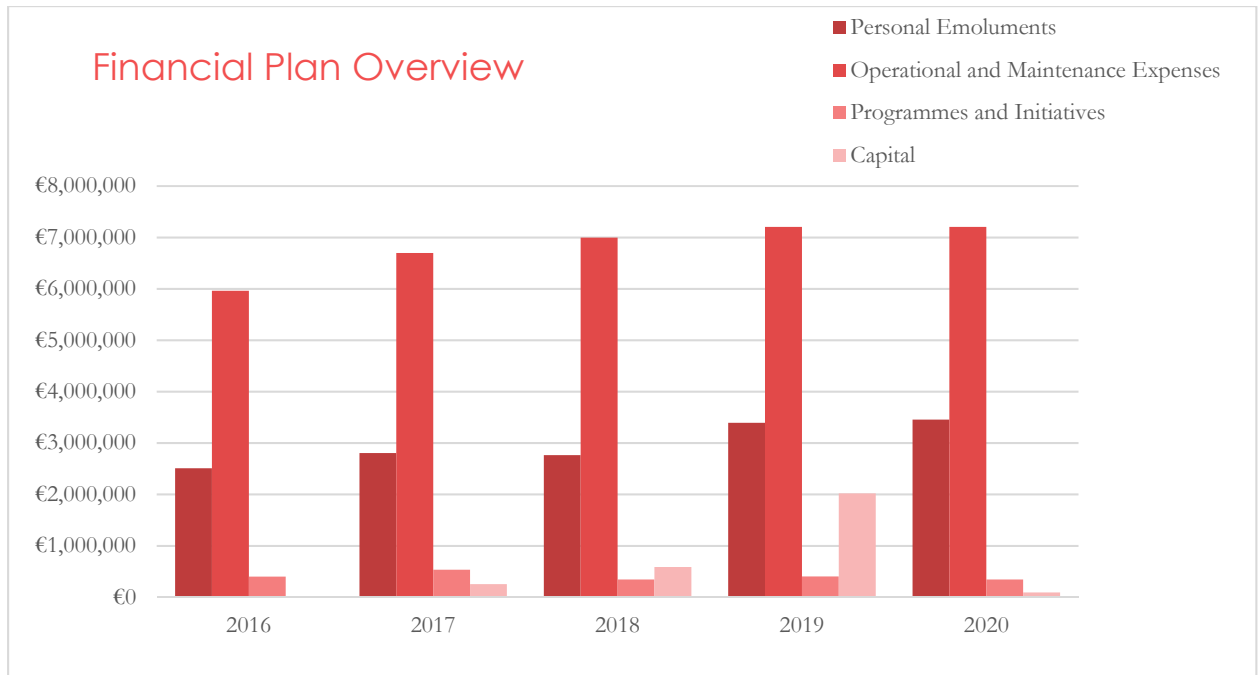


Figure 3

House of Representatives – Financial Plan

	Actual 2016 €	Approved 2017 €	Estimate		
			2018 €	2019 €	2020 €
<i>Personal Emoluments</i>					
11 Holders of Political Office	1,120,315	1,200,000	1,129,000	1,146,449	1,164,652
12 Salaries and Wages	1,018,672	1,175,000	1,200,000	1,771,300	1,817,211
13 Bonus	22,602	25,000	25,000	30,000	30,000
14 Income Supplement	20,120	23,000	23,000	25,000	25,000
15 Social Security Contributions	133,315	155,000	156,000	190,000	190,000
16 Allowances	121,322	125,000	130,000	130,000	130,000
17 Overtime	71,880	100,000	100,000	100,000	100,000
	2,508,226	2,803,000	2,763,000	3,392,749	3,456,863
<i>Operational and Maintenance Expenses</i>					
21 Utilities	237,415	350,000	375,000	402,000	402,000
22 Materials and Supplies	16,845	34,000	34,000	40,000	40,000
23 Repair and Upkeep	18,951	40,000	30,000	40,000	40,000
24 Rent	3,697,000	4,447,000	4,447,000	4,447,000	4,447,000
25 International Memberships	69,253	87,000	85,000	85,000	85,000
26 Office Services	115,077	140,000	140,000	140,000	140,000
27 Transport	26,968	35,000	35,000	35,000	35,000
28 Travel	161,492	220,000	220,000	220,000	220,000
29 Information Services	2,373	18,000	10,000	18,000	18,000
30 Contractual Services	1,581,139	1,200,000	1,500,000	1,640,993	1,640,993
31 Professional Services	11,324	30,000	30,000	30,000	30,000
32 Training	2,748	8,000	8,000	8,000	8,000
33 Hospitality	16,941	25,000	20,000	25,000	25,000
34 Incidental Expenses	823	2,000	1,000	2,000	2,000
40 Improvements to Property	632	10,000	10,000	20,000	20,000
41 Equipment	3,724	50,000	50,000	50,000	50,000
	5,962,705	6,696,000	6,995,000	7,202,993	7,202,993
<i>Programmes and Initiatives</i>					
5253 Hosting of International Conferences	5,650	15,000	15,000	55,000	15,000
5298 Development of EU & Med Relations	200,000	200,000	200,000	200,000	200,000
5312 Former Members of Parliament	79,933	100,000	100,000	100,000	100,000
5576 Outreach Programmes	21,764	30,000	30,000	50,000	30,000
5681 EU Presidency 2017	0	190,000	0	0	0
73 Information Technology	94,023				
	401,370	535,000	345,000	405,000	345,000
TOTAL - Recurrent expenditure	8,872,301	10,034,000	10,103,000	11,000,742	11,004,856
<i>Capital Expenditure</i>					
73 7001 ICT - Operational IT		104,000	88,000	90,000	92,000
73 7380 Rehabilitation & Adaptation Works		150,000	500,000	1,930,493	0
TOTAL - Capital expenditure		254,000	588,000	2,020,493	92,000
TOTAL	8,872,301	10,288,000	10,691,000	13,021,235	11,096,856

Table 1

KAMRA TAD-DEPUTATI



HOUSE OF REPRESENTATIVES

MEMORANDUM of UNDERSTANDING

BETWEEN

THE HOUSE OF REPRESENTATIVES

AND

THE GRAND HARBOUR REGENERATION CORPORATION

ON BEHALF OF

THE MINISTRY FOR TOURISM

Subject:

This Memorandum of Understanding (MoU) concerns the appointment of The Grand Harbour Regeneration Corporation plc (GHRC), acting on behalf of the Ministry for Tourism (MOT), by the House of Representatives, Parliament of Malta, (HOR) in order that GHRC provide Contract and Project Management services to HOR for the duration of *renovation, restoration and refurbishment works at -2 Level Area of Parliament Building, Valletta, also known as the former Train Station tunnel*. For the scope of this MoU, the project will be referred to as Works at -2 Level Parliament Building.

1. Purpose:

The MoU between the HOR, hereinafter referred to as "the Client", and MOT represented by GHRC, to award Contract and Project Management services to GHRC for Works at -2 Level Parliament Building.

2. Reference

The restoration, renovation and refurbishment works shall respect the cultural and historical heritage of the place and will be carried out in full respect of the advice given by the Planning Authority, the Superintendence of Cultural Heritage and other Authorities.

Five handwritten signatures in black ink, arranged horizontally. The first signature is a simple 'K', followed by a signature that looks like 'L9', and three more stylized signatures.

3. Scope of works.

Works at -2 Level Parliament Building, are intended to transform the former Valletta Old Railway Station tunnel into a Committee Room with a capacity for up to 70 persons, a reference library and Parliamentary Archives area which includes office space for library and research staff, a parliamentary bar/lounge area as indicated by the client.

Works are to include the restoration of the tunnel and the conversion of the relative area for the scope of works listed in the paragraph above. The designs will be prepared by the GHRC architects in consultation with HOR. The design as agreed with HOR and the estimated costs are annexed with this MOU.

4. Project Leader

GHRC is a task oriented organisation and since its inception in 2007 has participated and assisted a number of Governmental entities to achieve their projects. Furthermore, GHRC acted as the provider for targeted consultancy programmes requested from time to time by Government entities. The knowledge and experience gained has permitted GHRC to achieve a high level of service supply in an efficient, timely and cost controlled manner. In view of the above, GHRC is being assigned the task of leading the stated project through design, development, tendering and procurement, contracting, construction and handing over phases.

5. Understandings and responsibilities

- GHRC will act as the client's contract and project management company.
- GHRC will be responsible for the implementation of the project, from design to handing over of the finished works as per clause 3 above.
- GHRC is to be informed of any changes and new requirements requested by the client. This is deemed important in order that GHRC may properly outline project requirements, operations and timelines in a holistic manner. Meetings/workshops between client and GHRC are to be held regularly and as deemed fit.
- GHRC will be responsible for proper management and approvals of the project management cycle.
- GHRC is to ensure a successful completion of the project in terms of time, cost, quality, and health and safety.
- GHRC will monitor progress and promptly suggest, plan and agree suitable corrective actions.
- GHRC will do its utmost to maintain the client's objective of project success, maintaining or improving budget and programme targets, as well as public and environmental obligations.
- GHRC will also be responsible for the project's accounts payable and receivable, for all the contracts involved including approved variations and addendum to contracts. All transactions are to be in accordance with current financial regulations.
- Professional services will be engaged specifically for this project. These services might include services in design, drawing up of tender documents, special consultants and any

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ancillary services, deemed necessary for the successful completion of the project. All such engagements shall be in accordance with current financial regulations.

- GHRC shall assist the Client in the preparation of a clear and detailed brief of the entire project, in order that defined deadlines could be established.
- Project phasing:

1. Phase 1 – 2017/18

- Signing of MOU
- Planning Authority application and issue of permit (6-8 months from signing of MOU)
- Preparation, publication and award of tender for the restoration of the tunnel and the lowering of the concrete ramp in secondary tunnel. Potentially start works in 2017, subject to PA Permit, and completion of restoration works by the 1st/2nd quarter of 2018.
- Preparation of service and works tenders, publication and award.

2. Phase 2 – (by-mid 2018) - start of the various works at the tunnel. Final completion, including snagging – a minimum of 18 months from the award of the main works and service tenders. The estimated completion by mid/end of 2019 is subject to PA permit and no unforeseen complications/risks.

The MoU shall be deemed as concluded on the date when the practical completion certificate is issued and the premises are fully handed over to the client (HOR). Maintenance of the premises and services do not form part of this MOU.

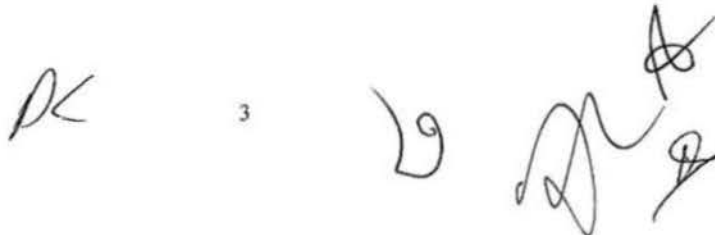
7. Monetary and performance terms.

HOR will reimburse GHRC by not later than two/three weeks from the receipt of 'request for payment' as per certificates for payment issued by GHRC.

HOR will finance the actual project works in its totality including hard and soft costs as per contract documentation following the tendering and procurement procedures to be implemented by GHRC. The estimated total costs are €2.5 million inclusive of VAT. The actual cost will be determined on the award of tenders and other procurement routes used for this project as per public procurement regulations. The cost of the project might increase further should the client, HOR instruct new/additional works on site.

Contracting and project management fees by GHRC will amount to 5% of total project cost (being hard and soft costs), plus bank interests for late payments, should GHRC effect payments from internal funds for the purpose of this project.

PK 3 29

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8. Monitoring components

1. Procurement methodology fulfils requirements of Public Procurement Regulations.
2. Health, safety and environmental obligations meet requirements set by relevant legislation.
3. Work is carried out within stipulated timeframes
4. Work is certified by competent persons (QC/QS/architect/engineer).
5. Payments fulfil established General Financial Regulations.
6. Certified work is invoiced and paid, within a reasonable period of time.


9. Effective date.

The agreement will come into force with effect from 23/8/2017



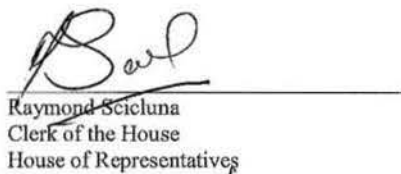
Hon Anglu Farrugia
Speaker
House of Representatives

Date: 18/8/2017



Ronald Mizzi
Permanent Secretary
Ministry for Tourism

Date: 23/8/2017



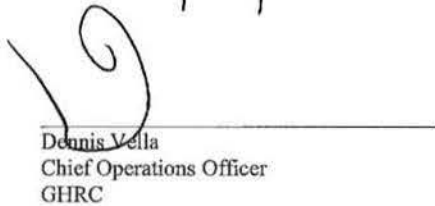
Raymond Scicluna
Clerk of the House
House of Representatives

Date: 18/8/17



Dominic Calleja
Board Director
GHRC

Date: 18-08-17



Dennis Vella
Chief Operations Officer
GHRC

Date: 18/8/17

Yellow Garage Cost Estimation		
1	Preliminaries, Lifting equipment, H&S, expert reports	€ 60,000.00
2	Bridge Restoration	€ 325,304.96
3	Soffits, Ceilings	€ 126,719.00
4	Doors	€ 35,600.00
5	Flooring	€ 99,288.40
6	Furniture	€ 296,494.00
7	Finishes, Partitions and Stud Understructure	€ 268,891.48
8	Steel Structure and stairs	€ 125,000.00
9	Sankary ware	€ 19,830.24
10	Mechanical and Electrical	€ 394,632.00
	Total	€ 1,751,760.08

Contingency of 20%	€ 350,352.02
Total excl. VAT	€ 2,102,112.09
Total with VAT (18%)	€ 2,480,492.27

Yellow Garage Detailed BOQ Estimate

Bridge and Arches Restoration + Wrought Iron Gate	linear m	area m2	unit	rate	total
Scaffolding for bridge		1		10000	€ 10,000.00
Cleaning metal fixtures	80		L.m.	309	€ 24,720.00
Remove pointing and lime	516		sqm	5	€ 2,580.00
Record stones		92	sqm	12	€ 1,104.00
Remove unsound stone		92	sqm	42	€ 3,864.00
Rebuilding stone			sqm	164	€ -
New stone		92	sqm	163	€ 14,996.00
Grout		368	sqm	34	€ 12,512.00
Epoxy resin		368	sqm	56	€ 20,608.00
Remove flakey dirt		368	sqm	1.11	€ 408.48
Repairs to damaged masonry		516	sqm	186	€ 95,976.00
Velatura		368	sqm	1.86	€ 684.48
New platform		240	sqm	50	€ 12,000.00
Balustrade	87.2		l.m.	535	€ 46,652.00
Exterior hardstone tiles		240		330	€ 79,200.00
Wrought Iron gate		1		10000	€ 10,000.00
Total					€ 325,304.96

Soffits	linear m	area m2	unit	rate	total
Franka tunnel cleaning		853	m2	100	€ 85,300.00
Toilets		12	m2	181	€ 2,172.00
Metal		55	m2	483	€ 31,395.00
Gypsum + plaster + painting		151	m2	52	€ 7,852.00
Total					€ 126,719.00

Doors	linear m	area m2	unit	rate	total
1m metal door		5		1400	€ 7,000.00
1m glass door		6		1500	€ 9,000.00
1m sliding doors		2		1800	€ 3,600.00
Fire door		1		3000	€ 3,000.00
1m louvered door		1		3000	€ 3,000.00
1.6m louvered double door		2		5000	€ 10,000.00
Total					€ 35,600.00

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Flooring	linear m	area m2	unit	rate	total
conference room raised flooring		42.72	m2	220	€ 9,398.40
polished concrete flooring		447	m2	60	€ 26,820.00
raised concrete flooring		200	m2	198	€ 39,600.00
raised timber flooring		70	m2	211	€ 14,770.00
Water proofing		580	m2	15	€ 8,700.00
Total					€ 99,288.40

Furniture	linear m	area m2	unit	rate	total
Automatic Blinds		5		500	€ 2,500.00
Desks		14		1000	€ 14,000.00
Conference chairs		58	chairs	477	€ 27,666.00
Conference main chairs		12		1000	€ 12,000.00
Meeting room chairs		10	chairs	750	€ 7,500.00
Researcher's chairs		15		600	€ 9,000.00
Conference table (1.6m*5.16m)		1		10000	€ 10,000.00
Meeting table (3.6*1.8)		1		2000	€ 2,000.00
custom static shelving (0.34*1.8)		6		300	€ 1,800.00
Library - Book Shelving (0.45*0.9)		55		1600	€ 88,000.00
Office desk (1x3)		1		1700	€ 1,700.00
Bar - Shelving Unit (6x0.4)		5.5		500	€ 2,750.00
Mobile Shelving - 80 sqm 52 modules each with 6 shelves		1		75000	€ 75,000.00
Bar - Custom bar (2.65*0.8*1) and Behind bar counter (3.65*0.6)		1		12350	€ 12,350.00
Bar - Bar stool		10		750	€ 7,500.00
Bar - Sofa (1.5x1)		2		6000	€ 12,000.00
Bar - Armchairs		2		700	€ 1,400.00
Bar - Table		1		2000	€ 2,000.00
Bar - Small Standing Table		1		1200	€ 1,200.00
Bar - Chairs		6		650	€ 3,900.00
Bar - Coffee Tables		2		764	€ 1,528.00
Bar - Shelving (3.65x0.35)		2		350	€ 700.00
Total					€ 296,494.00

Finishes and stud understructure	linear m	area m2	unit	rate	total
Stud substructure		622.325		55	€ 34,227.88
glass partition		55.1975		300	€ 16,559.25
façade glass		34.5		587	€ 20,251.50
Acoustic louvers		21		700	€ 14,700.00
Metal surface	59.74	270.8	m2	490	€ 132,692.00
wood panels		112.2	m2	250	€ 28,050.00
gypsum		407.47		30	€ 12,224.10
skirting		135.8233		75	€ 10,186.75
Total					€ 268,891.48

Steel Structure and stairs.	linear m	area m2	unit	rate	total
metal stairs(run3.75) and chair lift		1			€ 25,000.00
steel structure		1		100000	€ 100,000.00
Total					€ 125,000.00

Flooring	linear m	area m2	unit	rate	total
conference room raised flooring		42.72	m2	220	€ 9,398.40
polished concrete flooring		447	m2	60	€ 26,820.00
raised concrete flooring		200	m2	198	€ 39,600.00
raised timber flooring		70	m2	211	€ 14,770.00
Water proofing		580	m2	15	€ 8,700.00
Total					€ 99,288.40

Furniture	linear m	area m2	unit	rate	total
Automatic Blinds		5		500	€ 2,500.00
Desks		14		1000	€ 14,000.00
Conference chairs		58	chairs	477	€ 27,666.00
Conference main chairs		12		1000	€ 12,000.00
Meeting room chairs		10	chairs	750	€ 7,500.00
Researcher's chairs		15		600	€ 9,000.00
Conference table (1.6m*5.16m)		1		10000	€ 10,000.00
Meeting table (3.6*1.8)		1		2000	€ 2,000.00
custom static shelving (0.34*1.8)		6		300	€ 1,800.00
Library - Book Shelving (0.45*0.9)		55		1600	€ 88,000.00
Office desk (1x3)		1		1700	€ 1,700.00
Bar - Shelving Unit (6x0.4)		5.5		500	€ 2,750.00
Mobile Shelving - 80 sqm 52 modules each with 6 shelves		1		75000	€ 75,000.00
Bar - Custom bar (2.65*0.8*1) and Behind bar counter (3.65*0.6)		1		12350	€ 12,350.00
Bar - Bar stool		10		750	€ 7,500.00
Bar - Sofa (1.5x1)		2		6000	€ 12,000.00
Bar - Armchairs		2		700	€ 1,400.00
Bar - Table		1		2000	€ 2,000.00
Bar - Small Standing Table		1		1200	€ 1,200.00
Bar - Chairs		6		650	€ 3,900.00
Bar - Coffee Tables		2		764	€ 1,528.00
Bar - Shelving (3.65x0.35)		2		350	€ 700.00
Total					€ 296,494.00

Finishes and stud understructure	linear m	area m2	unit	rate	total
Stud substructure		622.325		55	€ 34,227.88
glass partition		55.1975		300	€ 16,559.25
façade glass		34.5		587	€ 20,251.50
Acoustic louvers		21		700	€ 14,700.00
Metal surface	59.74	270.8	m2	490	€ 132,692.00
wood panels		112.2	m2	250	€ 28,050.00
gypsum		407.47		30	€ 12,224.10
skirting		135.8233		75	€ 10,186.75
Total					€ 268,891.48

Steel Structure and stairs.	linear m	area m2	unit	rate	total
metal stairs(run3.75) and chair lift		1			€ 25,000.00
steel structure		1		100000	€ 100,000.00
Total					€ 125,000.00

Handwritten signatures and initials: A, b, K, J, Z

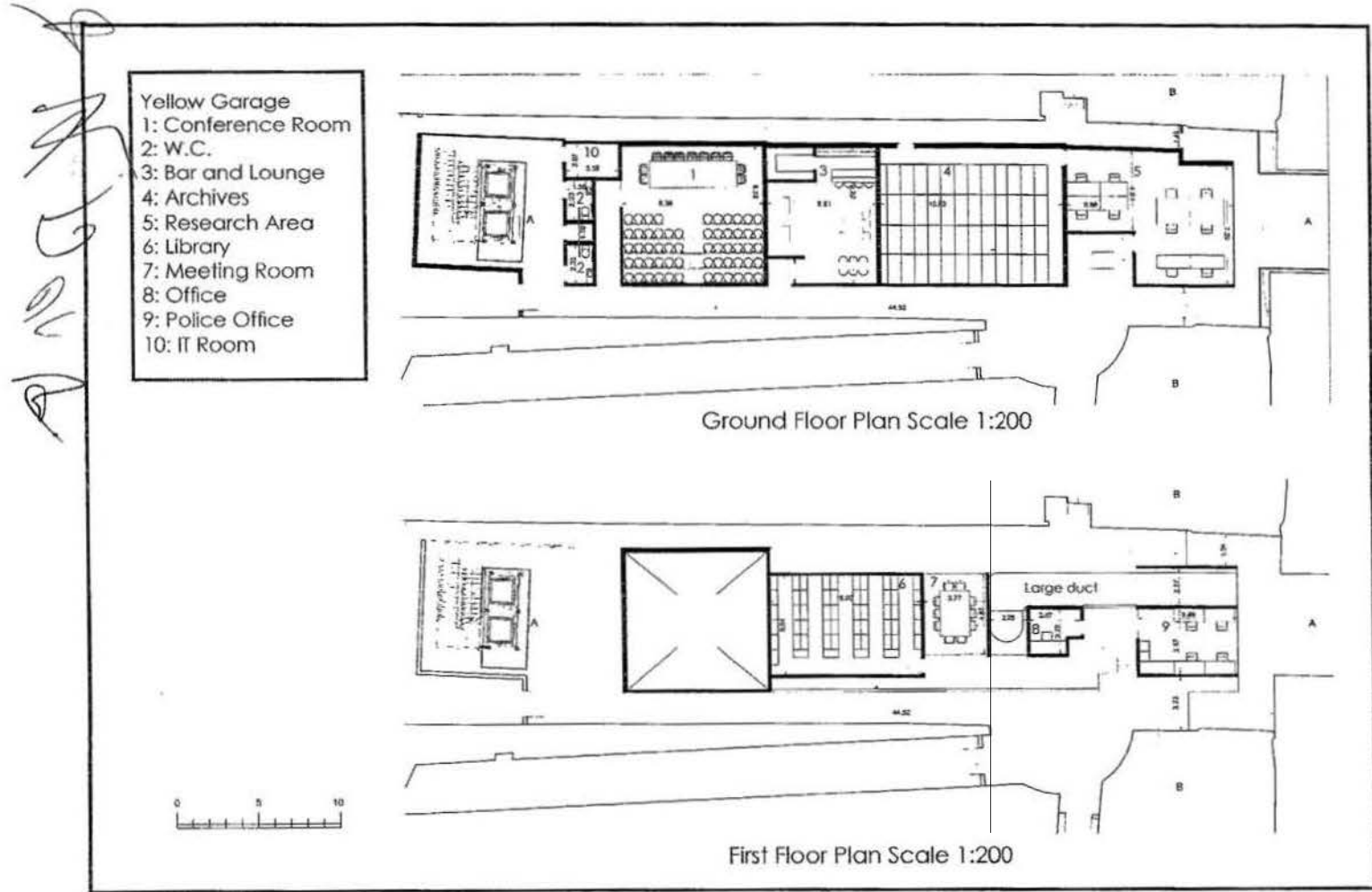
Sanitary ware	linear m	area m2	unit	rate	total
Bathroom high end resin		7	m2	320	€ 2,240.00
Bathroom high end tiles WALLS		45.96		153	€ 7,031.88
Sanitary ware					€ -
Toilet		2		807	€ 1,614.00
sink		2		597	€ 1,194.00
hand drier		2		286	€ 572.00
toilet paper dispenser		2		87	€ 174.00
mirror		2		150	€ 300.00
bin		2		182	€ 364.00
sanitary bin		1		182	€ 182.00
hand rail		2		230	€ 460.00
movable rail		2		230	€ 460.00
hanger		2		78	€ 156.00
stop sink		1		100	€ 100.00
paper towel disp		2		76.68	€ 153.36
Soap dispenser		2		186	€ 372.00
washbasin		2		645	€ 1,290.00
Floor drain		3		61	€ 183.00
faucet		2		785	€ 1,570.00
dual flush plate		2		707	€ 1,414.00
Total					€ 19,830.24

Mechanical and Electrical					
Electricity	1st fix	containment/conduits		3835	
	2nd fix	wiring		8876	
	3rd fix	lighting fixture		62000	
		distribution		7400	€ 82,112.00
Power	1st fix			4921	
	2nd fix			5500	
	3rd fix			6000	€ 16,421.00
Data/Elv	1st fix			2341	
	2nd fix			1100	
	3rd fix			1920	€ 4,761.00
Fire Detection	1st fix			1341	
	2nd fix			1800	
	3rd fix			4500	€ 7,641.00
Plumbing	1st fix+services			3200	€ 3,200.00
Drains+ small drains				3500	€ 3,500.00
Fire Suppression				65000	€ 65,000.00
Emergency lighting				1156	
				2096	€ 3,252.00
Security/Access./CCTV				1500	
				19000	
				5000	
Division Bell				3000	€ 28,500.00
HVAC + dehumidification				108500	
BMS / Interfaces / MCCP Panels				13745	€ 122,245.00
Audio Visual					€ 58,000.00
Total					€ 394,632.00

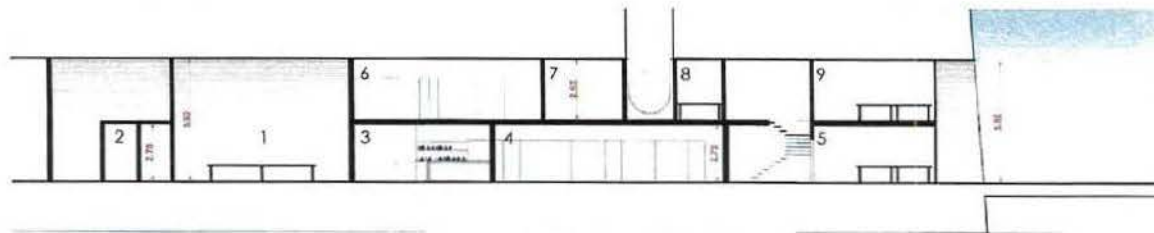
Handwritten signature and initials

Remarks	
Note 1.	Cost estimation is based on the design and contract rates for the New Parliament building contract agreement.
Note 2.	Estimation of bridge and tunnel restoration costs still require detailed mapping for a more accurate figure.
Note 3.	Existing plant room is assumed to be able to handle the additional load generated by the tunnel proposal.
Note 4.	Steel structure to be designed and calculated by a qualified Structural Engineer.
Note 5.	Performance and detailed design of acoustic louvers to be calculated by an engineer.
Note 6.	Cost estimation of audiovisual equipment calculated on the audio visual costs of a meeting room in the New Parliament building.
Note 7.	All tenders will be prepared once confirmation of funds and approval of design is secured.
Note 8.	The New Parliament building is covered by MEPA Permit PA/2815/10 21 June 2010. It is being assumed that the change in project architect from RPBW/AP will not lead to additional charges. If a private architect is appointed to implement the project a fee of around 200,000 EUR must be added
Note 9.	Following the approval of the design an application to Mepa will be submitted. This is expected to take approximately 6 months for consultation and approval. Following confirmation of funding around 8 months are required for preparation of tender, publication, evaluation and tender award. Implementation period expected to take a year. Overall completion period circa 24months.

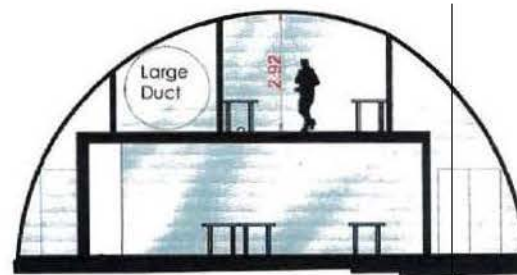

 A collection of handwritten initials and signatures in black ink, including a large 'A' at the top right, a 'K' at the bottom left, and several other stylized marks.



- Yellow Garage
- 1: Conference Room
- 2: W.C.
- 3: Bar and Lounge
- 4: Archives
- 5: Research Area
- 6: Library
- 7: Meeting Room
- 8: Office
- 9: Police Office
- 10: IT room



Section A-A Scale 1:200



Section B-B Scale 1:100

Handwritten notes and signatures in blue ink, including a large signature and several initials.