STANDING COMMITTEE ACTIVITY REPORTS

Knowing the activities of the Council of Representatives standing committees can make the Council more transparent to the general public, and improve and integrate the operations of the Council itself.

A first step would be to develop a standard questionnaire for all committees so that information can be collected, standardized, and disseminated. IILHR suggests developing a template that could cover all relevant matters in one document. IILHR suggests the following elements:

- ❖ The cover page contains the name of the Iraqi Council of Representatives. Each individual report should be numbered, and list the name of the Standing Committee. The report should contain the date of the committee meeting, a list of Members present and absent, and a subject line describing the meeting topic. Reporting could be daily or weekly, report actual meeting minutes or be a summary;
- ❖ **List of invited persons**: Representatives of the Iraqi Government or any other organizations or experts present for discussions;
- **❖ Agenda** of the meeting, as approved by the committee;
- Member chairing the meeting;
- Details on issues discussed in the meeting; comments and/or opinions expressed by participants, including:
 - The Chair's introduction on the topic, including purpose, policy context and general questions to be addressed, introductions of guests;
 - o Opinions, statements, questions, and answers, including agreed or rejected proposals from participants; and
 - Presentation proposed text, articles, and drafting language, followed by comments and/or amendments as well as the name of Members who expressed views
- Standing Committee Recommendations to the Iraqi Council of Representatives in plenary session;
- Any other business
- ❖ Documents should be attached to weekly report, including drafts of legislation. Committee Reports on draft laws could also include recommendations and/or tables comparing the committee's proposed text and existing texts; lists of amendments that were not adopted by the committee including the names of Members presenting them; official memos, or any other documents registered at the Committee and used as references in meetings
- Closer of meeting and the date for next meeting