



Inter-Parliamentary Union

For democracy. For everyone.

+41 22 919 41 50
+41 22 919 41 60
postbox@ipu.org

Chemin du Pommier 5
Case postale 330
1218 Le Grand-Saconnex
Geneva – Switzerland
www.ipu.org

Checklist for Parline Correspondents

Current & future reporting

Submit an [Annual Activities questionnaire](#) (every year, expect in April, due in May)

Submit a [Post-election questionnaire](#) (after each general election/renewal)

Submit data on age of members, valid at the start of the current legislature.
This information is updated once after a renewal/election at the start of a new legislature. Only changes to the total number of women and men MPs is tracked thereafter. See your chamber's "Basic information" Parline page to ensure age data corresponds to the start of your current legislature.

	18-20	21-30	31-40	41-45	46-50	51-60	61-70	71-80	81-90	91 and over	Total per sex
Male											
Female											
Total per age interval											

Notify the IPU of updates, every time there is a change to any of the following:

1. Speaker*
2. Secretary-General / Clerk
3. Number of women in parliament*
4. Statutory number of members
5. Structure of parliament (e.g. bicameral to unicameral)
6. Contact details of your parliament
7. URL links to:
 - Parliamentary website
 - Constitution
 - Rules of Procedure or Standing orders
8. Voting age in parliamentary elections or age of eligibility*
9. Constitutional or electoral amendments that can affect Parline data (e.g. on Executive-Legislative relations, working methods, law-making, oversight, and budget powers)

Historical reporting (*please complete and submit any missing data*)

Annual activities questionnaires:

- [2013-2017](#)
 - [2018-2019](#)
 - [2020](#)
 - [2021](#)
 - [2022](#)
- The first 14 questions are the same each year. The second part of the questionnaire provides an opportunity to update and/or review select Parline data every five years (i.e. 2020-2024, 2025-2029 etc.). In 2020: salaries and allowances, in 2021: data on openness and transparency, in 2022: data on law-making, oversight and budget. The forthcoming 2023 questionnaire will review data on parliamentary mandates and Speakers, while the 2024 questionnaire will review data on parliamentary groups, staff, and the Secretary General. Data will be reviewed again, in the same order from 2025-to 2029 and so forth. Please ensure to submit this questionnaire to support a historical record and ensure data in the "[Compare Data on Parliaments](#)" page is populated over time.*

[Post-election questionnaire](#) for general elections/renewal held in previous years

- Data on the Chairs of committees* / specialized bodies for:**
foreign affairs, defence, finance, human rights and gender equality *via question 18* of the [Post-election questionnaire](#).
- Reported information on the existence or not of the following specialized bodies / committees*:**
 1. [Women's caucus / network](#)
 2. Committee with a mandate to address [gender equality](#)
 3. Committee with a mandate to address [human rights](#)

NOTE: Find and complete all Parline questionnaires via the "[Questionnaires for parliaments](#)" page and send all questions, changes / updates, or feedback to Ms. Addie Erwin at parline@jpu.org. Please regularly check your parliament's Parline page(s) to ensure data is kept up-to-date.