



Parliamentary Strategic Planning High-Level Workshop

September 17-18, 2025

Lusaka, Zambia

1. Context, programme and objectives

Effective planning is essential for parliaments to maintain focus on their core mandates—lawmaking, oversight, and representation—amid complex political environments and resource constraints. An increasing number of parliaments structure their planning process through multi-year strategic plans. This two-day workshop brings together 10 - 12 parliaments and senior parliamentary administration leaders to bridge theory and practice, with the goal of **producing a practical how-to handbook on parliamentary strategic planning**.

2. Programme structure

Day 1 opens with a keynote and leadership panel that frames the overarching challenges and leadership imperatives of institutional strategy. The heart of the workshop is the fishbowl sessions, each dedicated to one planning stage—from assessing baseline needs through to communicating results. In each closed fishbowl¹, an inner circle of parliamentary officials from different parliaments will tackle targeted questions while the entire cohort observes, and then debriefs together. Participants will rotate through inner-circle roles, ensuring diverse perspectives shape every discussion.

Each of the nine fishbowl sessions will be facilitated by a different moderator, based on attendance confirmation. The panel size of the inner circle will be limited to one moderator and two speakers, for a total of three participants, to streamline discussions. The group composition will include a mix of officials from all geographies. Invited parliaments will be given the opportunity to express their preferences regarding which sessions they would like to participate in, either as speakers or moderators. During the sessions, moderators will guide the discussions and incorporate questions from the public after an initial round of dialogue. The audience is part of the conversation and is invited to join the fishbowl to contribute to the discussion once the first round is over.

Day 2 concludes with closing comments explaining how deliberations will be integrated into the handbook, followed by a plenary workshop in which organizers synthesize the collective insights into the handbook outline. This format maximizes active engagement, cross-parliament peer learning, and actionable outcomes—so that attendees leave with

¹Please attached explanatory note on the Fishbowl approach



proven approaches, new networks, and a clear view of how their contributions will inform a field-tested strategic planning resource.

3. Participants

- National Assembly of Zambia: Around 55 participants, including the Strategic Planning Implementation Committee members, high-level representation, Reforms Department staff, and other staff, including Protocol, Security, Broadcasting.
- Invited parliaments: 1 high-level parliamentary leader and 1 strategic planning expert for each of the following parliaments:

Africa: Botswana, Ghana, Kenya, Namibia, Sierra Leone and South Africa.

EU: Denmark, Sweden and Ireland.

North America: Canada.

- Inter Pares: 3 programme representatives, including Jonathan Murphy, the Head of Programme, Derek Dignam, Strategic Planning expert consultant, and Isabella Zandonadi, Programme Consultant.
- Inter Parliamentary Union: 1 representative.
- European Union Delegation in Lusaka: 2 representatives.

Total number of participants: Up to 85 participants.



4. Agenda

Dates: September 17-18, 2025

Duration: 2 days

Place: Hotel Conference Room TBC, Lusaka, Zambia

Welcome ceremony		
Time	Session	Format
9:30–10:30	Registration & Coffee	Informal networking
	Official Opening Ceremony	
	Welcome remarks by the Acting Clerk	
10:30–11:20	- Welcome remarks by Inter Pares - Welcome remarks by the EU Delegation - Official opening by Rt Hon Ms Nelly B K Mutti, SC, MP, FAPRA, Speaker of the National Assembly of Zambia	Plenary
11:20–11:30	Group Picture	
Day 1 – Foundations & Design		
	Fishbowl 1: Baseline Analysis / Review of Previous Strategic Plan	
11:30–12:20	Conducting a thorough needs assessment to understand current processes, resources, and challenges.	40 min discussion + 10 min debrief
	Fishbowl 2: Vision, Mission & Values	
12:20–13:10	Defining a clear vision for the parliament's future, supported by a mission statement and core values.	40 min discussion + 10 min debrief
13:10–14:10	Lunch	Informal networking
	Fishbowl 3: Formulation of Strategic Objectives	
14:10–15:00	Developing strategic objectives that align with the vision and mission.	40 min discussion + 10 min debrief



15:00–15:50	Fishbowl 4: Implementation Planning • Creating a detailed implementation plan outlining activities, responsible individuals/groups, timelines, and resources.	40 min discussion + 10 min debrief
15:50–16:30	Coffee Break	
16:30–17:20	Fishbowl 5: Costing, Funding, Engaging Stakeholders • Determining financial resources required and explore funding options and the use of funding/donor role.	40 min discussion + 10 min debrief
17:20–18:10	Fishbowl 6: Governance Frameworks • Establishing governance bodies, define roles, and set up accountability mechanisms.	40 min discussion + 10 min debrief
18:10	Close of Day 1 with Reception	Poolside at the Hotel

Day 2 – Evaluation, Learning & Wrap-Up

Time	Session	Format
09:00–09:15	Recap of Day 1 & Day 2 Overview	Plenary
09:15–10:05	Fishbowl 7: Monitoring, Evaluation & Learning (MEL) • Establishing robust M&E mechanisms: setting indicators and conducting regular reviews.	40 min discussion + 10 min debrief
10:05–10:55	Fishbowl 8: Adaptation & Continuous Improvement • Embedding feedback loops and conduct mid-term reviews.	40 min discussion + 10 min debrief
10:55–11:15	Coffee Break	
11:15–12:05	Fishbowl 9: Communicating Strategic Objective Results • Publishing results, engage citizens, and ensure transparency.	40 min discussion + 10 min debrief
12:05–13:30	Lunch	Informal networking
13:30–15:30	Outcome Summary & Next Steps • Presentation on the outcomes, interactive discussion and organizers explain how deliberations will be	Interactive Plenary



integrated into the how-to handbook

15:30–16:00 **Formal Closing**

Plenary

16:00 **Visit at the National Assembly of Zambia**

Transport leaving the
hotel

Rev3 @04/09/25