

# CONSTITUTIONAL AND PARLIAMENTARY INFORMATION

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**THE ROLE OF SECRETARIES-GENERAL  
OF PARLIAMENTS  
THE STUDY OF PARLIAMENT  
GROUP 1964-1985**

## INTER-PARLIAMENTARY UNION

### AIMS

The Inter-Parliamentary Union whose international Statute is outlined in a Headquarters Agreement drawn up with the Swiss federal authorities, is the only world-wide organization of Parliaments.

The aim of the Inter-Parliamentary Union is to promote personal contacts between members of all Parliaments and to unite them in common action to secure and maintain the full participation of their respective States in the firm establishment and development of democratic institutions and in the advancement of the work of international peace and co-operation.

In pursuance of this objective, the Union makes known its views on all international problems suitable for settlement by parliamentary action and puts forward suggestions for the development of parliamentary assemblies so as to improve the working of those institutions and increase their prestige.

### MEMBERSHIP OF THE UNION AS OF 2 SEPTEMBER 1985

Albania, Algeria, Argentina, Australia, Austria, Belgium, Benin, Bolivia, Brazil, Bulgaria, Burundi, Cameroon, Canada, Cape Verde, China, Colombia, Comoros, Congo, Costa Rica, Cuba, Cyprus, Czechoslovakia, Democratic People's Republic of Korea, Democratic Yemen, Denmark, Djibouti, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Finland, France, Gabon, German Democratic Republic, Germany (Federal Republic of), Greece, Haiti, Hungary, Iceland, India, Indonesia, Iran (Islamic Republic of), Iraq, Ireland, Israel, Italy, Ivory Coast, Jamaica, Japan, Jordan, Kenya, Kuwait, Lebanon, Luxembourg, Madagascar, Malawi, Malaysia, Mali, Mexico, Monaco, Mongolia, Morocco, Mozambique, Nepal, Netherlands, New Zealand, Nicaragua, Norway, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Republic of Korea, Romania, Rwanda, Senegal, Singapore, Somalia, Spain, Sri Lanka, Sweden, Switzerland, Syrian Arab Republic, Thailand, Togo, Tunisia, Turkey, United Arab Emirates, United Kingdom, United Republic of Tanzania, United States of America, Uruguay, USSR, Venezuela, Viet Nam, Yemen, Yugoslavia, Zaire, Zambia, Zimbabwe.

### STRUCTURE

The organs of the Union are:

1. *The Inter-Parliamentary Conference* which, unless otherwise decided, meets once a year.
2. *The Inter-Parliamentary Council*, composed of two members from each affiliated Group. *President*: Mr. H. Stercken (Federal Republic of Germany).
3. *The Executive Commute* composed of eleven members, ten of whom are elected by the Conference, the Council President acting as *ex officio* President. At present, it has the following composition:

*President*: Mr. H. Stercken (Federal Republic of Germany).

*Members*: Mr. S. Bares (Hungary); Mr. R. Bitat (Algeria); Mr. R. Carpio Castillo (Venezuela); Mr. B. Friesen (Canada); Mr. A. Ghalanos (Cyprus); Mr. C. Pepper (United States of America); Mr. B.R. Jakhar (India); Mr. S.E. Oh (Republic of Korea); Sir John Page (United Kingdom); Mr. L.N. Tolkunov (USSR).

*Secretary general*: Mr. Pio-Carlo Terenzio.

### OFFICIAL PUBLICATION

The Union's official organ is the *Inter-Parliamentary Bulletin*, which appears quarterly in both English and French. This publication is indispensable in keeping posted on the activities of the Organization. Subscription can be placed with the Inter-Parliamentary Bureau, Geneva.

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INTER-PARLIAMENTARY UNION

CONSTITUTIONAL AND PARLIAMENTARY  
INFORMATION

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*First Series - Thirty-fifth year*

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# THE ROLE OF SECRETARIES-GENERAL OF PARLIAMENTS

By Antonio M. De Guzman, Secretary-General  
Batasang Pambansa

## 1. Introduction

At its Spring Meetings in Lagos, Nigeria, in April, 1982, the Association of Secretaries-General of Parliaments considered that it would be of value to the Association to inquire into the functions and responsibilities of the Secretaries-General. A Draft Questionnaire on "The Role of Secretaries-General of Parliaments" was subsequently submitted and approved for circulation by the Association in Rome in September, 1982. It seeks to highlight the role of Secretaries-General in the workings of Parliaments in different countries. The Questionnaire was sent to all the Members of the Association and we are grateful that a reasonable number of replies have been received from our Members. This Report, which was considered at Meetings in Helsinki, Seoul, Lome and Ottawa, incorporated the comparative data gathered from the replies to the Questionnaire from the following Members of the Association, together with the Philippines:

1. Australia\*\*
2. Austria\*\*
3. Bangladesh
4. Brazil (Federal Senate)
5. Belgium\*\* Senate\* and House of Representatives
6. Canada\*\*
7. Cyprus\*\*
8. Denmark\*\*
9. Egypt
10. Europe, Council of\*\*
11. Western European Union \*
12. European Parliament
13. Finland\*\*
14. France (Senate\*; National Assembly\*\*)
15. German Democratic Republic\*\*
16. Germany, Federal Republic of\*\*
17. Greece\*\*
18. India\*\*
19. Indonesia
20. Ireland\*\*

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\* Original Reply was in French.

\*\* Also Replied to Supplementary Questionnaire.

21. Israel\*\*
22. Italy\*\*
23. Japan\*\*
24. Korea, Republic of\*\*
25. Malawi
26. Malaysia
27. Netherlands (First Chamber\*; Second Chamber\*\*)
28. New Zealand
29. Nigeria
30. Norway\*\*
31. Papua New Guinea
32. Poland\*\*
33. Portugal\*\*
34. Senegal\*\*
35. Spain\*\*
36. Sri Lanka\*\*
37. Sweden\*\*
38. Switzerland\*
39. Thailand\*\*
40. United Kingdom\*\*
41. United Republic of Cameroon\*\*
42. United States of America\*\*
43. Yugoslavia, Socialist Federal Republic of\*
44. Zaire\*
45. Zimbabwe

We received the reply of the Parliament of Nigeria to the original questionnaire. However, this Parliament was dissolved while we were in the process of compiling this Report. Hence, we have omitted all references to the subject.

As agreed upon in our meetings in Seoul, a supplementary questionnaire was circulated among the ASGP Members to obtain further information on (1) the proportion of the working time spent by the Secretary-General on three main areas of responsibility, and (2) the breakdown on the number of employees of parliament. This report, therefore, includes the information gathered from the replies to the supplementary questionnaire by several members.

## 2. Preliminary matters

### 2.1 *Types of parliaments*

The assemblies of the Western European Union and the Council of Europe, the European Parliament, and the Parliaments of Bangladesh, Cyprus, Denmark, Egypt, Finland, German Democratic Republic, Greece, Indonesia, Israel, Republic of Korea, Malawi, New Zealand, Norway, Papua New Guinea, Philippines, Poland, Portugal, Senegal, Sweden, Sri Lanka, United Republic of Cameroon and Zaire are unicameral. While the Parliament of Norway is unicameral, the «Storting» operates in some instances like a bicameral parliament through its two

divisions, namely, the "Odelsting" with 116 members; and the "Lagting" with 39 members. There is, however, only one Secretary-General responsible for both divisions.

The countries with bicameral Parliaments are Australia, Austria, Belgium, Brazil, Canada, France, Federal Republic of Germany, India, Ireland, Italy, Japan, Malaysia, Netherlands, Spain, Switzerland, Thailand, United Kingdom, United States of America, Yugoslavia and Zimbabwe. The normal pattern for bicameral Parliaments is to have one Secretary-General for each House of Parliament; however, we have exceptional situations in Austria, Switzerland, Thailand and Zimbabwe, where there is only one Secretary-General for both Houses of Parliament. A unique case is Yugoslavia, where there is a Secretary for each House, in addition to the Secretary-General of the Assembly.

## 2.2 *Official title*

The title of Secretary-General is commonly used in the Parliaments of the responding countries. The exceptions are in the Parliaments of the German Democratic Republic and Poland where the title is Head; of Cyprus where the title is Director-General; of the Federal Republic of Germany and Austria where the title is Director, and the United States Senate and Zimbabwe where the title is Secretary.

The official title of Clerk is adopted in the Parliaments of the following countries: Australia, Canada, Ireland, Netherlands, (Griffier), New Zealand, Papua New Guinea, United Kingdom and the United States House of Representatives, as well as, in the assemblies of the Council of Europe and the Western European Union.

In Belgium, the titles of Clerk and Secretary-General are equally used in the Parliament.

In Denmark, the administration of Parliament is divided into two departments: the Administrative Office headed by the Secretary-General, and the Office of the Clerk of the "Folketing" headed by the Clerk. The Secretary-General and the Clerk of the "Folketing" are of equal rank. The Finnish and the Norwegian Parliaments have two departments: the Department of Parliamentary Matters headed by the Secretary-General, and the Department of Administrative Matters and Services headed by the Administrative Director. Similarly, in Sweden, the General Secretariat is headed by the Director of the "Riksdag" who is likewise the Clerk of the Chamber. The Office of Administration and Services is headed by the Administrative Director who has the same rank as the Clerk.

In the French Senate, there is one Secretary-General to the Presidency who handles legislative services and one Secretary-General to the Questorship who handles administrative services; in the French National Assembly, one Secretary-General to the Presidency and the Assembly and one Secretary-General of the Fiscal Department. In Brazil, the Secretary-General handles legislative matters, while administrative matters are committed to the General-Director of each house. In Malaysia, the Secretary-General of the Senate and Secretary-General of the House of Representatives serve under a separate service called the Parlia-

mentary Service. The latter acts as Administrative Head and, in that capacity, he is known as the Secretary-General of Parliament. In Yugoslavia, the Secretary assumes procedural and administrative functions in the relevant House, while the Secretary-General of the Assembly assists the President in the exercise of his functions, and manages all the services of the Assembly. In the Council of Europe, there is a Secretary-General who under the Statute, serves both the Organization's governmental organ (Committee of Ministers) and its parliamentary organ (Parliamentary Assembly). However, the Clerk of the Assembly, though statutorily under the authority of the Secretary-General, is directly answerable to the President and the Bureau of the Assembly for the management of the Assembly's services. At the same time, the Clerk holds the rank of Deputy Secretary-General of the Council of Europe which gives him certain responsibilities towards the Organization as a whole.

Table I is a summary tabulation indicating the responding countries and their respective types of Parliament, total membership in Parliament, number of Secretaries-General and their official title.

Also incorporated in this Table are numerical data on personnel/staff in the service of the Parliament. In order to emphasize the role of the Secretary-General as regards personnel management, we have limited the summary tabulation to two categories of employees. One, those whom he directly supervises, and two, those who do not fall under his supervision. We have utilized the numerical data gathered on the former for the purpose of determining the proportion of personnel/staff support per Member of Parliament [constant (1)].

It will be noted that the Senate of Brazil, with 69 members and 3,643 employees, has the highest employee-member ratio, placed at 52.70:1. At the other extremity, the Parliament of Sweden, with 349 members and 64 employees, has the lowest ratio placed at 0.18:1. Based on the average ratio of 3.10:1, we have thirty-nine (39) responding Parliaments/Houses with employee-member ratios lesser than the average, and thirteen (13) Parliaments/Houses with ratios higher than said average.

We have no available data on the staff sizes of the Parliaments of the German Democratic Republic, Switzerland, Yugoslavia and Zimbabwe. Data on staff sizes of the bicameral Parliaments of United States, Italy and Netherlands are available only for the Senate, Chamber of Deputies and the Second Chamber, respectively-

### 2.3 *Manner of selection*

In the selection of Secretaries-General of Parliaments, the following responding countries have Secretaries-General who are appointed:

1. Australia: Appointed by the Governor-General upon recommendation of the appropriate Presiding Officer.
2. Austria: Appointed by the President of the "Nationalrat".
3. Bangladesh: Appointed by the Head of Government.
4. Brazil: Appointed by the President of each House.
5. Canada: Appointed by the Governor-General on the recommendation of the Prime Minister.

6. Cyprus: Appointed by the Public Service Commission.
7. Denmark: Appointed by the President and after approval of the Committee of Rules and Order.
8. Egypt: Appointed by the Bureau of the Assembly upon proposal of the Speaker.
9. Federal Republic of Germany: Appointed by the Speaker of the Bundestag in the case of the Director of the Bundestag and the President of Bundesrat in the case of the Director of the Bundesrat.
10. Republic of Korea: Appointed by the Speaker with the approval of the National Assembly.
11. France: Appointed by the Senate by resolution and the Bureau of the National Assembly by decree.
12. German Democratic Republic: Appointed by the Presidium of the People's Chamber.
13. Greece: Appointed by the President of the Assembly.
14. India: Appointed by the Chairman of the Rajya Sabha and the Speaker of the Lok Sabha.
15. Indonesia: Nominated by the President of the Republic with the approval of the Presidium of the Chamber.
16. Israel: Appointed by the Chairman and Vice-Chairman of the Knesset.
17. Ireland: Appointed by the Prime Minister.
18. Italy: Appointed by the President.
19. Malawi: Appointed from among civil servants (appointing power not indicated).
20. Malaysia: Appointed by the Supreme Head of the Federation.
21. New Zealand: Appointed by the Government upon recommendation of the Speaker.
22. Papua New Guinea: Appointed by the Head of State upon advice of the National Executive Council.
23. Poland: Appointed by the Presidium of the Sejm.
24. Portugal: Appointed by the Speaker with the approval of the Absolute Majority of the Members of the Bureau.
25. Senegal: Appointed by the President of the National Assembly.
26. Spain: Appointed by the "Buro" upon proposal of respective President.
27. Sri Lanka: Appointed by the President of the Government, with the approval of the Assembly.
28. Switzerland: Appointed by the Federal Council upon consultation with the respective Houses.
29. Thailand: Appointed by the King with the nomination and countersignature of the President of the National Assembly.
30. United Kingdom: Appointed by the Crown on the recommendation of the Prime Minister.
31. United Republic of Cameroon: Appointed by the Bureau of the National Assembly.
32. Yugoslavia: The respective Secretaries are appointed by the relevant House. However, the Secretary-General of the Assembly is appointed by



the Assembly upon nomination of the Committee on Election and Appointment which is a joint committee of both Houses.

33. Zaire: Appointed by the President of the Republic.
34. Zimbabwe: Appointed by the House of Assembly.

The Parliaments of the following responding countries have Secretaries-General who are elected:

1. Belgium: Elected by Members of the appropriate House by secret ballot.
2. Council of Europe: Elected by the Assembly by secret ballot.
3. European Parliament: Elected by the Bureau.
4. Finland: Elected by Members of Parliament by secret ballot.
5. Japan: Elected by Members of Respective House. However, it is now a practice for the President to appoint the Secretary-General.
6. Netherlands: Elected by the Appropriate Chamber by secret ballot.
7. Norway: Elected by Parliament by secret ballot.
8. Philippines: Elected by the Members of Parliament upon the nomination of the Speaker.
9. Sweden: Elected by Chamber by secret ballot. Since Institution of Unicameral Parliament in 1971, by consensus of Chamber.
10. Western European Union: Elected by the House by secret ballot.
11. United States of America: Elected by the Appropriate House.

#### 2.4 *Qualifications*

In most countries with Parliaments of long standing, the main qualification of the Secretary-General is experience in the service of Parliament and recognized authority in parliamentary practice and procedure. In many of these Parliaments, succession to the post of Secretary-General is the climax of a career in the service of Parliament. For that career, the basic requirement for entrance is, usually, an honours degree at a university and, often, a successful negotiation of a public service examination for the higher grades of public administration.

Newer Parliaments, necessarily lacking a trained cadre from whom a Secretary-General can be drawn, have appointed persons with high intellectual attainments, wide administrative experience, or in some instances, legal qualifications. However, in Denmark and the Netherlands, old Parliaments, the Secretary-General may be drawn not only from the trained staff but also from outside, provided the appointee possesses the aforesaid qualifications and attributes.

The qualifications for Secretaries-General or Clerks of Parliament of the following countries are specified in their Constitutions, rules or statutes:

1. Austria
2. Cyprus
3. Denmark
4. Egypt
5. France
6. Greece
7. Italy

8. Japan
9. Malaysia
10. Papua New Guinea
11. Poland
12. Portugal
13. Spain
14. Thailand
15. United Republic of Cameroon
16. Zaire

### 2.5 *Tenure*

It has been noted that most of the appointive Secretaries-General usually have a permanent tenure and they hold office until they reach retirement age. The retirement age ranges from 55 years to 70 years. The Secretary-General of the Parliaments of Australia, Austria, Cyprus, Denmark, Egypt, France, India, Ireland, Italy, Malaysia, New Zealand, Thailand, United Kingdom, Zaire, Zimbabwe belong to this category. In France, where the retirement age is 65 for the National Assembly and 68 for the Senate, the Secretary-General may serve until 70 years, subject to a special annual decision of the National Assembly and the Bureau, respectively. Although elected, the Secretaries-General of Finland, Netherlands, Norway and the Western European Union, hold office until retirement age. Although the retirement age is 70, the Secretary-General of Norway may opt to resign at 67. The retirement age for the Clerks of both Chambers of Netherlands is fixed at 65 years, but they could retire like any member of the National Civil Service at the age of 61.

The appointive Secretaries-General of the Parliaments of Bangladesh, Brazil, Canada, German Democratic Republic, Greece, Indonesia, Israel, Republic of Korea, Malawi, Poland, Spain, Sri Lanka, and the United Republic of Cameroon do not have a fixed tenure and generally serve the Parliament at the discretion of the appointing powers. Although elected, the Secretaries-General of the Parliaments of Belgium, European Parliament, Japan, Philippines and the US Senate and House of Representatives have no fixed terms of office and, likewise, serve at the discretion of their respective Houses.

The elective Secretaries-General of the Parliaments of the Council of Europe and Sweden, have fixed terms of 5 and 3 years respectively. Likewise, the appointive Secretaries-General of Papua New Guinea, Portugal and Yugoslavia have fixed terms of 3 and 4 years (for the latter two countries), respectively. They may stand for re-election or re-appointment as the case may be. In Senegal, if the Secretary-General is not a member of Parliament, he holds office for 5 years with reappointment. Otherwise, his term is not fixed and he serves at the discretion of the appointing power.

In the case of the Federal Republic of Germany, the Director of the Bundestag and the Bundesrat hold their positions for life. However, they actually serve until the retirement age of 65. Nevertheless, being a political civil servant, the Director of the Bundesrat and the Bundestag, respectively, may be retired temporarily at anytime, regardless of age. Upon retirement, the Director of the Bundestag and the

Bundesrat keep their titles but does not continue to carry out his duties. Likewise, in the House of Commons of the United Kingdom, the Clerk of the House is appointed by the Crown by letters patent, for life, although in practice, he is required to give an undertaking not to delay retirement beyond 65 years.

A life appointment strengthens the authority and independence of a Secretary-General by insulating him, in some measure, from political pressures.

The tenure of the Secretary-General of the National Assembly of the Republic of Korea is subject to the discretion of the Speaker, but his removal requires the concurrence of the members thereof.

It is extremely rare, however, for a Secretary-General to be removed from office. The reason is plain, that the Members of the House come to rely upon, and have confidence in, the expert and authoritative advice given by him and his staff. For example, the incumbent Clerk of the Parliament of Sweden was first elected to office in 1958, while the incumbent Clerk of the Parliament Assembly of the Council of Europe was first elected in 1971 and is now on his third term.

## 2.6 *Rank and remuneration*

The relative importance of the Office of the Secretary-General among the Member-Countries of the Association may be gauged by its equivalent ranking vis-a-vis government officials.

Equivalent to the rank of Permanent Secretary, Minister, Director-General, Secretary-General, or Administrative Head of an Executive Department or Ministry of the Government are the positions of the Secretaries General of the Parliaments of Australia, Austria, Bangladesh, Belgium, Brazil, Cyprus, Denmark, Egypt, Finland, France, German Democratic Republic, Federal Republic of Germany, Greece, India, Indonesia, Israel, Ireland, Republic of Korea, Netherlands, New Zealand, Norway, Papua New Guinea, Philippines, Poland, Sri Lanka, Thailand, United Kingdom, Yugoslavia, Zaire and Zimbabwe. The position of the Clerk of Canada is equivalent to the rank of Deputy Minister who is the Permanent Head of the Department.

The equivalent rank of the Secretary-General of the Parliament of Malawi is that of an Undersecretary of a Ministry.

The Clerk of the Senate and of the House of Representatives in Belgium are dignitaries of State rather than officials. Nevertheless only the Clerk of the Senate takes the same oath as the Senators when he enters office.

In Portugal, the position of Secretary-General is outside the hierarchy of public administration. It ranks higher than the position of a Director-General of a Ministry.

The position of Secretary-General in the European Parliament is equivalent to a Senior Grade Office (Grade A-1) of the European Civil Service; the Parliament of Malaysia; to the Secretary-General of a Junior Ministry; the Parliament of Senegal, to an officer of hierarchy A. In Sweden, the role of the Secretary-General is higher than the highest official of a government department but lower than the rank of a Supreme Court member.

In the Council of Europe, the Clerk of the Parliamentary Assembly, who holds an elective post, cannot be regarded as having an equivalent rank vis-a-vis government officials. Similarly, the positions of the Secretary of the U.S. Senate who has the same rank as the Clerk of the U.S. House of Representatives, and Secretaries-General of the Japanese Diet and the Parliament of Spain have no comparable ranks in the Government.

For ready reference, Table 2 is a summary tabulation indicating the manner of selection of Secretaries-General, as well as, their tenure of office and equivalent ranking vis-a-vis government officials.

The remuneration of the Secretaries-General of Parliaments, therefore, usually depends on their equivalent ranking vis-a-vis officials of their respective governments.

### 3. Functions and responsibilities

#### 3.1 *Percentage of working time*

The functions and responsibilities of the Secretaries-General of Parliaments of responding countries focus, in broad terms, on procedural, administrative and international matters.

As can be gleaned from the replies to the supplementary questionnaire, the discharge of procedural functions and responsibilities is a primary undertaking of a majority of Secretaries-General who spend their working time within a percentage range of 45-80, with the highest percentage recorded for Netherlands (Second Chamber), Belgium (Chamber of Representatives), Poland and Italy (Chamber of Deputies). The lowest figure (45), is recorded for the United Kingdom (House of Commons).

The exceptions to the common pattern include the Secretaries-General of Australia (House of Representatives), Austria, Canada (Senate), Greece, Philippines and Thailand whose working time fall within a percentage range of 15-40, with the highest recorded for Australia, Canada, and the lowest, for Greece.

The Secretaries-General of the Parliaments of Portugal, Denmark and the Union of Western Europe devote the least percentage of their working time to procedural functions and responsibilities, spending their working time within a percentage range of 5-20, the lowest and highest values recorded for the Union of Western Europe and Portugal, respectively.

The discharge of administrative functions and responsibilities is a secondary undertaking for a majority of Secretaries-General who devote their working time within a percentage range of 15-40, with the highest value recorded for Spain (Senate), while the lowest, for Netherlands (Second Chamber), Israel, Poland, Finland, Canada (House of Commons) and Belgium (Chamber of Representatives).

On the other hand, said functions and responsibilities are the primary undertakings of the Secretaries-General of the Parliaments of Portugal, Australia

(House of Representatives), Austria, Canada (Senate), Denmark, Greece, Philippines, Thailand, and the United Kingdom. Their working time fall within a percentage range of 45-75, with the lowest and highest values yielded by the United Kingdom (House of Commons) and Greece, respectively.

The Secretaries-General of the German Democratic Republic and Norway devote the least of their working time to administrative matters, with the percentage fixed at 10 and 25, respectively.

The functions and responsibilities relative to international matters occupy the least percentage of the working time of a majority of the Secretaries-General, devoting their time within a percentage range of 4-20, with the highest value recorded for Korea and Thailand, and the lowest, for the United Kingdom (House of Lords).

It is worth-mentioning that functions and responsibilities relative to international matters is a primary concern of the Secretary-General of Union of Western Europe, allocating 70% of his working time in the field. For the Secretaries-General of the Parliaments of Portugal, Denmark, German Democratic Republic, Norway and Sweden, the said functions and responsibilities are of secondary importance, allocating their time within a percentage range of 20-30 for the purpose, with Sweden yielding the lowest value, while Denmark, Norway and Portugal, the highest.

Replies indicate that it is impossible to quantify the workload of the Clerk of the Parliamentary Assembly of the Council of Europe due to the particular administrative situation of the Parliamentary Assembly, placed as it is within the institutional framework of a 21-nation intergovernmental organization which provides it indirectly with administrative infrastructure. Likewise, the case holds true in Cyprus and Australia (Senate) where the workload varies according to circumstances in the Parliament. The replies of the Parliaments of the United Republic of Cameroon and India (Rajya Sabha) did not quantify the percentage of the working time of their respective Secretaries-General.

Table III is a summary table indicating the percentage of the working time of Secretaries-General of Parliaments of the responding countries. It must be noted that only thirty-two (32) of the forty-five respondents to the original questionnaire, sent their replies to the supplementary questionnaire.

### 3.2 *On procedural matters*

In all of the responding countries, we have noted a common role of the Secretaries-General of Parliaments as advisers to the Speaker (President) and Members of Parliament on matters of parliamentary procedure. However, the Secretary-General of the Parliament of Portugal does not perform a similar role. Likewise, in the US House of Representatives, it is the Parliamentarian, another Officer of the Chamber, who advises the Speaker and the Members of the Chamber on rules and procedure. While all staff of the chamber work under the Clerk's name, the Parliamentarian is appointed directly by the Speaker.

### 3.2a *Opportunity to preside over sittings of Parliament*

Although as a general rule, the Secretaries-General are not authorized to preside over the plenary sessions in their respective Parliaments, in rare instances, they may preside and perform the duties of the Chair. In the National Diet of Japan, when the posts of both the President and Vice-President of either House have become vacant, the Secretary-General presides to conduct elections for their successors. In the U.S. Senate, the Secretary presides and performs the duties of the Chair in the absence of the Vice President and pending the election of a President Protempore. Likewise, the Clerk of the U.S. House of Representatives and the Secretary-General of the Legislative Council of Zaire perform the duties of the Chair at the commencement of the first sessions of the House of each Congress pending the election of the Speaker or Speaker Protempore.

In Australia and New Zealand, the Clerks act as chairmen of the relevant house until the election of the Speaker at the first sitting of a New Parliament. In Canada, the Clerk of the House of Commons presides to conduct the election of Speaker; so does the Clerk of the Parliament of Papua New Guinea. In Ireland, the Clerk presides only during the election of the Chairman or Speaker.

The Secretary of Zimbabwe presides for the purpose of administering to oath of Members, and the election of the Speaker and Deputy Speaker. The Secretary-General of the Batasang Pambansa similarly performs the duties of the Chair at the commencement of each Batasang Pambansa pending the election of the Speaker.

The Secretary of the "Knesset" (Israel) presides over the meeting of the Steering Committee which undertakes the election of the Speaker.

Until 1971, the Clerk of the House of Commons of the United Kingdom Parliament presided at the first sitting of the new Parliament to elect the Speaker. He had never been empowered to maintain order, however, and it was felt that the House was, therefore, vulnerable to disorder by individual members. The duty of the Presiding Officer at this sitting was accordingly transferred to the Member with the longest continuous service (with the outgoing Speaker himself presiding if he is still a Member) who was given full powers to maintain order.

### 3.2b *On filing and enactment of bills*

In a majority of Parliaments, bills presented by the Members are filed with the Secretary-General. Among the exceptions to the common pattern are the Parliaments of Belgium, where bills are filed with the meeting/sessions service; the US Senate, where the Secretary has delegated the function to the Bills Clerk; in Egypt, Italy, Thailand, Republic of Korea, Netherlands (Second Chamber), and the United Republic of Cameroon, Japan, Federal Republic of Germany (Bundestag) and Italy where bills are filed with the Speaker. In Denmark, a member acquaints the Speaker on his bill, who then announces it to the "Folketing". In the Parliaments of France (Senate), Greece, Indonesia, Portugal and Yugoslavia, bills are, likewise, not filed with their respective Secretaries-General.

With regard to the rendering of bill-drafting assistance to Members of Parliament, a majority of Secretaries-General of responding countries discharge this

function. The exceptions to the common pattern include the Parliaments of Denmark, where it is the Clerk of the "Folketing" who renders bill-drafting assistance to members; Austria, where political parties employ legal draftsmen; Papua New Guinea and Malawi, where the task is undertaken by Parliamentary Lawyers; Poland, where members are assisted by a Legal Office; Japan, which has a Research Office and Legislative Bureau to support the bill-drafting requirements of the Members of the Diet; France, where the Committees Department and the Department of Studies and Documentation, as well as, the Committee Services and Legislative Study Service render bill-drafting assistance to the Members of the National Assembly and Senate, respectively; the US House and Senate which have Legislative councils under the supervision of the Speaker and the President Pro-Tempore to assist members; and Greece, where members are assisted by a Scientific Department under the Secretary-General.

In the United Kingdom, more than 80% of the bills that pass into law are government bills drafted by Parliamentary Counsel, a small office of 20-25 experienced lawyers under government direction. In both Houses, the Clerks assist in the drafting of bills for private members, though in the House of Commons; the sum of £200 is available for members successful in the ballot for private members' bills (giving them prior use of limited private members' time) to employ outside drafting experts.

In Zimbabwe, the Secretary is assisted by a Counsel of Parliament in rendering bill-drafting assistance while in Canada, the Law Clerks and Parliamentary Counsel undertake bill drafting work for members of the relevant House.

Likewise, the Secretaries-General of the Parliaments of Indonesia, Netherlands, Portugal, Sweden, Yugoslavia and Zaire, do not render any bill-drafting assistance to their members.

The Secretaries-General of the Parliaments of the following countries may review the bills filed by the members, to determine whether or not they are admissible under the Constitution, Rules and Practice of the House:

1. Australia
2. Bangladesh
3. Brazil
4. Canada (Senate); House of Commons (As to form only)
5. German Democratic Republic
6. India (Lok Sabha)
7. Ireland
8. Israel
9. Italy (As to form only)
10. Republic of Korea
11. Malaysia (Private Members' bills only)
12. New Zealand
13. Norway
14. Papua New Guinea
15. Philippines
16. Senegal
17. Sweden

18. Sri Lanka (Private Members' bills only)
19. Thailand
20. United Kingdom
21. United Republic of Cameroon

In the Parliaments of Belgium, Egypt, Federal Republic of Germany (Bundestag) and Senegal, the Secretaries-General give informal advice where there is a problem of admissibility, but it is the President who decides the question of admissibility. In Finland and Sweden, the Secretary-General reviews the bills superficially, as the committee concerned tackles the bill thoroughly. In Denmark, it is the Clerk of the "Folketing" who undertakes the review of bills. In the French National Assembly, while the Secretary-General does not review bills as a general rule, he, however, reviews the admissibility of parliamentary initiatives upon delegation by the President.

In the Bundesrat of the Federal Republic of Germany, bills submitted by the Federal Government or by one or several of the Federal States, do not usually require correction. It is only in exceptional cases when the Director notifies and advises the Federal Government or the Federal State submitting as to what can be done about the bill.

In the Parliament of Canada (Senate), it is the Law Clerk who reviews bills; Japan, a staff under the Secretary-General; Malawi, the Parliamentary Draftsmen; Netherlands (Second Chamber), the committee concerned; and the US Senate, the Parliamentarian. Likewise, the Secretaries-General of the Parliaments of Austria, France (Senate), Portugal, Spain, Yugoslavia and Zimbabwe do not review bills filed by members.

On the passage of bills, the Secretaries-General of the Parliaments of the following countries certify to their passage in Parliament:

1. Australia
2. Bangladesh
3. Brazil (Senate)
4. Canada (Senate)
5. Cyprus
6. German Democratic Republic
7. India
8. Ireland
9. Malawi
10. Malaysia
11. New Zealand
12. Philippines
13. Thailand
14. United Kingdom House of Lords
15. United Republic of Cameroon
16. United States of America
17. Zimbabwe

In the Parliaments of Austria, Belgium (Senate), Denmark, Finland, Federal Republic of Germany (Bundesrat), Israel, Italy, Republic of Korea and Nether-



lands (Second Chamber), it is the President/Speaker/Presiding Officer who certifies to the passage of bills.

In Norway, the Secretary-General countersigns the President's formal messages to the Crown about every decision, including the adoption of bills passed by the "Storting". In the United Kingdom, the Clerks inscribe on bills, instructions for transmittal of bills from one House to the other.

The Secretaries-General of the Parliaments of Egypt, France (National Assembly), Federal Republic of Germany (Bundestag), Indonesia, Japan, Papua New Guinea, Poland, Portugal, Senegal, Sweden, Sri Lanka, Spain, Yugoslavia and Zaire, likewise, do not certify to passage of bills.

It must be noted, further, that owing to the peculiar role of the Council of Europe, the European Parliament and the Western European Union, there are no bills in the sense being dealt with in this report.\*

### 3.2c *On Committees*

The Secretaries-General of the Parliaments of the following countries are answerable for the staff and operations of the committees:

1. Australia
2. Austria
3. Bangladesh
4. Belgium
5. Canada
6. Cyprus
7. Egypt
8. Council of Europe
9. European Parliament
10. Finland
11. France
12. German Democratic Republic
13. Federal Republic of Germany
14. Greece
15. India (Lok Sabha)
16. Indonesia
17. Ireland
18. Israel
19. Italy
20. Japan
21. Republic of Korea
22. Malawi
23. Malaysia
24. New Zealand
25. Norway

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\* While the Parliamentary Assembly of the Council of Europe is not a legislative assembly, its members table proposals for Resolutions and Recommendations, and it is the duty of the Clerk to advise the President on the admissibility of said texts.

26. Papua New Guinea
27. Philippines
28. Poland
29. Senegal
30. Spain
31. Sri Lanka
32. Switzerland
33. Western European Union
34. United Kingdom
35. United Republic of Cameroon
36. Yugoslavia, Socialist Federal Republic of
37. Zaire
38. Zimbabwe

We have noted that the Secretaries of the Lok Sabha and the Rajah Sabha act as ex-officio Secretaries of all Parliamentary Committees of their respective Houses. Similarly, the Secretary-General of Malawi and Malaysia serve as Secretaries of the Committees, or they may appoint their representatives to serve as such.

In the Parliaments of Portugal, Brazil (Senate), Netherlands, Spain and Sweden, Committees are, more or less, autonomous units and are not supervised by the Secretary-General. In Thailand, the Committee Secretaries are Members of Parliament, while in the US Senate, Committees are under the supervision of the Committee Chairman and Members, hence, are not supervised by the Secretary-General/Clerk/Director. In the Second Chamber of the Parliament of Netherlands, the Clerk distributes the Secretaryship of various Committees among the Assistant Clerks. However, he is not responsible for supervising the work of the Committees. In Denmark, it is the Clerk if the "Folketing" and not the Secretary-General who exercises supervision of Committees.

### 3.2d *Libraries and reference and research services*

On the matter of control and supervision of Parliamentary Libraries, a majority of Secretaries-General of Parliaments exercise the function and includes the Secretaries-General of the Parliaments of Austria, Bangladesh, Cyprus, Denmark, Egypt, the European Parliament, Federal Republic of Germany, France, German Democratic Republic, Greece, India (Lok Sabha), Indonesia, Israel, Italy, Malawi, Malaysia, Netherlands, Papua New Guinea, Philippines, Poland, Portugal, Senegal, Spain, Sri Lanka, Switzerland, Thailand, Union of Western Europe, United Republic of Cameroon, United States Senate and House of Representatives, Yugoslavia, Zaire and Zimbabwe. In the French Senate, however, control and supervision is exercised by the Secretary-General to the Questeurship.

The exceptions to the common pattern are those in Australia, Belgium, Brazil (Senate), Canada, Council of Europe, Finland, Japan, New Zealand, Republic of Korea, Norway, and Sweden where Libraries of Parliaments constitute independent entities which are not under the control and supervision of the Secretary-General. In Belgium each chamber has a reference and research service.

In Finland, the Library is supervised by its own board. In the Republic of Korea, the Chief Librarian has the responsibility for all matters covering the staff and operations of the National Assembly Library; in Belgium, the Library is shared by both Houses, neither of the Clerks of which exercise supervision over its services. In Ireland, a joint committee of both Houses assists and advises the Chairman of the House of Representatives and the Senate in the direction and control of the Library. In relation to the staff, the Clerk has direction and control, subject to orders he may receive from the Chairman. In Norway, responsibility is vested in the Librarian who belongs to the administrative department.

The Library of the House of Lords in the United Kingdom is under the direction and control of the Librarian and the Library Subcommittee of the House of Lords Offices Committee. However, the Clerk is responsible for the appointment of the Library staff other than the Librarian. In the House of Commons, the Clerk, as Accounting Officer, has to approve new expenditures in the Library and, notably, the terms and conditions of the Library Staff. But he does not appoint either the Librarian or his staff and, as in the House of Lords, the Library is under the direction and control of the Librarian who reports to a Committee of Members.

In the United States of America, we have a unique situation where the Senate and House of Representatives have separate Libraries under the control and supervision of the Secretary and Clerk, respectively, but there is still a Library of Congress, a separate and independent entity created by an Act of Congress, which serves both Houses.

### 3.2e *On impeachment proceedings*

On the matter of impeachment proceedings against government officials, only the Parliaments of Austria, Bangladesh, Belgium (Chamber of Representatives), Brazil, Denmark, Finland, France, Greece, Israel, Italy, Norway, Japan, Republic of Korea, Netherlands (Second Chamber), Philippines, Poland, Senegal, United Republic of Cameroon, United Kingdom, and the United States of America, have the power of impeachment. The role of the Secretary-General, however, is usually confined to the rendering of administrative services, such as, the recording and keeping of the records of such proceedings. In the US Congress, the House of Representatives has the sole power of impeachment, but the Senate conducts the impeachment trial. In the US Senate and the Philippines, there are special Rules of Procedure which define proceedings when sitting as a court during impeachment trials.

In the Philippines, the Secretary-General records the votes of Members on the report and recommendation for impeachment; administers oath to the officer who served the writ of summons; may administer oath or affirmation of witnesses; reads motions made by parties or their counsel; and records the impeachment proceedings. In the United Kingdom, the power to initiate an impeachment rests with the House of Commons, while the House of Lords tries and adjudicates upon the charges preferred (though there has been no such process since 1806).

In Denmark, the power of impeachment is exercised by the High Court of Realm under the Constitutional Act, and the Secretary-General of the Parliament has no responsibility. In Poland, the complaints for impeachment are directed to the Presidium of the Sejm, which then refers the complaints to the Commission of Constitutional Responsibility. The Secretary-General also has no responsibility under the procedure. In France, the Parliament is competent only for indictment; it is the High Court of Justice which adjudicates. In Netherlands (Second Chamber), the complaint is filed with the Speaker of the Chamber but it is the Supreme Court which decides on the impeachment case. In Parliaments of Bangladesh, Republic of Korea, Brazil and Israel, the Secretaries-General assist the Speaker/President during trial, specifically, in the recording of the impeachment proceedings. In Italy, the Secretary-General acts as Secretary-General during a plenary session pertaining to impeachment. In Finland and Norway, the Parliament can initiate impeachment proceedings only against Members of the Council of State (Ministers). It decides, by majority vote, on the charges to be raised. However, a special court passes judgment on impeachment cases.

In Senegal, impeachment proceedings are instituted by a small court of justice composed of Members-elect. The reply received from Belgium indicate that impeachment is an exclusive power of the Chamber of Representatives; in Greece, that the Secretary-General has no special responsibilities as regard impeachment of government officials.

The Japanese Diet has no right to impeach government officials but if there is cause to impeach a Councillor an indictment bill may be submitted to the President. A court of justice conducts trial.

### 3.2f *Parliamentary questions*

In Parliaments where Members can ask oral and/or written parliamentary questions for oral and/or written answers, like Australia, Austria, Bangladesh, Belgium, Brazil, Canada, Council of Europe, Cyprus, Denmark, Egypt, European Parliament, German Democratic Republic, Federal Republic of Germany (Bundestag), India, Israel, Italy, Republic of Korea, Malawi, Malaysia, Netherlands (Second Chamber), Norway, Papua New Guinea, Philippines, Portugal, Senegal, Sri Lanka, Sweden, United Republic of Cameroon, the United Kingdom and Zimbabwe, the Secretaries-General usually act as advisers to the Speaker/President/Chairman of the Assembly in the examination of questions to be included in the agenda for the «Question Time», and any questions for written answer. However, as a rule, only written questions with notice are carefully reviewed as to admissibility, inasmuch as, there are no means of examining questions not submitted beforehand, unless asked for private advice in advance. Questions of admissibility are usually resolved by the Speaker/President/Chairman of the Assembly, except in the case of the German Democratic Republic and Spain, where the deciding authority is the Presidium and "Buro", respectively.

On the other hand, while a "Question Time" is allowed, the Secretaries-General of the Parliaments of Canada, Council of Europe, Greece, Poland, Spain, Thailand, and Zaire, do not have any special responsibility regarding parliamentary questions.

In the French National Assembly and the Senate, there is a Division of Questions attached to the Office of the Secretary-General to the Presidency which receives questions and examines whether they conform to the standards set in the Rules.

### 3.2g *On voting*

In many Parliaments, the Secretary-General, either personally or in conjunction with colleagues, takes an active part in the procedures for casting a vote. Where voting is by show of hands or by standing up and sitting down, the Secretary-General (or his Deputy) usually assists the occupant of the Chair to count the votes. Where voting is by roll call, the Secretary-General (or his Deputy) calls out the names of the Members in alphabetical order, or in the order of their seating or in the order of their constituency as in the case of Egypt, records the oral votes and reports to the Chair the results of the voting. Where voting is by open ballot at the tribune, the Secretary-General (or his Deputy) calls out the names of Members in alphabetical order, and as each name is called, the Member comes forward and places his voting card (or other token) in an urn. With electronic voting, the Secretary-General (or his Deputy) assists the occupant of the Chair to interpret the results of the voting on the display equipment, which is usually set on one of the walls of the chamber. In Parliaments in which votes are taken by division (i.e. when members vote in separate lobbies or seats in sitting areas corresponding to the two sides of the questions being voted on). The Secretary-General (or his Deputy) oversees the timing of the division and records its results for announcement in the House.

### 3.3 *On administrative matters*

The Secretary-General, in addition to the magnitude of procedural responsibilities he assumes, devotes a significant proportion of his working time in Parliament to administrative matters, with the assistance of his deputies, or as member/chairman of management/administrative board/council/committee. Although generally considered as a secondary undertaking, the discharge of administrative functions is, in fact, a primary responsibility of some Secretaries-General who direct and are accountable for all the services in Parliament.

In the Parliaments under review the function of administration appears to be handled in four broadly different forms of organization. In the first form, administrative functions fall directly under the Secretary-General's authority; he carries these responsibilities in addition to his duties to advise on the procedure and operations of his House. The Batasang Pambansa of the Philippines, the two Italian Chambers, the Egyptian People's Assembly and the House of Lords in the United Kingdom are examples. In the second form of organization, the function of administration is carried out by a Secretary-General reporting directly to the Speaker or President of the Assembly (or to a group of Members (Questeurs) responsible for administration) and equal in rank to another Secretary-General who is responsible for the procedure and operations of the Assembly. The two French Chambers and the Canadian House of Commons exemplify this separation of the administrative from the procedural function, though the two senior

officers co-operate closely, either informally or through formal machinery such as an executive committee.

In the third form of organization, of which the Netherlands (Second Chamber) is an example, the administrative functions are the ultimate responsibility of the Secretary-General, but the day to day direction is delegated to a Director of Services, who hierarchically is placed directly under the Secretary-General but is present and may speak at all Presidium meetings.

The fourth form of organization is perhaps best illustrated by reference to the example of the House of Commons of the United Kingdom. Her administration is the responsibility of a Board of Management comprising the Heads of six independent Departments and chaired by the Clerk of the House (who heads his own Department which is concerned with the procedure and operations of the House). Thus the Clerk is not responsible for the day to day workings of the other five Departments, but as Chairman of the Board he is *primus inter pares* and as Accounting Officer (with responsibility for approving new expenditure) he has some influence over the structure and organization of the other five Departments. The Board of Management reports to the House of Commons Commission, chaired by the Speaker, which has broad responsibilities for House expenditure and administration.\*

### 3.3a *On personnel management*

On the administrative aspect of the role of the Secretary-General, the replies to the Questionnaire presented him as Chief Administrative Officer of the personnel/staff of Parliament. However, in this aspect, there is a distinctive feature which is not common to all the Secretaries-General of responding countries. This distinctive feature is the power to appoint and dismiss the personnel/staff of Parliament, which is exercised only by the Secretaries-General of the Parliaments of the following countries:

1. Australia (except permanent staff)
2. Bangladesh
3. Canada (Senate) Except officers and chief of branches
4. European Parliament (except Grade A)
5. German Democratic Republic
6. Federal Republic of Germany, Bundesrat (except civil servants of the highest administrative category)
7. India
8. Indonesia
9. Israel
10. Japan
11. Republic of Korea (only grades 6-9)
12. Malawi (exceptions not indicated)
13. New Zealand

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\* For further details about the role of the Secretary-General in the administration, see report of a topical discussion on this subject in September 1982, *Constitutional and Parliamentary Information...*

14. Norway (only staff of Secretariat-General)
15. Papua New Guinea
16. Poland
17. Sri Lanka
18. Thailand
19. United Kingdom, House of Lords (only his own staff; except the other clerks at the table); House of Commons (only his own Department staff except the Clerk Assistant)
20. Western European Union
21. United Republic of Cameroon
22. Yugoslavia

In the Congress of the United States of America, the Clerk of the House of Representatives and the Secretary of the Senate may appoint and dismiss only their own staff and not those of the Members of Congress or of Committees. The only exception occurs when a Member of Congress resigns or dies during the Member's term. The Clerk of the House and the Secretary of the Senate then becomes responsible for the operation of the office where the vacancy exists and they have the authority to appoint and dismiss personnel. The rest of the staff of the House and Senate are appointed and dismissed by their respective Department Heads, like the Sergeant-at-Arms for security, the Administrative Officer for maintenance staff, etc.

In case where the Secretaries-General do not have the power to appoint and dismiss personnel/staff of Parliaments, this power is exercised by the Speaker or President of the Parliament, and the Secretary-General assumes a purely recommendatory function. This situation holds true in Austria, Denmark, Egypt, France (together with Questors), Federal Republic of Germany (Bundestag), Malaysia, Philippines, Portugal, Greece, Senegal, Spain and Zimbabwe. In Ireland, the Chairman of the Dail Eireann appoints the personnel of the Parliament after consultation with the Chairman of the Seanad Eireann while dismissals are handled by the Government. In the Parliaments of Belgium, Brazil, Canada (House of Commons), Denmark, Finland, Netherlands\* and Sweden, the function is discharged by a Board, Commission or Bureau of the Parliament to which the Secretary-General is a Member or Adviser. In the Netherlands Second Chamber, the Secretary-General is the first adviser of the Bureau, but appointments or dismissals are proposed by the Head of the Personnel Department.

In the Council of Europe, the power to appoint and dismiss the Assembly staff lies with the Secretary-General of the Organization, it being understood that the Clerk is elected by the Assembly and that the Deputy Clerk and his two Heads of Department can only be appointed following an exchange of views with the Bureau of the Assembly and with the Committee of Ministers.

In Cyprus, the Public Service Commission, which is a body independent of Parliament, exercises the power of appointment and dismissal of personnel in Parliament.

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\* Except clerks-assistants who are elected by the appropriate Chamber by secret ballot.

In Norway, the Secretary-General plays an advisory role on appointments and dismissal only for the staff of Secretariat-General. The same role on appointment and dismissal of other personnel in Parliament is the responsibility of the Head of the Office of Administration.

In Spain, the personnel are appointed by the Chairman but the Secretary-General is responsible for the appointments of posts of medium and low ranks. Those of superior ranks are appointed by the "Buro" of the House, on the proposal of the Secretary-General.

In Malaysia, the power to appoint personnel of the Parliament is exercised jointly by the Speaker and the President but dismissal is made by the Disciplinary Board. The Speaker and President act as final appeal body. In Italy (Chamber of Deputies), although the Secretary-General does not have the power to appoint the personnel of the Chamber, he is authorized to dismiss them as head of the Committee on Discipline.

### 3.3b *On financial management*

In the area of financial management, the Secretary-General acts as financial and budgetary adviser who prepares or assists in the preparation of the estimate of the budget of Parliament for the approval of the Speaker, President, Bureau, Committee, Council or Commission. The Secretaries-General of the Parliaments of the following countries belong to this category:

1. Australia
2. Austria
3. Bangladesh
4. Brazil
5. Canada (Senate)
6. Cyprus
7. Denmark
8. Council of Europe
9. Egypt
10. European Parliament
11. France
12. Federal Republic of Germany
13. Indonesia
14. India
15. Ireland
16. Israel
17. Italy
18. Japan
19. Republic of Korea
20. Malawi
21. Malaysia
22. New Zealand
23. Papua New Guinea
24. Philippines
25. Poland



26. Portugal
27. Senegal
28. Spain
29. Sri Lanka
30. Thailand
31. United Kingdom
32. United Republic of Cameroon
33. Western European Union
34. United States of America
35. Yugoslavia
36. Zimbabwe

In Israel, the Secretary-General heads the team/committee that prepares the parliamentary budget for approval by the Speaker/Chairman. In Bangladesh, it is the Secretary-General who finally approves the budget of Parliament.

In the Parliaments of Finland, Norway, Sweden and Zaire, the Secretary-General has no responsibility over the preparation of the parliamentary budget, as it is assumed by the administrative office/department, with the exception of Zaire where the function is undertaken by the President of the Council. In Greece, the President is responsible for the preparation of the budget, in collaboration with the competent department and the special accounts committees. In the Australian Senate, a Standing Committee is involved in the budgetary preparation of the Senate Department. A Commission of the House of Commons is responsible for drawing up the budget which is then approved by the House itself.

In Netherlands, (Second Chamber), the Director of services is responsible for the initial draft of the budget. In Senegal, the Secretary-General deals with administrative and financial questions but another officer prepares and executes the budget of Parliament.

In the Philippines, the Speaker, with the assistance of the Committee on Accounts and the Secretary-General prepares the Parliamentary budget, and submits it to the president thru the Minister of the Budget, for evaluation and incorporation in the General Appropriations Bill for a particular fiscal year. In turn, the President submits the bill to the National Assembly for consideration and approval.

As a rule, financial accountability rests with the Secretaries-General who are, therefore, responsible for irregularities that may occur in the proper disbursements of the funds of their parliaments.

Likewise, the Secretaries-General of Parliaments do not generally have the power to determine the allocations of financial resources and to control the expenditures of Parliaments.

On the matter of contracts and agreements entered into by Parliament, the Secretaries-General of the Parliaments of the following countries are empowered to sign contracts and agreements in behalf of their Parliaments:

1. Australia
2. Austria (Minor Agreements)

3. Bangladesh
4. Canada
5. Cyprus
6. Denmark
7. Egypt
8. Council of Europe
9. European Parliament (upon delegation by the President)
10. German Democratic Republic
11. Federal Republic of Germany
12. Greece (Up to a certain limit)
13. India
14. Israel
15. Italy (Up to a certain limit)
16. Republic of Korea
17. Malawi
18. Malaysia (On maintenance of Parliament building and grounds only)
19. Netherlands
20. New Zealand (Subject to Ministerial and Cabinet control)
21. Papua New Guinea (Up to a certain limit)
22. Poland
23. Philippines (Subject to the approval of the Speaker)
24. Spain
25. Sri Lanka
26. Thailand (Subject to approval of the Bureau)
27. Western European Union
28. United States of America
29. United Republic of Cameroon
30. Yugoslavia, Socialist Federal Republic of
31. Zimbabwe

In Japan, the President is responsible for contracts and agreements entered into by Parliament, but it is delegated to a Contracting Officer who is under the supervision of the Secretary-General. In Egypt, contracts and agreements are the responsibility of the Speaker but a delegation of such function may be possible. In Canada, the Clerk of the Senate administers contracts and agreements under his jurisdiction, in accordance with contract regulations of the government. In the House of Commons, the responsibility falls upon the Executive Committee of which the Clerk is a member. Similarly, in Portugal and Brazil (Senate), the Secretary-General is a Member of the Administrative Council which is responsible for the financial administration of Parliament, including contracts and agreements. In Ireland, contracts and agreements affecting the facilities of the Parliament are handled by appropriate government departments. In Finland and Norway, the administrative department/office handles contracts and agreements of Parliament. In the French National Assembly, contracts are signed by the Treasurers while in the French Senate, the Budget, Accounts and Social Security Services is responsible.

In the Federal Republic of Germany (Bundestag), the Director has delegated power to sign contracts but he, in turn, can delegate the function to some orga-

nizational units. In Zaire, the President is responsible for contracts and agreements. In the United Kingdom House of Commons, a House Commission is vested with the responsibility for contracts and agreements of Parliament. In Senegal, it is the concern of the Assistant Secretary-General of the Parliament. In the United States Senate, the Secretary is not responsible for contracts and agreements but authorizes payment for them. In Belgium, the Clerks have no specific responsibilities regarding contracts and agreements entered into by the Parliament.

### 3.4 *On security management*

The Secretaries-General of Parliaments of the following countries are directly responsible for security in their respective Parliaments:

1. Austria
2. Bangladesh
3. Denmark
4. German Democratic Republic
5. India
6. Ireland
7. Italy
8. Japan
9. Republic of Korea
10. Malawi
11. Malaysia
12. New Zealand
13. Papua New Guinea
14. Portugal
15. Sri Lanka
16. Thailand
17. Western European Union
18. United Republic of Cameroon
19. Yugoslavia, Socialist Federal Republic of

In the Bundesrat of the Federal Republic of Germany, the Director is responsible for taking appropriate measure by orders of the President. In Malaysia, the security of Parliament is the joint responsibility of the Secretary-General and the Police.

In the Parliaments of the following responding countries, direct responsibility over security of Parliament is lodged with a security officer under the ultimate supervision of the Secretary-General/Speaker/President:

1. Australia: The Security Controller in consultation with the Sergeant-at-Arms and the Usher of the Black Rod.
2. Canada Senate: The Gentleman Usher of the Black Rod. House of Commons : Sergeant-at-Arms under the supervision of the Speaker.
3. India: The Ward Officer under the supervision of the Secretary-General.
4. Israel: The Knesset Officer under the supervision of the Chairman through the Secretary-General.
5. Netherlands: The Security Head under the supervision of the Director of Services.

6. Philippines: The Head of Security under the supervision of the Secretary-General.
7. Poland: The Marshalls Guards under the supervision of the Secretary-General.
8. Senegal: The Military Commandant.
9. Spain: Chief of Security Services, directly supervised by the Secretary-General.
10. United Kingdom: House of Commons: The Sergeant at Arms. House of Lords: The Gentleman Usher of the Black Rod.
11. United States of America: The Sergeant-at-Arms.
12. Zimbabwe: The Sergeant-at-Arms under the supervision of the Secretary-General.

In the Council of Europe, the Director for administration is responsible for the security of parliament, under the supervision of the Secretary-General of the Council and in conjunction with the host country, i.e. France. In Sweden, it is the responsibility of the office of the administration and services of the "Riksdag".

In Cyprus, the Security of Parliament is the responsibility of the Police Department.

In the Parliaments of the following responding countries, it is the Speaker or President who assumes direct responsibility over the Security of Parliament:

1. Belgium
2. Greece
3. European Parliament
4. Federal Republic of Germany
5. Finland
6. France
7. Zaire

The reply of the Parliament of Norway indicated that the Secretary-General has no responsibility over security matters in Parliament.

### 3.5 *On public relations*

In the Parliaments of the following countries, public relations is conducted by a Press/Public Relations/Information Office under the supervision of the Secretary-General:

1. Austria
2. Belgium
3. Canada (Senate)
4. Council of Europe
5. Denmark
6. Egypt
7. European Parliament
8. Federal Republic of Germany
9. France
10. Greece

11. India
12. Italy
13. Japan
14. Papua New Guinea
15. Philippines
16. Poland
17. Senegal
18. Spain
19. Thailand
20. Western European Union
21. United Republic of Cameroon
22. Yugoslavia
23. Zaire
24. Zimbabwe

Supervision over the Department of Information and Public Relations which handles public relations in the Second Chamber of the Parliament of Netherlands, is exercised by the Director of Services. In Greece, while there is a public relations office under the supervision of the Secretary-General, press releases emanate from the Office of the President under the knowledge of the Secretary-General.

In the Parliaments of the following responding countries, the Secretary-General is directly responsible for the issuance of press releases and information to the media:

1. Bangladesh
2. Denmark
3. Egypt
4. German Democratic Republic
5. Italy
6. Republic of Korea
7. Israel
8. Malawi
9. Malaysia
10. Norway
11. Papua New Guinea
12. Sweden
13. Switzerland

In Denmark, the Secretary-General represents the Folketing in its relations with the Press as regards matters relating to administration. However, with respect to political matters, press relations work is handled by individual political groups. Similarly, in the Republic of Korea, the Secretary-General attends to press relations regarding administrative matters only, however, relations with the press as regards political matters are handled by the Steering Committee. In Papua New Guinea, while the Clerk controls public relations of Parliament, political matters must be cleared with the Speaker. In Norway, the Secretary-General provides information to the press only on matters concerning the work and resolution of Parliament, as well as, the work of the committees. The Secretaries-General of the

following Parliaments have no responsibility for the dissemination of information or materials regarding their Parliaments:

1. Australia
2. Belgium
3. Brazil (Senate)
4. Ireland
5. Portugal
6. Sri Lanka
7. Zaire
8. New Zealand
9. United Kingdom
10. United States of America

In New Zealand, although the Clerk of Parliament has no particular obligation to disseminate information to the Media, he produces a weekly summary of the business transacted by Parliament.

In Australia, while the Clerks of the two Houses have no responsibility for the dissemination of information and materials for media, they are responsible for the issuance of publications, at the end of each parliamentary Session, which summarizes the work for the period. There are usually two major Sessions of the House per year.

In the United Kingdom, the Clerk has no press or public relations office under his control, nor is he responsible for explaining parliamentary decisions to the press or public, although his staff furnishes information to the press especially in regard to the work and reports of committees.

### 3.6 *On international relations*

The Secretary-General of most of the responding countries play an advisory role to the Speaker/Presiding Officer/Chairman of Parliament in the participation of Parliaments in inter-parliamentary activities. In Inter-Parliamentary Organizations to which their respective Parliaments are affiliated, some Secretaries-General act as Secretaries-General of their respective National Groups. As such, they do not, however, necessarily act as Secretaries of their respective Parliamentary Delegations.

The Secretaries-General of the Parliaments of Australia, Bangladesh, Egypt, India, Japan, Republic of Korea, Malawi, New Zealand, Senegal, Sri Lanka, United Republic of Cameroon and United States (Senate) act as secretaries of their respective national groups to certain inter-parliamentary organizations. In Malawi and Sri Lanka, the Secretaries-General of Parliament also serve as the treasurer of their respective national groups.

In many Parliaments, there are Members thereof who group themselves for the purpose of maintaining bilateral relations with each other.

In the Parliaments of Canada (House of Commons), Cyprus, Denmark, Federal Republic of Germany (Bundestag), France (Senate), Norway, Philippines, Union of Western Europe, United Kingdom, United States of America (Senate),

and Sweden, there are respective Services, under the supervision of the Secretary-General, which handle interparliamentary and international relations.

In the Netherlands States General, international parliamentary relations outside the framework of the Inter-Parliamentary Union are dealt with by a separate joint secretariat of both Chambers, headed by a Clerk who is appointed by a joint decision of both Speakers and who is thereafter responsible to a joint committee of members of both Chambers. The Clerks of the First and Second Chambers are not involved in the secretariat, in any way.

The Clerk of the Second Chamber was elected, as was his predecessor, by the national group of the IPU as its Secretary and Treasurer. He also acts as Secretary of the Netherlands delegation to the IPU conferences.

In Belgium, a joint Secretariat of both houses under the supervision of both Secretaries-General is responsible for international parliamentary relations.

### 3.7 *On political parties/groups*

As a general rule, the Secretaries-General of Parliaments of the responding countries do not have any special responsibilities with regard to political parties/groups in Parliament, although their advice is at the disposal of said parties/groups, as it is, of individual members.

However, in Ireland, the Clerk of the House of Representatives acts as the Registrar of Political Parties, a function which relates to the inclusion of party affiliation on ballot papers at general elections and by-elections to the House. Also, in the Senate, the Clerk of the Seanad is by law the Seanad Returning Officer.

It is the special responsibility of the Secretaries-General of the Parliaments of Australia, India (Lok Sabha), Republic of Korea, New Zealand, Poland, United Republic of Cameroon, Zimbabwe and the European Parliament to render administrative support in the form of rooms and seat accommodations, personnel and other facilities for the effective discharge of their respective roles in the Parliament. In Spain, the political groups likewise receive allowances for their services in Parliament.

In Finland, Netherlands (Second Chamber) and Sweden, the Secretaries-General of Parliament extend legal and parliamentary counsel to political parties/groups. In Netherlands, the Second Chamber likewise allocates a special budget for parties/groups. In Japan and the Philippines, they have access to the same services in Parliament as those available to individual members.

In Austria, although political parties/groups are autonomous, the Secretary-General renders liaisoning work for them in the Parliament.

In the Bundesrat of the Federal Republic of Germany, political parties/groups do not exist in view of the peculiarity in the composition of the Chambers.

In Zaire, the Secretary-General is head of the party branch in Parliament.

### 3.8 *On other duties and responsibilities*

Aside from the numerous duties of the Secretary-General of Parliament, as aforesaid, we have likewise, noted certain special functions inherent in the positions of some Secretaries-General of Parliaments.

In the United Kingdom, the Clerk of the House of Lords, otherwise known as the Clerk of Parliaments is the Registrar of the House of Lords in its judicial capacity.

The Clerk of the House of Commons of Canada, United Kingdom, Zimbabwe, and Ireland, administers the oath of allegiance to all duly elected members while the Clerk of the Senate, aside from administering the oath of allegiance to the Senate appointees, also reads the terms of appointment of the new President of the Senate, and announces Royal Assent to bills.

In the Congress of the United States of America, the Secretary of the Senate and the Clerk of the House of Representatives have the special duty of preserving the certificates of election of Senators and Representatives. In addition, the Secretary distributes copies thereof to the States.

In Spain, the Secretary-General of Congress concurrently serves as *Letrado Mayor de las Cortes Generales* (Senior Legal Adviser of Parliament).

In the Philippines, the Secretary-General of the *Batasang Pambansa* assists the Speaker in the opening and the counting of the votes cast for candidates for President of the Republic during election for said position and is the custodian of the election returns. Likewise, he is authorized to administer the oath of office to the Members of Parliament prior to their assumption of office.

In Finland, the Secretary-General, upon instruction of the Prime Minister, acts as the Secretary of the electoral assembly for the election of the President.

In Israel, Federal Republic of Germany (Bundestag), Netherlands (Second Chamber), Norway, and Sweden, the Secretary-General acts as the Secretary of the Presidium and as such, is responsible for the preparation of cases laid before the body, as well as the implementation of its decisions.

In the Bundesrat of the Federal Republic of Germany, the President, who serves for a term of one year, is also the head of a "Land" government. This situation necessitates that the Director of the House link with the Bundestag, the Federal government and land government to ensure continuity of the President's functions. Likewise, upon order of the President, the Director refers all bills submitted to the Bundesrat to the competent committees for consideration.

In Malaysia, the Secretary-General conducts seminars on parliamentary practice and procedures, from time to time, for the Members of Parliament.



Table 1. — Summary table on types of Parliament, total membership, number and titles of Secretary-General, number of support staff/employees and ratio of employees under the Secretary-General to the members

Country	Type of Parliament Unicameral Bicameral	Number of members	Number of secretaries-general & official title/s	Number of employees.		Total number of employees	Ratio of employees under SG to members'
				Under SG	Not under SG		
Australia	Bicameral						
	House of Representatives	148	1 Clerk for each House	868	689	1,557	3.87:1
	Senate	76					
Austria	Bicameral						
	National Council	183	1 Director	193	8	201	0.78:1
	Federal Council	63	(Parliaments Director) for both Houses				
Bangladesh	Unicameral	330	1 Secretary-General	337		337	1.02:1
Belgium	Bicameral						
	Chamber of Representatives	212	1 Clerk (Greffier) for each House	347		347	1.63:1
	Senate	182		253		253	1.39:1
Brazil	Bicameral						
	House of Representatives	479	1 Secretary-General for each House	4,456		4,456	9.30:1
	Senate	69		3,643		3,643	52.70:1
Canada	Bicameral						
	House of Commons	282	1 Clerk for each House	146	2,834	2,980	0.51:1
	Senate	104		390	18	408	3.75:1
Cyprus	Unicameral	50	1 Director-General	34		34	0.68:1
Denmark	Unicameral	179	1 Secretary-General 1 Clerk	225		225	1.25:1
Egypt	Unicameral	392	1 Secretary-General	952		952	2.42:1
Europe, Council of <sup>2</sup>	Unicameral	170	1 Clerk	53		53	0.27:1
European Parliament	Unicameral	434		2,558		2,558	5.89:1
Finland	Unicameral	200	1 Secretary-General	80	170	250	0.40:1
France	Bicameral						
	National Assembly	491	1 Secretary-General to the Presidency and the Assembly	1,152		1,152	2.34:1
			1 Secretary-General of the Fiscal Dept.	858		858	2.71:1
	Senate	316	1 Secretary-General of the Senate 1 Secretary-General of the Questorship				

Country	Unicameral Bicameral	Members Number of members	Number of secretaries- general & official title/s	Number of employee <sup>1</sup>		Total -number of em- ployees	Ratio of employees under SG to members'
				Under SG	Not under SG		
German Democratic Republic	Unicameral	500	1 Head	No available information			
Germany	Bicameral						
Federal Republic of	Bundestag	520	1 Director for	1,678	1,881	3,559	3.22:1
	Bundesrat	45	each House	109		109	2.42:1
Greece	Unicameral	300	1 Secretary-General	520	17	537	1.73:1
India	Bicameral			1,254		1,254	2.30:1
	House of the People	544	1 Secretary-General for each House				
	Council of States	250		680		680	2.72:1
Indonesia	Unicameral	460		936		936	2.03:1
Ireland <sup>2</sup>	Bicameral						
	House of Representatives	166	1 Clerk for each House				
	Senate	60		214	164	378	0.94:1
Israel	Unicameral	120	1 Secretary-General	250	135	385	2.08:1
Italy	Bicameral						
	Chamber of Deputies	630	1 Secretary-General for each House	1,539		1,539	2.44:1
	Senate	322		no available information			
Korea, Republic of	Unicameral	276	1 Secretary-General	1,032	823	1,855	3.73:1
Malawi	Unicameral	107	1 Secretary-General	28		28	0.26:1
Malaysia	Bicameral						
	House of Representatives	154	1 Secretary-General for each House	165		165	1.07:1
	Senate	68					
Netherlands	Bicameral						
	First Chamber	75	1 Clerk for each House	37		37	0.49:1
	Second Chamber	150		378	228	680	2.52:1
New Zealand	Unicameral	92	1 Clerk	387		387	4.20:1
Norway	Unicameral	155	1 Secretary-General	36	224	260	0.23:1
Nigeria	Bicameral						
	House of Representatives	450	1 Clerk of the National Assembly				
	Senate	95	1 Clerk	4,000		4,000	7.33:1
Papua New guinea	Unicameral	109	1 Clerk	60		60	0.55:1
Philippines	Unicameral	200	1 Secretary-General	693	1,600	2,293	3.46:1
Japan	Bicameral						
	House of Representatives	511	1 Secretary-General for each House	1,750	1,095	2,845	3.42:1

Country	Type of Parliament	Number of Members	Number of secretaries-general & official title/s	Number of employees		Total number of employees	Ratio of employees under SG to members'
				Under SG	Not under SG		
	House of Councillors	252	1 Secretary-General for each House	1,301	577	1,878	5.16:1
Poland	Unicameral	460	1 Head	367		367	0.79:1
Portugal	Unicameral	250	1 Secretary-General	250	195	445	1.00:1
Senegal	Unicameral	120	1 Secretary-General	350		350	2.01:1
Sweden	Unicameral	349	1 Director of the Riksdag (Clerk) 1 Administrative Director	64	336	400	0.18:1
Spain	Bicameral						
	Congreso de los Diputados	350	1 Secretary-General for each House	350		350	1.00:1
	Senado	254		125		125	0.45:1
Sri Lanka	Unicameral	168	1 Secretary-General	365		365	2.17:1
Switzerland	Bicameral						
	National Council	200	1 Secretary-General				
	Council of States	46	1 Secretary-General for both Houses			no available information	
Thailand	Bicameral						
	House of Representatives	324	1 Secretary-General for both House				
	Senate	243		500		500	0.88:1
Western European Union	Unicameral	89	1 Clerk	177		177	1.99:1
United Kingdom	Bicameral						
	House of Commons	650	1 Clerk	958	1,432	2,390	1.47:1
	House of Lords	1,199 (928-active Members)	1 Clerk	177	634	811	0.19:1
United Republic of Cameroon	Unicameral	120	1 Secretary-General	371		371	3.10:1
United States of America	Bicameral						
	House of Representatives		1 Clerk	500	11,500	12,000	1.14:1
	Senate	100	1 Secretary	180	6,820	7,000	1.80:1
Yugoslavia	Bicameral						
	Federal Council	no available information	1 Secretary for each House			no available information	

Country	Unicameral Bicameral	Number of members	Number of secretaries- general & official titles	Number of employees		Total number of em- ployees	Ratio of employees under SG to members <sup>1</sup>
				Under SG	Not under SG		
	Council of Republics and Provinces		1 Secretary-General of the Assembly				
Zaire	Unicameral	310	1 Secretary-General	500		500	1.61:1
Zimbabwe	Bicameral House of Assembly Senate	100 40	1 Secretary-General for both Houses			no available information	

<sup>1</sup> Average Ratio is 3.10:1.

<sup>2</sup> The figure indicated concerns only staff exclusively serving the assembly. The latter draws on the Secretariat of the Council of Europe for technical and linguistic services, staff management and expert advice from the different Directorates.

<sup>3</sup> Joint staff for both houses.

Table 2. — Summary table on matter of selection tenure and equivalent ranks of Secretaries-General

Country	Manner of selection (appointive or elective)	Tenure	Equivalent rank vis-d-vis other government officials
Australia House of Representatives	Appointed by the Gov.-Gen., upon recommendation of the appropriate Presiding Officer	Until retirement	Head of Government Department
Austria National Council	Appointed by the President of the "Nationalrat"	Until retirement	Permanent Secretary
Bangladesh Federal Council	Appointed by the Head of Government	No fixed term	Secretary to the Government
Belgium Chamber of Representatives	Elected by the Members of appropriate House of Secretariat	No fixed term	Highest Official of Minister  (All referring to both houses)
Senate			
Brazil House of Representatives	Appointed by the President of each House	No fixed term	Highest Official of a State Department
Senate			
Canada House of Commons	Appointed by the Gov.-Gen. on the recommendation of the Prime Minister	No fixed term	Permanent Head of Government Department
Senate			
Cyprus	Appointed by the Public Service Commission	Until retirement	Director-General of a Ministry
Denmark	Appointed by the Bureau upon the recommendation of the Folketing	Until retirement	Highest Official of a Ministry
Egypt	Appointed by the Bureau of the Assembly upon proposal of the Speaker	Until retirement, age of 60	Minister

<i>Country</i>	<i>Manner of selection (appointive or elective)</i>	<i>Tenure</i>	<i>Equivalent rank vis-à-vis other government officials</i>
Europe, Council of	Elected by the Assembly by secret ballot	Five-year term with re-election	No comparable official in government
European Parliament	Elected by the Bureau	No fixed term	Senior grade (Grade A-1) in the European Civil Service
Finland	Elected by Members of Parliament by secret ballot	Until retirement age	Highest official of government department but lower than the rank of a Supreme Court Member
France National Assembly	Appointed by the Senate by resolution and the Bureau of the National Assembly by decree	(NA) until retirement age of 65 w/extension up to 70	Highest ranks of a government department
Senate		Until retirement of 68 with extension up to 70	
German Democratic Republic	Appointed by the President of the People's Chamber	No fixed term	Head of a Central Government Administrative Body
Germany, Federal Republic of Bundestag	Appointed by the Speaker of the Bundestag and the President of the Bundesrat	Until retirement age of 65	Permanent State Secretary
Bundesrat	Appointed by the President of the Bundesrat		
Greece	Appointed by the President of the Assembly	No fixed term	
India House of the People Council of States	Appointed by the Chairman of the Rajya Sabha and the Speaker of the Lok Sabha	Until retirement	Executive Head of Government Department or Ministry
Indonesia	Nominated by the President of the Republic w/ approval of the Presidium of the Chamber	No fixed term	Secretary-General of a Ministry

<i>Country</i>	<i>Manner of selection (appointive or elective)</i>	<i>Tenure</i>	<i>Equivalent rank vis-à-vis other government officials</i>
Ireland House of Representatives (Dail) Senate	Appointed by the Prime Minister	Until retirement	Secretary of government department principal officer (highest scale) which is one or two grades below Secretary
Israel	Appointed by the Chairman and Vice-Chairman of Knesset	No fixed term	Director-General of Ministry
Italy Chamber of Deputies Senate	Appointed by the President	Until retirement	No available info.
Japan House of Representatives	Elected by Members of respective house. However, it is now a practice for the President to appoint the Secretary-General	No fixed term	No comparable official in government
House of Councillors			
Korea, Republic of	Appointed by the Speaker w/ the approval of the National Assembly	No fixed term	Government Minister
Malawi	Appointed from among civil servants (appointing power not indicated)	No fixed term	Undersecretary of Ministry
Malaysia House of Representatives Senate	Appointed by the Supreme Head of the Federation	Until retirement age of 60	Secretary-General of a junior Ministry
Netherlands First Chamber	Elected by the appropriate Chamber by secret ballot	Until retirement age of 65	Secretary-General of Ministry
Second Chamber			
New Zealand	Appointed by the government upon recommendation of the Speaker	Until retirement	Head of Department
Norway	Elected by Parliament by secret ballot	Until retirement age of 70 but may resign at 70	Head of Department

<i>Country</i>	<i>Manner of selection (appointive or elective)</i>	<i>Tenure</i>	<i>Equivalent rank vis-à-vis other government officials</i>
Papua New Guinea	Appointed by the Head of State upon advice of the National Executive Council	3-year term w/ reappointment	Secretary of Government Department
Philippines	Elected by the Members of Parliament upon nomination of the Speaker	No fixed term	Minister of the Cabinet
Poland	Appointed by the Presidium of the Sejm	No fixed term	Minister of Government
Portugal	Appointed by the Speaker w/ the approval of the absolute majority of the members of the Bureau	4-year term w/ reappointment	Higher than rank of Director-General of Ministry
Senegal	Appointed by the President of the National Assembly	If members of parliament, 5-year term w/ reappointment; if non-member, w/o fixed term	Officer under hierarchy
Spain Congreso de los Deputados	Appointed by the "Buro" upon proposal of respective President	No fixed term	No available information although remuneration is equivalent to that of a second authority of a Ministry Secretary of State
Senado			
Sri Lanka	Appointed by the President of the Government with the approval of the Assembly	No fixed term	Secretary of the Ministry
Sweden	Elected by Chamber by secret balloting. Since institution of unicameral parliament in 1971, by consensus of chamber	3-year term re-election	High rank than that of the highest official of government department
Switzerland	Appointed by the Federal Council upon consultation with respective houses	No available information	No available information



<i>Country</i>	<i>Manner of selection (appointive or elective)</i>	<i>Tenure</i>	<i>Equivalent rank vis-à-vis other government officials</i>
Thailand House of Representatives		Until retirement	Permanent Secretary of the Ministry
Senate	Appointed by the President of the Assembly with the approval of the King		
Western European Union	Elected by the House by secret ballot	Until retirement	No available information
United Kingdom House of Commons	Appointed by the Crown on the recommendation of the Prime Minister	For life	Permanent Secretary
House of Lords		Until retirement age of 65	
United Republic of Cameroon	Appointed by the Bureau of the National Assembly	No fixed term	Attorney-General
United States of America House of Representatives	Elected by House resolution	No fixed term	No comparable official in government
Senate	Elected by Senate resolution	No fixed term	No comparable official in government
Yugoslavia	Appointed by the Assembly upon nomination of adjoint Committee of both Houses	4-year term with re-appointment	Federal Secretary
Zaire	Appointed by the President of the Republic	Until retirement age of 55	Secretary-General of Ministry
Zimbabwe House of Assembly	Appointed by the House of Assembly	Until retirement	Permanent Secretary
Senate			

*Table 3. — Summary table on the estimated percentage of working time of Secretaries-General of parliaments*

Country	% Parliamentary counselling	% Administrative functions	% International functions
1. Australia	1. Impossible to quantify as workload varies according to circumstances.		
Senate			
House of Representatives	2. 40	50	10
2. Austria	3. 25	65	10
3. Belgium			
Senate	4. 75	20	5
Chamber of Representatives	5. 80	15	5
4. Canada			
House of Commons	6. 75	15	10
Senate	7. 40	50	10
5. United Republic of Cameroon	8. No quantified.		
6. Cyprus	9 <sup>o</sup> No quantifiable as workload varies according to circumstances.		
7. Council of Europe	10. Impossible to quantify due to peculiar administrative situation of Parliamentary Assembly.		
8. Denmark	11. 10	60	30
9. Finland	12. 75	15	10
10. Greece	13. 15	75	10
11. German Democratic Republic	14. 65	10	25
12. Federal Republic of Germany			
Bundesrat	15. 65	25	10
Bundestag	16. 65	20	15
13. France			
National Assembly	17. 60	30	10
14. India			
Lok Sabha	18. 70	20	10
Rajya Sabha	19. Not quantified.		
15. Ireland			
Dail Eireann	20. 60	33	7
Seanad Eireann	21. 65	25	10
16. Israel	22. 75	15	10
17. Italy			
Chamber of Representatives	23. 80	15	5

<i>Country</i>	<i>% Parliamentary counselling</i>	<i>% Administrative functions</i>	<i>% International functions</i>
18. Japan			
House of Representatives	24. 60	30	10
House of Councillors	25. 60	30	10
19. Republic of Korea	26. 50	30	20
20. Malaysia	27. 40	50	10
21. Netherlands			
Second Chamber	28. 80	15	5
22. Norway	29. 45	25	30
23. Philippines	30. 25	70	5
24. Poland	31. 80	15	5
25. Portugal	32. 20	50	30
26. Senegal	33. 50	35	15
27. Spain			
Senado	34. 50	40	10
28. Sri Lanka	35. 50	35	15
29. Sweden	36. 60	20	20
30. Thailand	37. 25	55	20
31. United Kingdom			
House of Lords	38. 48	48	4
House of Commons	39. 45	45	10
32. United States			
Senate	40. 50	35	15
House of Representatives	41. 60	30	10