



INTEGRITY OF POLITICAL PARTIES & CANDIDATES COMMISSION

REGISTRY OF POLITICAL PARTIES

TERMS OF REFERENCE

FOR

STRUCTURAL AND ADMINISTRATIVE REFORMS

OF

THE REGISTRY OF

POLITICAL PARTIES & THE COMMISSION

The Terms of Reference

A. Preamble:

The following Terms of Reference (TOR) sets the parameters by which the institution(s), individuals and /or groups of persons engaged to do a review of the Structural and Administrative functions of the Commission and the Registry shall adhere to as determined under the reforms program instituted by the Commission and the Kokopo Communiqué.

The institution(s), individual and / or groups of persons engaged to do a total review of the Structural and Administrative functions of the Registry and the Commission shall:

1. Do an overall review of the structure of the Registry, the person-positions specification (duty statements), and the qualifications required;
2. Evaluate the scope of the organization and determine its manpower needs;
3. Evaluate and assess the organizational needs for growth and alignment into Vision 2050;

4. Determine the staffing needs of the Registry and how best it can serve the interest of registered political parties and candidates;
5. Discuss and determine an appropriate administrative structure and the Registry functions to better and effectively deal with issues affecting political parties and candidates;
6. Determine the need for the Registry of Political Parties to provide training to members of parliament, officials of political parties and officials of the Registry;
7. Include and create the need for new positions to accommodate an internal auditor, an additional legal officer and accountant to provide services for political parties as a means to strengthening their internal administration;
8. Liaise with existing local training institutions to provide leadership training programs for the registry;
9. Further create positions to meet the need for a Strategic Policy and Research Analyst, an Intelligence Officer and four (4) regional OLIPPAC Coordinators at Grade 16 Level to be established within the Registry of Political Parties;
10. Establish in the Administrative Structure four regional OLIPPAC Offices in Kokopo, Madang, Port Moresby and Goroka to provide support and advice to political parties at the regional level.
11. Operate within the parameters of these Terms of Reference and the Memorandum of Agreement hereto binding both parties; and,
12. Pursue other reform activities as discussed and agreed to by the Registrar of Political Parties.

Note:

These Terms of Reference shall not be modified in any way without the consent of the Registrar. Any modification automatically nullifies the Contract between both parties concerned in the execution of this TOR.

Sir Kina Bona KBE
Registrar