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**WOMEN IN THE
ADMINISTRATION OF PARLIAMENT**

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 representative institutions and in the advancement of the work of international peace and co-operation, particularly by supporting the objectives of the United Nations.

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.

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1. *The Inter-Parliamentary Conference* which meets twice a year.
2. *The Inter-Parliamentary Council*, composed of two members from each affiliated Group. *President*: Mr. H. Stercken (Federal Republic of Germany).
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4. *Secretariat of the Union*, which is the international secretariat of the Organization, the headquarters being located at: Place du Petit-Saconnex, CP 99, 1211 Geneva, Switzerland.

Secretary general: Mr. Pierre Cornillon.

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 Union's Secretariat in Geneva.

INTER-PARLIAMENTARY UNION

**CONSTITUTIONAL AND PARLIAMENTARY
INFORMATION**

First Series - Thirty-seventh year

WOMEN IN THE
ADMINISTRATION OF PARLIAMENT

Rapporteur:
MÁRIA DO CARMO ROMAO,
Secretary General of
the Assembly of the
Republic of Portugal

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I. INTRODUCTION

This report is based on the replies to a questionnaire adopted by the Association of Secretaries General of Parliaments at its session in Ottawa from 2nd to 6th September 1985.

The questionnaire was sent to all members of the Association. The following 43 Chambers had sent their replies by 31st December 1986.

1. Federal Republic of Germany — Bundesrat and Bundestag²
2. Australia — Senate²
3. Austria — Federal Council and National Council²
4. Belgium — Senate and Chamber of Representatives'
5. Cameroon — National Assembly'
6. Canada — Senate and House of Commons²
7. Cape Verde — Peoples National Assembly'
8. Cyprus — Chamber of Representatives²
9. Congo — Peoples National Assembly'
10. Council of Europe — Parliamentary Assembly'
11. Korea, République of — National Assembly²
12. Denmark — Folketinget²
13. Spain — Senate and Congress of Deputies'
14. United States of America — Senate²
15. Finland — Eduskunta²
16. France — Senate and National Assembly'
17. Greece — Chamber of Deputies'
18. India — Rajya Sabha²
19. Israel — Knesset²
20. Japan — House of Councillors and House of Representatives²
21. Jordan — Senate and House of Representatives²
22. Morocco — Chamber of Representatives'
23. Norway — Stortinget²
24. European Parliament¹
25. Netherlands — Second Chamber of the States General²
26. Portugal — Assembly of the République'
27. United Kingdom — House of Lords and House of Commons²
28. Rwanda — National Development Council'
29. Senegal — National Assembly'

¹ Original reply in French.

² Original reply in English.

30. Sweden - Riksdag²
 31. Assembly of the Western European Union¹
 32. Yugoslavia — Assembly of the Federal Socialist Republic¹
 33. Republic of Zaire — Legislative Council¹
 34. Zambia — National Assembly²

This report is therefore based on information supplied from three international parliamentary assemblies and 31 countries in every continent, countries of different cultures and diverse social and political systems. It is therefore important, to understand the report well, not to lose sight of these differences. To these should be added considerations of how long individual countries and their parliamentary institutions have been in existence.

From this point of view the aim of the study is to increase general understanding of the subject of parliamentary administration by using quantitative methods to analyse the number of men and women working as parliamentary staff according to their professional categories and conditions of work. The questionnaire was devised, from the start, as a way of learning the role played by men and women in the administration of parliament. The significance of the study is that it concentrates on the particular sector of parliamentary work. Similar studies with the same purpose have been conducted elsewhere at either national or international level and particularly since, over the last decade, international organisations and different countries have been concerned with issues of equality of opportunity for all sections of society.

The questions dealt with in this study also give information on other aspects of the organisation of parliamentary staff in so far as they are relevant to the comparative analysis between men and women. This report gives a world-wide view of the distribution of human resources among different parliamentary tasks and the number involved in each activity, as well as information on the permanence of the link between a member of staff and the parliament, the organisation of working time and the relative priority given to family responsibilities.

It is important to note that the Association has already adopted a substantial report on the role of Secretaries General of Parliament prepared by Mr. de Guzman (Philippines). This report on women in the administration of Parliament does not refer to the role of the Secretary General except in the context of the number of staff divided up by professional categories.

It has to be emphasised that this report does not aim to provide a systematic list of parliamentary services or the actual numbers of staff engaged in them but only to show the extent to which women are involved in parliamentary work and the type of jobs that they do.

Since every parliament of the world has its own special structure it has been necessary to create, a little artificially, standard groups (whether of occupational or professional categories) to provide some means of comparison.

¹ Original reply in French.

² Original reply in English.

In accordance with the framework set out in the questionnaire on which it is based, this report is confined to recording and collating the information given in response to the questionnaire while at the same time taking account of the fact that its principal aim is to define the proper position of men and women in the administration of parliament.

II.

1. *The change in and overall position for the number of men and women working in the administration of parliament between 1975 and 1985*

1.1 *Change between 1975 and 1985*

Table 1 shows the change in the total number of staff working for parliaments between the years referred to and the change in the balance between men and women in the course of that decade.^{1,2}

In 65% of the parliaments in 1985, the number of women staff was less than that of men. The lowest recorded proportion of women in one parliament amounted to 14% of all staff. In 7% of chambers the number of women was more or less the same as the number of men and the remaining 28% of parliaments the number of women exceeded the number of men (Canada (Senate), Cape Verde, Cyprus, Denmark, Finland, Norway, European Parliament, Portugal, United Kingdom (House of Lords), Sweden, Western European Union and Yugoslavia).

The chambers where more than half of the parliamentary staff were women were as follows:

Norway, — 64%, Canada (Senate) — 63%, Portugal and Yugoslavia — 60%, Cyprus and WEU Assembly — 56%, Cape Verde — 55%, Finland and European Parliament — 54%, United Kingdom (House of Lords) — 53%, Sweden — 52%, Denmark — 51%.

In those parliaments where the number of women *in 1985* was higher than the number of men or very close to it, the presence of women was either already higher *in 1975* (Finland, Norway, European Parliament, Portugal, Western European Union and Yugoslavia) or was equal or very close to it (Cape Verde, Cyprus, Council of Europe and Israel).

The change in the number of women employed in parliament between 1975 and 1985 is generally positive except in the following cases:

¹ A few parliaments have not provided information for 1975 and some others had no information for 1980.

² The information given by Senate of the United States were totals with no breakdown between men and women.

Table 1. — Number of men and women — 1975-1985

Country	Chamber or Parliament	M				W				M+W		%M + W	
		1975.	1980	1985	10years %	1975	1980	1985	10years %	1985	1985	1985	1985
Germany (Fed. Republic)	Bundestag	1005	1012	1072	6.66	431	567	681	58	1 753	61	39	
	Bundesrat	65	65	65	0%	51	48	51	-	116	56	44	
Australia	Senate	-	86	90	4.65	-	39	75	92.3	165	55	45	
	H of Reprs												
Austria	Nat Council												
	Fed Council	133	137	155	16.5	55	55	73	32.7	228	68	32	
Belgium	Senate	154	168	181	17.5	85	92	104	22.3	285	64	36	
	H of Reprs	216	240	265	22.6	79	116	144	82.2	409	65	35	
Cameroon	National Assembly	-	-	313	-	-	-	104	-	417	75	25	
Canada	Senate	137	133	186	36.9	117	147	212	81	398	47	63	
	H of Commons	-	1173	1014	-13.5	-	846	665	-21.3	1679	60	40	
Cape Verde	National Assembly	3	4	9	200	3	6	11	266.6	20	45	55	
Cyprus	H of Reprs	13	16	15	15.3	13	14	19	46	34	44	56	
Congo	National Assembly	-	62	138	122.5	-	13	53	307.6	191	72	28	
Council of Europe	Parly Assembly	23	25	24	4.3	20	22	23	13	47	51	49	
Korea (Republic of)	National Assembly	1067	1 305	1469	37.6	261	405	476	82.3	1945	76	24	
Denmark	Folketinget	-	-	107	-	-	-	113	-	220	49	51	
Spain	Senate	-	61	83	36	-	21	66	214.2	149	56	44	
	C. of Deputies	109	-	281	157.7	28	-	225	703.5	506	56	44	
Unites States of America	Senate									7 335			
	H of Reprs												
Finland	Eduskunta	50	85	105	110	52	96	124	138.4	229	46	54	
France	Senate	-	-	773	-	-	-	255	-	1028	75	25	
	Nat Assembly	662	731	836	26.2	236	258	323	36.8	1 159	72	28	
Greece	House of Deputies	225	250	264	17.3	166	217	257	54.8	521	51	49	
India	Rajya Sabha	463	539	623	34.5	37	52	100	170.2	723	86	14	
	Lok Sabha												
Israel	Knesset	110	119	124	12.7	94	117	123	30.8	247	50	50	
Japan	H of Reprs	1 371	1 391	1361	-0.72	331	333	363	9.66	1 724	79	21	
	H of Cllrs	977	994	990	1.33	275	283	293	6.54	1283	77	23	
Jordan	Senate												
	H of Reprs	22	-	42	90.9	2	-	12	5	54		22	
Morocco	H of Reprs	-	202	200	-0.99	-	93	88	-5.37	288	69	31	
Norway	Stortinget	59	83	101	71.1	129	173	176	36.4	277	36	64	
Netherlands	First Chamber												
	Second Chamber	128	177	199	55.4	54	92	136	151.8	335	60	40	
European Parliament	European Parliament	444	815	1215	173.6	577	1 017	1 400	142.6	2 615	46	54	
Portugal	Assembly of the Republic	13	85	88	576.9	22	117	132	500	220	40	60	
United Kingdom	H of Lords	-	-	124	-	-	-	145	-	269	46	54	
	H of Commons	331	488	506	52.8	212	388	426	100.9	932	54	46	

Country	Chamber or Parliament	M				W				M+W %M + W		
		10 years				10 years						
		1975	1980	1985	%	1975	1980	1985	%	1985	1985	
Rwanda	Nat Council of Development	-	-	50	-	-	-	25	-	75	67	33
Senegal	National Assembly	-	-	268	-	-	-	57	-325	82	18	
Sweden	Riksdag	162	175	203	25.3	146	201	220	50.6	423	48	52
Western European Union	Assembly of the WEU	12	12	12	-	16	16	15	-6.25	27	44	56
Yugoslavia	Assembly of RSFY	207	213	277	33.8	333	411	419	25.8	696	40	60
Zaire	Legislative Council	329	212	333	1.21	44	36	54	22.7	387	86	14

- the limited number of cases where there was a decrease in the total number of parliamentary staff and this affected women more than men (Canada — (House of Commons), Morocco, Western European Union);
- the number of chambers where the number of women was already in 1975 higher than the number of men and in which the increase in the total number of people working in parliament during the ensuing 10 years was made up disproportionately of men leading to a closer balance between men and women (Norway, European Parliament, Portugal, Western European Union and Yugoslavia).

It is worth noting particularly significant increases in the participation of women in parliamentary work in the two chambers in Spain (Congress of Deputies — 703.5% increase and in the Senate — 214.2% increase). There were other substantial increases in India (Rajya Sabha) (170.2%) the Netherlands (Second Chamber) (155%) and the United Kingdom (House of Commons) (100.9%).

1.2 Types of link with parliament

The link between individual staff and the parliament can be permanent or temporary and both types of link can apply to different staff in the same parliament.

In systems where both types of link are used it can be assumed that a permanent link confers more advantages on permanent staff, given that this is often connected with the right to a professional career and security of tenure with all the consequences that follow from that.

Equality of opportunity in parliamentary work should mean for men as for women that whenever the parliament uses temporary staff, there should be an equal division of work in such an arrangement.

According to the replies received, 53% of chambers use temporary staff. However, it is exceptional for the majority of staff to be temporary (in Cameroon¹

¹ In Cameroon the decision-making staff are classified as having a temporary link with the Parliament. Nonetheless, they remain at work until the retiring age (60 years).

Table 2. — Staff of parliamentary groups and personal staff of members
(Chambers where this type of personnel exists)

Country	Chamber or Parliament	Personnel in the service of parliamentary groups				Personal staff of members			
		M	W	Total	% M/W	M	W	Total	% M/W
Germany									
(Fed. Republic)	Bundestag	275	351	626	44/56	710	1234	1944	37/63
Austria	Nat Council	12	33	45	27/73	—	—	—	—
Belgium	Senate	6	10	16	37/63	57	160	217	26/74
	H of Reprs	3	5	8	60/40	71	168	239	30/70
Cameroon	National Assembly	2	1	3	67/37	85	12	97	88/12
Canada	Senate	—	—	—	—	2	81	83	2/98
Council of Europe	Parliamentary Assembly	2	2	4	50/50	—	—	—	—
Korea, Republic of	National Assembly	—	16	16	0/100	702	126	828	85/15
Spain	Senate	3	11	14	21/79	4	21	25	16/84
	C of Deputies	41	37	78	53/47	-	-	-	-
Finland	Eduskunta	—	—	—	—	1	1	2	50/50
France	Senate	—	—	—	—	219	356	575	38/62
	Nat Assembly	32	87	119	27/73	472	969	1441	33/77
Greece	H. of Deputies	23	6	29	79/21	97	185	282	34/66
India	Rajya Sabha	—	—	—	—	6	10	16	37/63
Israel	Knesset	8	6	14	57/43	40	35	75	53/47
Japan	H. of Reprs	4	25	29	14/86	797	196	993	80/20
	H. of Cllrs	-	26	26	0/100	351	141	492	71/29
Norway	Stortinget	27	28	55	49/51	—	—	—	—
Netherlands	Second Chamber	79	65	144	55/45	59	99	158	37/63
European Parliament	European Parliament	127	184	311	41/59	—	—	—	—
Portugal	Assembly of the Republic	22	43	65	34/66	—	—	—	—
Sweden	Riksdag	38	60	98	39/61	-	-	-	-

the number of temporary staff proportionate to the permanent staff is 300% and in Rwanda it is 275%). In other cases it ranges from 77% in Congo to infinitesimal percentages in France, Greece, India (Rajya Sabha), Japan, European Parliament and United Kingdom (House of Lords).

Among the 53% of chambers which used temporary staff, in more or less half of them more women than men are employed on this basis and in the other half the

opposite is true. However, with the exception of the parliaments where the number of temporary staff is very high in proportion to the permanent staff (Cameroon, Congo and Rwanda), the division between men and women among the temporary staff is more or less equal.

2. Breakdown between men and women working for parliamentary groups and directly for Members of Parliament

2.1 Parliamentary group staff

The preponderance of women in the service of parliamentary groups is abundantly clear and contrasts with the situation among parliamentary staff where the number of men is greater. Of the 18 chambers giving information on this point, 12 had women in the majority in this category even when the number of women employed as parliamentary staff proved to be less than the number of men. In the 6 other cases where the number of men engaged in such work was greater than the number of women the difference between the two sexes was very much reduced (see Table 2).

This situation is probably due to the importance of secretarial work, normally carried out by women in the support services for parliamentary groups.

2.2 Personal staff of Members of Parliament

Of the 16 chambers which gave information on this point, and which had Members with personal staff, 10 recorded a higher number of women than men. In one case, the numbers were equal and in only 5 chambers there was the number of men greater than the number of women. In almost all cases, the numerical superiority of men in this category occurred in parliaments where the number of men in the parliamentary staff was also considerably higher, namely Cameroon, Republic of Korea and Japan (both chambers) — (see Table 2).

3. Breakdown between men and women by occupational category

Having established the total number of men and women working in each parliament and the relative balance between them it is now worth examining the breakdown between them in different types of work and occupation.

3.1 The criterion for analysing the information given

3.1.1 The total number of men and women in the administration of parliament already provides by itself an important indication by the extent of equal opportunities between the sexes in employment in parliamentary services. It is essential to define the different types of activities as well as the different parliamentary services in which they are carried out. A very detailed analysis of different jobs comprising 31 different types of activity was included in the question-

Table 3. — Chambers where the number of women is greater

Country	Chambre or Parliament	% of men and women in relation to the total by occupational categories FR: I-VII						
		I	II	III	IV	V	VI	VII
Canada	Senate	40/60	55/65	67/33	12/18	-r	56/44	5/95
Cape Verde	Popular National Assembly	100/0	25/75	100/0	100/0	-	33/67	0/100
Cyprus	H of Reps	25/75	40/60	75/25	33/67	-	20/80	45/55
Denmark	Folketinget	43/57	45/55	50/50	33/67	100/0	29/71	74/26
Finland	Eduskunta	63/37	63/37	50/50	32/68	0/100	28/72	64/36
Norway	Stortinget	61/39	52/68	40/60	50/50	50/50	27/73	39/61
European Parliament	European Parliament	30/70	34/66	53/47	56/44	68/32	60/40	27/73
Portugal	Assembly of the Republic	21/79	36/64	21/79	29/71	-	48/52	60/40
United Kingdom	House of Lords	38/62	57/43	61/39	64/36	33/67	14/86	51/49
Sweden	Riksdag	40/60	49/51	29/71	43/57	40/60	22/78	81/19
Western European Union	Assembly of the WEU	33/66	57/43	38/62	75/25	-	25/75	0/100
Yugoslavia	Assembly of the RSFY	52/48	38/62	26/74	41/59	63/37	48/52	54/46

naire though certain chambers recorded that some of those activities were not carried out within their parliaments.

3.1.2 Given the considerable number of these activities, the 31 occupational categories have been grouped in two types of classification.

3.1.2.1 The classification of the 31 activities into seven groups, by combining related occupations, gives the following seven headings, as follows: (see Table 3).

- I. Secretaries General;
- II. Sitings Office, Summary Report, Verbatim Report, Committee staff;
- III. International relations and protocol, public relations, information services for Members and the press, translation and interpretation;
- VI. Research staff, legal staff, library and documentation, statistics and publications, printing;
- V. Computer service;
- VI. Personnel (recruitment, training, management), financial services (budget, accounting and treasury), office supplies (purchase and maintenance), postal service, administrative records, transport, maintenance and cleaning;
- VII. Remaining activities not included above and covering security, conservation of works of art, welfare matters, telephone exchange, medical services, catering services, travel services, newagent, tobacconist etc.

Table 4. — Number of people in certain occupational categories (1985)

Country	Chamber or Parliament	I		II		III		IV	
		1, 2, 3, 4, 5, 14		8, 11, 12		21, 22, 24		25, 26, 27, 28	
		M	W	M	W	M	W	M	W
Germany, Fed. Republic of	Bundestag	97	116	105	81	406	6	104	134
	Bundesrat	17	21	1	-	5	-	1	6
Australia	Senate	36	48	3	4	27	1	-	-
	H of Reprs	-	-	-	-	-	-	-	-
Austria	Nat Council								
	Fed Council	52	20	12	1	33	-	24	23
Belgium	Senate	51	64	15	8	23	-	13	20
	H of Reprs	52	63	9	6	62	3	20	22
Cameroon	National Assembly	51	34	7	2	119	14	5	4
Canada	Senate	22	38	2	2	64	53	25	51
	H of Commons	109	74	17	18	324	59	152	149
Cape Verde	National Assembly	3	6	1	-	2	-	-	4
Cyprus	H of Reprs	5	9	-	-	-	-	-	5
Congo	National Assembly	39	10	7	6	35	-	18	10
Council of Europe	Parl'y Assembly	22	23	(Certain services are assured by the Council of Europe)					
Korea, Republic of	National Assembly	199	133	68	18	257	17	28	15
Denmark	Folketinget	26	32	2	10	12	-	-	48
Spain	Senate	14	26	3	7	35	8	-	-
	CofDeps	49	124	15	21	66	-	15	13
United States of America	Senate	134	70	426	409	-	-	15	15
	H of Reprs								
Finland	Eduskunta	39	22	3	2	20	-	1	61
France	Senate								
	Nat Assembly	141	166	20	15	162	11	43	14
Greece	H of Deps	102	127	-	-	44	1	1	29
India	Rajya Sabha	159	14	6	4	57	-	22	-
	Lok Sabha								
Israel	Knesset	13	32	4	7	55	3	17	23
Japan	H of Reprs	311	132	234	40	603	15	55	61
	H of Cllrs	231	88	186	58	448	22	56	45
Jordan	Senate								
	H of Reprs	36	1	6	2	32	-	9	-
Morocco	H of Reprs	50	41	-	-	88	-	7	19
Norway	Stortinget	24	38	-	-	37	1	6	51

Country	Chamber or Parliament	I		II		III		IV	
		1, 2, 3, 4, 5, 14		8, 11, 12		21, 22, 24		25, 26, 27, 28	
		M	W	M	W	M	W	M	W
Netherlands	1st Chamber								
	2nd Chamber	47	34	20	16	73	5	11	55
European Parliament	Parliament								
	European	375	485	36	43	79	9	26	80
Portugal	Assembly of the Republic	16	34	5	2	10	1	-	-
United Kingdom	H of Lords	29	26	9	6	-	-	-	42
	H of Commons	104	97	20	28	44	-	43	
Rwanda	Nat Council of Dev'tment	17	26	4	1	9	2	-	2
Senegal	Nat Assembly	41	69	1	-	61	-	62	5
Sweden	Riksdag	64	68	8	22	15	5	6	53
Western European Union	Assembly of the WEU	7	9	-	-	-	-	-	1
Yugoslavia	Assembly of RSFY	114	193	9	20	64	-	-	4
Zaire	Legislative Council	71	23	26	3	55	1	69	8
Zambia	Nat Assembly	26	21	2	3	88	1	23	5

3.1.2.2 The types of activities which appear at first glance to be carried out largely either by men or by women have been grouped under 4 headings (see Table 4), as follows:

Group I

Secretariat for the authorities of the chamber, sittings office, summary report, verbatim report, committee staff, translation and interpretation;

Group II

Research services, legal and statistical staff;

Group III

Transport, security and building staff;

Group IV

Cleaning, welfare (retirement, child care etc.), telephone exchange and medical services.

3.2 Analysis of the replies given — predominance of men or women by group of activities described in 3.1.2

3.2.1 Chambers with the number of women greater than that of men

3.2.1.1 In general the chambers which employ in their administration a greater number of women than men (Canada — (Senate), Cape Verde, Cyprus,

Denmark, Finland, Norway, European Parliament, Portugal, United Kingdom — (House of Lords), Sweden, Yugoslavia and Western European Union, the number of men and women in each of the 7 occupational groups was more or less the same without either sex predominating in any group. The only exception to this general trend was in the case of the parliament of Cape Verde in which women predominated in groups II, VI and VII, while there were many more men in the other groups¹.

3.2.1.2 The different analysis of the tasks performed by the 2 sexes in parliaments and taking into account the jobs traditionally carried out either by men or by women leads to the conclusion that among parliamentary services as elsewhere women predominated in the secretarial sphere, in support for plenary sessions and committees, in documentation services, libraries and cleaning — (see Table 4).

Men on the other hand are employed on the whole exclusively or as a majority of the workforce in transport, building work and security.

In parliaments with a catering service in some cases men are in the majority and in others women, depending on the country.

3.2.2 Parliaments where the number of women is more or less the same or less than that of men

In chambers where the number of women is close to or less than that of men two different cases arise under the 7 groupings given in paragraph 3.1.2.

— Leaving aside the numerical differences, the trends are similar to those shown for chambers where the total number of women staff was greater than the number of men staff and that the traditionally female jobs such as secretariat cleaning and telephones were carried out by women;

— In certain cases, and particularly in more recently established countries, certain tasks which, in chambers employing a majority of women staff, were carried out by women, were almost inevitably conducted by men (secretariat for the authorities of parliament, research and documentation).

3.2.3 Computer staff²

Since this activity is based on new technology it merits a special mention.

The information given by the 22 chambers which had staff engaged on computer work confirms the assumption that it is predominantly a male activity. In the 21 chambers which gave a breakdown between men and women³ 65% of the total staff were men. In 9 of the chambers the number of women was equal to or

¹ It has to be noted that this parliament belongs to a country which has recently gained independence and the parliamentary services employ only a small number of staff.

² See Table 3 concerning chambers with a higher number of women than men.

³ The United States Senate only indicated the total number of staff working in this field (178 people).

greater than the number of men though particularly in this latter case the total number of staff, both women and men, was very small.

4. *Breakdown between men and women by professional categories: level of education and method of admission*

4.1 *Criteria for analysing information given*

The assessment of the relative part played by men and women in the administration of parliament ought not only to include the sectors in which they work, but at the same time the hierarchical level in the professional category in which they work. To arrive at useful conclusions, the following 9 professional categories have been used:¹

1. Secretary General, equivalent or assistant
2. Leading staff
3. Senior technical staff
4. Technical staff
5. Chief administrative staff
6. Administrative staff
7. Typists and/or secretaries
8. Auxiliary staff
9. Worker staff

4.2 *Analysis of the information given — predominance of men or women in professional groups described in 4.1 (see Table 5)*

As far as Secretaries General, Assistant Secretaries General and their equivalents are concerned, it is sufficient to register the number of staff who carry out this work, both men and women, as recorded in Mr. de Guzman's report which dealt with this subject. Its worth noting that there are hardly any women in this category. Only 5 chambers mentioned women at this point (Canada — (House of Commons), India — (Rajya Sabha), Israel, Netherlands — (Second Chamber) and Portugal).

The presence of women increases in the category of leading staff down to *chief administrative staff*.

In the category *typists and secretaries*, there are hardly any men except for in the two chambers of the Jordanian Parliament, in the Rajya Sabha of India and in Zaire, where the number of men exceeds the number of women. It is worth noting, however, that in these countries the percentage of women in the whole parliamentary staff barely reaches 14%. The Yugoslav Parliament also shows a larger

¹ These categories are indicated by decreasing order of responsibility, knowledge and professional qualifications. The definition of each category, which served as the basis for collating the information (while excluding category 1 the Secretary General or equivalent and his assistants), has been adapted from the international "Classification of types of Professions", published by the International Labour Office).

Table 5. — Number of staff by professional categories

Country	Chamber or Parliament	1.		2.		3.		4.		5.		6.		7.		8.		9.		
		M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	
Germany, Fed Republic of	Bundestag	2	-	90	3	113	31	157	123	-	-	370	93	-	252	269	144	54	-	
	Bundesrat	2	-	9	-	10	-	10	10	1	-	7	4	-	28	20	6	6	3	
Australia	Senate	2	-	4		-	-	-	-	29	3	26	29	-	40	25	2	4	-	
Austria	Nat Council																			
	Fed Council	4	-	9	-	1	4	6	7	9	2	-	35	-	-	35	61	23	23	-
Belgium	Senate	3	-	8	2	46	10	7	24	11	-	18	7	1	37	74	6	14	18	
	H of Reqs	2	-	34	13	38	12	12	23	-	-	1	34	-	7	127	20	51	25	
Cameroon	National Assembly	3	-	9	3	12	3	12	7	40	12	53	35	5	45	96	11	71	4	
Canada	Senate	2	-	3	-	2	4	19	19	6	6	21	6	2	108	122	69	9	-	
	H of Commons	6	1	33	7	66	46	118	4	91	63	81	98	4	139	520	303	98	4	
Cape Verde	National Assembly	1	-	2	-	1	-	-	-	2	2	1	2	-	4	-	3	2	-	
Cyprus	H of Reqs	1	-	2	-	3	2	3	1	1	1	-	2	-			11	4	5	1
Congo	National Assembly	1	-	24	1	13	-	-	-	17	1	30	20	1	24	31	-	21	7	
Council of Europe	Parly Assembly	2	-	4	-	1	8	1	-	-	-	-	-	5	-	17	-	-	-	
Korea, Republic of	National Assembly	3	-	101	-	13	1	4	6	114	2	290	81	-	70	26	168	216	22	
Denmark	Folketinget	3	-	9	1	11	6	23	6	2	6	-	20	-	22	51	52	8	-	
Spain	Senate	1	-	4	1	12	2	-	6	2	10	1	21	3	14	60	6	-	-	
	CofDepts	4	-	23	18	29	13	10	33	4	65	5	53	-	-	163	23	-	-	
United States of America	Senate																			
	H of Reqs																			
Finland	Eduskunta	3	-	12	3	8	3	10	4	8	6	39	50	-	10	22	58	4	-	
France	Senate	4	-	-	-	87	29	45	27	34	36	36	144	0	155	465	15	95	-	
	Nat Assembly	3	-	60	19	75	47	8	1	3	6	98	29	2	185	519	24	68	12	
Greece	H of Depts	1	-	32	4	54	60	24	-	-	-	65	101	-	46	81	39	2	-	
India	Rajya Sabha	1	1	1	1	4	-	6	9	7	15	-	177	32	96	44	165	6	-	
	Lok Sabha																			
Israel	Knesset	1	1	6	5	10	3	1	9	2	5	35	12	-	34	47	20	30	-	
Japan	H of Reqs	2	-	43	-	148	20	624	314	46	1	-	-	-	-	273	-	225	28	
	H of Cllrs	2	-	37	-	106	3	446	253	38	-	-	-	-	-	193	-	158	25	
Jordan	Senate																			
	H of Reqs	3	-	4	1	4	1		3	2	6	2	8	-	5	-	1	8	-	
Morocco	H of Reqs	-	-	5	1		-	-	-	-	-	19	15	15	44	48	57	21	-	
Norway	Stortinget	4	-	9	1	18	5	11	27	2	11	4	27	4	16	17	109	35	1	
Netherlands	1st Chamber																			
	2nd Chamber	13	3	4	2	14	2	46	29	12	-	45	33	-	24	33	56	61	6	
European Parliament	European Parliament	1	-	75	2	163	34	262	219	131	256	275	251	27	556	172	29	100	34	
Portugal	Assembly of the Republic	-	1	7	2	15	13	3	8	5	2	17	44	1	36	30	19	7	3	
United Kingdom	H of Lords	2	-	2	1	4	11	1	11	8	9	12	26	14	1	27	37	41	7	
	H of Commons	3	-	68	6	32	19	23	57	25	12	84	59	-	72	122	84	150	101	

Country	Chamber or Parliament	1.		2.		3.		4.		5.		6.		7.		8.		9.	
		M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
Rwanda	Nat Council of Dev'tment	-	-	5	1	1	-	1	-	-	-	3	8	1	9	20	3	19	4
Senegal	Nat Assembly	2	-	6	-	10	3	5	1	11	1	32	-	2	44	42	1	86	-
Sweden	Riksdag	4	-	22	5	55	40	14	40	7	7	16	75	-	10	77	43	8	-
Western European Union	Assembly of the WEU	1	-	4	-	4	3	-	-	-	1	-	1	-	9	3	1	-	-
Yugoslavia	Assembly of RSFY	5	-	42	9	-	-	-	-	-	-	28	60	91	22	-	-	40	27
Zaire	Legislative Council	2	-	91	6	96	26	-	-	-	-	-	-	131	23	-	-	12	-
Zambia	Nat Assembly	3	-	25	7	2	1	9	14	2	2	3	1	-	20	50	3	40	1

1. Secretary General, equivalent or assistant

2. Leading staff

3. Senior technical staff

4. Technical staff

5. Chief administrative staff

6. Administrative staff

7. Typists and/or secretaries

8. Auxiliary staff

9. Worker staff

number of men than women in this category, although for the administration as a whole the number of women is greater than the number of men.

In the category of *auxiliary staff* men are in a majority. Because this covers work traditionally regarded as male, the attendants, doorkeepers, messengers, drivers (see Table 4). The situation is the same for *worker staff*, where the number of men is in general far in excess of the number of women if there are any.

The categories of *leading staff*, *senior technical staff*, *technical staff*, *chief administrative staff*, *typists and secretaries* is now analysed in greater detail.

Even the parliaments where the number of women is equal or greater than the number of men their percentage in the category of *leading staff* is very small.

The total number of staff employed in this professional category in all the chambers was 1,076 of whom 129 were women amounting to only 12%.

The presence of women in the category of *senior technical staff* is in general greater than in the previous category. The total number of staff in this category for all the parliaments was 2,689 of whom 697 were women, making 26% of the total¹.

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The number of women in the category of *technical staff* is more significant than in the other categories reaching 39% of the total with 1,291 women and 1,996 men¹.

In the category of *chief administrative staff* though there are variations between different parliaments. The general tendency is for men to be in the majority among

¹ These figures do not include those for the Senate of the United States of America which gave only total figures.

the senior staff. Nonetheless in this category the total number of women is greater than that of men taking all the chambers together (531 women and 524 men¹). It has to be noted that these figures are significantly influenced by the statistics for the European Parliament which in this category shows 131 men and 256 women.

As far as the professional category of *typists and secretaries* is concerned, it is clear that with the 4 exceptions mentioned above this is principally an activity performed by women who account for 89% of the total (3,110 women against 392 men)¹. It is interesting to see from the total figures for all parliaments that the number of women working in the 4 professional categories, *leading staff, senior technical staff, technical staff and chief administrative staff* amounts to 2,648, a figure which represents exactly 85% of the total of women typists and secretaries working in parliaments.

4.3 *Level of education and terms of recruitment*

The level of education and the terms of recruitment in the different professional categories are the same for both sexes, and no distinction was disclosed.

In general, recruitment into the categories of *leading staff and chief administrative staff* is by appointment. Open competitive exam is the means of recruitment generally used for the categories of *senior technical staff, technical staff and administrative staff*, as well as for *auxiliary staff and worker staff*. However *worker staff* are often chosen without such as competition. Only 6 of the responses dealt with the method of recruitment of *typists and secretaries*, and of them 4 mentioned recruitment by appointment and 2 by open competitive examination.

5. *Number of men and women recruited by appointment and by open competition*

In 1985 recruitment by appointment led to more men being appointed in all categories except that of technical staff, auxiliary staff and worker staff where the number of women was slightly higher than that of men. In recruitment by open competition the number of women chosen was greater than the number of men only in the categories of technical staff and administrative staff (and the latter probably includes typists and secretaries). In this last category the vast majority of the applicants were women rather than men which was the case in the other professional groups.

In general the figures for the breakdown between men and women of applicants show that men were proportionately more successful in recruitment by open competition than women. Only in one exceptional case was the reverse true and that was in the category of administrative staff for the National Assembly of the Republic of Korea where although the number of male applicants was higher than the number of women, the numbers actually successful were divided equally between men and women.

¹ These figures do not include those for the Senate of the United States of America which gave only total figures.

6. *Number of men and women promoted by open competition*

Though in 1985 such promotions occurred in only 16 of the 43 chambers, the number of men and women promoted by open competition, reflected the tendencies already shown as to the preponderance of men or women in the particular professional categories.

7. *Composition of boards*

In analysing the information for the composition of boards for competitions for recruitment and promotion, men predominate except for in rare cases, (Canada — (Senate), Cape Verde, Council of Europe, Netherlands — (Second Chamber), Portugal, Yugoslavia) in both recruitment and promotion boards.

In the chambers where the percentage of women is greater or close to that of men for parliamentary staff as a whole, there are a greater number of women on the boards. Exceptions to this tendency were Norway, where the percentage of men on boards for open competitions held in 1985 was between 75% and 86%; the European Parliament where it fluctuated between 55% and 91% and the United Kingdom (House of Lords) where no woman was a member of a board¹.

In the countries where the percentage of men out of the total staff was very high — between 70% and 86%² — the percentage of women on boards was as follows: 0% in the Republic of Korea; in India, of the 6 competitions held, four boards comprised half women and the two others had no women on them; in France (National Assembly) of the 4 boards held 3 had a female participation of between 11% and 24%.

In the one competition held in Senegal, the number of women and men on the board was equal.

8. *Professional training*

The aim of this part of the questionnaire was to find out if parliaments organised professional staff training, and, if so, the number of men and women who had benefitted from it as well as their respective professional categories. Information was also sought on the conditions in which training was undertaken and whether it was conducted within working time, outside normal working hours or a mixture of both.

8.1 *Breakdown between men and women in participation in courses of professional training*

In 1985 training courses were carried out in almost all the chambers (and 33 of the 43 supplied information on this point).

¹ Women have only been recruited to professional grades in the House of Lords since 1977; they have therefore not yet reached the seniority necessary to take part in such boards.

² India — 86%, Senegal — 82%, Republic of Korea — 76%, France — (National Assembly) — 72%. (This covers only the chambers which held boards.)

The information given and the conclusions already drawn as to the division between men and women, in different professional categories, show that for professional training in the chambers where women are in a majority among the staff:

- The number of men who had attended training courses was higher than that of women in all chambers for the categories of leading staff and senior technical staff with the exception of Portugal.
- In the categories of chief administrative staff and administrative staff, the number of women was always greater, particularly because the numerical importance of the latter, except for in Cape Verde where it was equal.
- On average more women than men received professional training irrespective of professional category.

In the parliaments where the number of women is not very high, the same tendency with regard to the number of men and women who have undertaken training courses is apparent. The exception to this is that, in parliaments where the majority of staff are men, it is men who predominate in undertaking training even for the professional categories where elsewhere women are in the majority (Republic of Korea, Japan and Morocco).

8.2 *Timing of professional training courses*

All but 6 chambers conduct professional training during working time, making it equally accessible for men and women to undertake important courses for personal and professional development.

The 6 exceptions are Belgium — (Chamber of Representatives), Cape Verde, Spain — (Senate), Israel, Zaire and Yugoslavia.

9. *Hours of work and overtime*

9.1 *Normal working hours*

The organisation of working time obviously is fundamentally important in the life of each individual.

If working hours take into account the demands of modern living, where the participation of women in different activities is growing then, for them, combining a profession with family responsibilities (which men are beginning, little by little, to share) will be less difficult.

This factor will contribute to modify the image which in some cases women give at work and have of themselves when they have also to undertake considerable family responsibilities, particularly connected with motherhood.

In practice, flexible working hours, part-time working and job-sharing, by comparison with fixed working hours, (now less strictly applied) give the possibilities not only to women but also to men to make more of their lives and enable them to combine their work with other interests and obligations.

9.1.1 *Flexible working hours*

Flexible working hours, which give greater freedom to the organisation of working time and require from the individual only a certain minimum number of hours at work each day, each week, each month or in a specific period of time, seem not to be suitable for certain types of parliamentary work which, during plenary sittings, requires constant attendance by staff as well as intense activity. It is notable that only 8 chambers confirmed that they have flexible working hours and 34 said that they did not have such flexibility.¹

In the chambers which replied positively (Federal Republic of Germany — (Bundesrat), Canada — (House of Commons), Cape Verde, Council of Europe, Denmark, India — (Rajya Sabha), European Parliament and Portugal — only 5 gave specific details for the number of men and women working under such an arrangement. These were the Bundesrat of the Federal Republic of Germany with 58 men and 45 women, Cape Verde with no men and 1 woman, Council of Europe with 23 men and 23 women, Denmark and Portugal where all parliamentary staff work under this arrangement. In Senegal, flexible working time is provided for women who are nursing mothers.

9.1.2 *Part-time work*

For this purpose part-time work refers to the situation in which parliamentary staff have a working day shorter than the normal one. Such an arrangement, which is less innovative than flexible working time or job-sharing, is certainly in use in a greater number of chambers. 55% of the chambers said that this arrangement existed with them (23 chambers have such arrangements and 19 do not)¹⁻².

In practice, part-time work is essentially dominated by women. Of all the chambers replying 657 staff were shown to be engaged in part-time work of whom 591 were women and 66 men, so women amounted to 90% of the total.

9.1.3 *Job-sharing*

Job-sharing involves 2 people working part-time in order to provide one full-time job. It is practised in 12 of the 43 chambers representing 28% of the total³. Although the number of men and women involved in job-sharing, as well as in part-time work, is small in absolute terms, the breakdown between the sexes is very marked. Only 2.1% of those engaged in job-sharing are men as against 97.9% women. The replies show that the fact the only men involved in job-sharing are 2 individuals in the Council of Europe as against a total of 93 women (11 in the Bundesrat of the Federal Republic of Germany, 2 in Norway, 58 in the European Parliament, 1 in the United Kingdom House of Lords, 15 in the United Kingdom House of Commons and 6 in Sweden).

¹ In the Senate of the United States, the working time depended on the requirements of individual Senators.

² In Senegal, the staff have part-time work during parliamentary recesses.

³ The Senate of the United States of America stated that there were no age limits.

9.2. *Extra hours (overtime) — Special limits for women*

The overwhelming majority of chambers do not have any special restrictions on overtime working by women.

In Norway, the European Parliament and Sweden the limits on overtime working apply without distinction to both men and women.

Both chambers in the Federal Republic of Germany and the Yugoslav parliament have restrictions for maternity leave. Israel justifies a limit to avoid working very late hours (except for stenographers) and Jordan says that some limits could arise from the demands of work or instructions of the parliamentary authorities.

10. *Equality of pay for men and women*

All the parliaments without exception declared that they followed the principle of equal pay for equal work irrespective of sex.

11. *Age limits on recruitment, promotion, professional training, retirement — breakdown between men and women¹*

11.1 *Age limits*

11.1.1 *Recruitment*

In general most chambers had an age limit for the recruitment of staff (33 of the chambers replied). This was not the case in the following countries: Canada — (House of Commons and Senate), Congo, Denmark, Spain — (Senate), United States of America — (Senate), Netherlands — (Second Chamber of the States General), Portugal, United Kingdom — (House of Lords), Norway, Senegal, Sweden, Western European Union and Yugoslavia.

11.1.2 *Retirement²*

36 chambers have age limits for retirement, the only exceptions to this rule were Canada — (Senate and House of Commons) and the United States of America — (Senate).

11.1.3 *Promotions*

Only in the Cameroon and Senegal were there any age limits on candidates for internal promotion.

¹ The Senate of the United States of America stated that there were no age limits.

² Four Chambers gave no information on this point.

11.2 *Basis of the principle of age-limits — statutory law or other source*

In 31 Chambers the age limits were as laid down in national statutory law, while in 9 others the limits were derived from other sources.

11.3 *Differentiation within age limits*

11.3.1 *For men and women*

Information was sought on whether parliaments applied age limits without discrimination on the grounds of sex. The replies showed in general that there was equal treatment between men and women, except for in the following 8 cases: the two chambers of the Federal Republic of Germany, both chambers in France¹, and in Jordan (both Chambers), Zambia and Yugoslavia.

The different age limits for men and women applied for recruitment (enabling a higher age maximum for recruitment of women with children or men who had completed military service), or for retirement (thus giving women the possibility of retiring earlier from their work).

11.3.2 *Application of age limits in professional categories*

Given the different types of age limits described above it is also worth examining whether there is a difference between the different professional categories in the application of age limits.

30 chambers said that there was no difference and 10 confirmed that there were differences.

These differences applied as follows:

— *For recruitment:*

- European Parliament has different age limits depending on occupational categories.
- In the United Kingdom the House of Commons has different maximum ages for recruitment, depending on professional categories, and in the House of Lords there is a difference with regard to certain leading staff.
- In the Parliamentary Assembly of the Council of Europe, derogations can be made to the general age limits.
- In Morocco, derogations can be made in accordance with the needs of different services.

— *Retirement:*

- Certain chambers which had age limits for retirement said these limits were lowered in the case of staff undertaking heavy physical work. This was the case in Norway for stenographers and cleaning personnel and in Sweden.

¹ The French Senate said that it did not observe age limits for widows.

- In the House of Lords of the United Kingdom there was a possibility for 1 or 2 members of staff of continuing their appointments beyond the age limit.
- In Rwanda the age limits for retirement could be brought forward if an official was working with limited efficiency or extended if he continued to be capable of the work.
- In the French National Assembly there were different age limits for retirement for the Secretaries General, the Assistant Directors, and for certain other senior staff.

12. *Social measures for family responsibilities* (see Table 6)

12.1 *The existence of social measures for the benefit of women and their application to men*

12.1.1 *Chambers which have such social measures*

Since this report on women in the administration of parliament aims to make known the general aspects concerning the legal position of all parliamentary staff and in particular the position of women compared with men, it is essential to include a chapter on the existence of social measures designed to accommodate the family responsibilities of men and women.

It is always difficult to separate the family and social position of the individual from his or her conditions of work, and vice versa given their inter-relationship.

Information was sought on whether there existed in different chambers social measures generally directed towards women and to what extent they applied also to men.

To give a more complete idea of this issue Table 6 sets out the most common social measures (paid or unpaid maternity leave, leave for the care of children or other dependents, reduction in working hours for nursing mothers, facilities and nurseries for the children) with an indication of the parliaments which have such arrangements.

All parliaments, with the exception of that of the Cape Verde, have measures which take into account the family responsibilities of women. The only measure currently applicable in Cape Verde concerns the reduction of working hours for nursing mothers'. In the Senate of the United States of America the existence and the application of such measures depends entirely on the requirements of individual Senators.

12.1.2 *Application of social measures to men*

19 of 43 chambers said that some or all of the social measures applied to men as well as to women. All measures apply in Sweden, Norway, and Israel (but only for

¹ See the note to paragraph 3.2.1.1.

Table 6. — Social measures regarding family responsibilities

Country	House or Parliament	Social Measures? 1	Paid Maternity Leave 2	Unpaid Maternity Leave 3	Reduces Working Hours of mothers of infants 4	Paid Leave for looking after children 5	Paid Leave for looking after other dependants 6	Nursery Facilities 7	Applicable to men? 8
Germany (Federal Republic)	Bundestag	Yes	Yes a) 14 wks 100%; b) 8 months 600 DM a month	Yes	Yes	No	No	Yes	Yes 3-7
	Bundesrat	Yes	»	Yes Variable	Yes	No	No	Yes	Yes 3-7
Australia	Senate	Yes	Yes 12 weeks 100%	Yes 9 months	No	No	Yes Spouse/Child ill- 3days 100%	No	Yes 3-6
	H of Reps	-	-	-	-	-	-	-	-
Austria	Nat Council	Yes	Yes 12 months 25% mar'd wmen 37.5% sgle wmen	Yes 24 months	Yes	No	Yes illness of d'pndant 5days/yr 100%	No	Yes 6
	Fed Council	-	-	-	-	-	-	-	-
Belgium	Senate	Yes	Yes 14 wks 100%	Yes Variable	No	No	No	No	Yes Leave for social reasons
	H of Reps	Yes	Yes 14 wks 100%	No	No	No	No	No	No
Cameroon	National Assembly	Yes	Yes 14 wks 100%	No	Yes	No	No	No	Yes 3 days-birth spouse 5 days- marriage/death of spouse

Canada	Senate	Yes	Yes 6 months	Yes 5 years	No	No	No	No	No
	H of Commons	Yes	Yes 6 months	Yes 5 years	No	No	No	Yes	Yes - 7
Cape Verde	National Assembly	No	-	-	Yes	-	-	-	-
Cyprus	H of Reps	Yes	Yes 2 months 100%	No	No	No	No	No	No
Congo	National Assembly	Yes	Yes 15 weeks	No	Yes	No	No	No	No
Council of Europe	Parl'y Assembly	Yes	Yes 16 wks-18 wks-multiple births	No Possible for personal reasons	Yes	No	No Possible Leave for p'snal rsons	No	Yes
Korea (Rep. of)	National Assembly	Yes	Yes 60 days 100%	Yes	No	No	No	No	No
Denmark	Folketinget	Yes	Yes 14 wks 100%	Yes 14-26 wks with supplement benefits	-	Yes Ill child 1 day 100%	No	No	Yes 2-10 wks ant 100% 3-5
Spain	Senate	Yes	Yes 100 days 100%	No	Yes	No	No	No	Yes 2-4 days
	C of Deputies	Yes	Yes 100 days 100%	No	Yes	No	No	No	No
United States of America	Senate H of Reps	- -	- -	- -	Varied: depends on senator			- -	- -
Finland	Eduskunta	Yes	Yes 258 days 72 days 100%	Yes 186 days	No	Yes 2 years unpaid	No	No	Yes 3 (2 months max)
France	Senate	Yes	Yes 16 weeks 100%	No	No	No	-	-	-

Country	House or Parliament	Social Measures? 1	Paid Maternity Leave 2	Unpaid Maternity Leave 3	Reduces Working Hours of mothers of infants 4	Paid Leave for looking after children 5	Paid Leave for looking after other dependants 6	Nursery Facilities 7	Applicable to men ?
	National Assembly	Yes	Yes 16 weeks and 26 from 3rd child birthday of the	Yes until the eighth birthday of the child	No	Yes 15 days with medical certificate	No	No	Yes (available)
Greece	H of Deputies	Yes	Yes 4 months 100%	Yes 1 month	Yes	—	No	No	No
India	Rajya Sabha Lok Sabha	Yes —	90 days 100% —	No —	No —	No —	No —	No —	No —
Israel	Knesset	Yes	84 days 100%	Yes 9 months	Yes	Yes 6 days 100%	Yes Illness 6 days/ year 100%	No	Yes (if div/widow)
Japan	H of Reps	Yes	Yes 14 days 100%	No	No	Yes For a year twice a day 30 mins 100%	No	No	No
	H of Councilors	Yes	Yes 14 days 100%	No	No	Yes For a year twice a day 30 mins 100%	No	No	No
Jordan	Senate	Yes	Yes 1 month 100%	No	No	No	No	No	No
Morocco	H of Reps H of Reps	Yes Yes	Yes 70 days 100%	No No	Yes	No	Yes Excpntnally up to 10 days/years 100%	No	No

Norway	Stortinget	Yes	Yes 18 wks for women & 2 wks for men (can be shared between two)	Yes 3 years shared between two	Yes 2 hr per day	Yes 10 days/year during illness for each parent	Yes illness 2 wk at 100% or 1 month at 50%	Yes outside Parlia- ment	Yes in all cases
Nether- lands	First Chamber	—	—	—	—	—	—	—	—
	Second Chamber	Yes	Yes 12 weeks 100%	No	No	No	No	No	No
European Parliament	European Parliament	Yes	Yes 16 wks (8 wks before/8 wks after birth 100%)	No	No	No	Yes 2 days for each illness	Yes Nursery Creche. Surveyed studies	Yes except 2 and 3
Portugal	Assembly of the Republic	Yes	Yes 90 days 100%	Yes maximum 2 years	Yes	Yes 30 days/yr for illness according to age; 12 yrs or more-100%	Yes 15 days for dpndant parents 100%	No	Yes except 2
United Kingdom	H of Lords	Yes	3 months 100%	Yes 5 years	No	No	No	No	No
	H of Commons	Yes	Yes 3 months 100%	Yes to 9 months	No	No	Yes Domestic family probs 1 week 100%	No	No
Rwanda	Nat Council of Development	Yes	Yes 60 days 100%	No	Yes	No	No	No	No
Senegal	Nat Assembly	Yes	Yes 14 weeks 100%	No	Yes 1 hr/dy	Yes 1 day/yr till 14 yrs 100%	—	—	No

Country	House or Parliament	Social Measures? 1	Paid Maternity Leave 2	Unpaid Maternity Leave 3	Reduces Working Hours of mothers of infants 4	Paid Leave for looking after children 5	Paid Leave for looking after other dependants 6	Nursery Facilities 7	Applicable to men ?
Sweden	Riksdag	Yes	Yes	Yes full-time until child is 1 & W part-time until child 12	No	Yes 60 days for parents 90% of salary	No	No	Yes because of parental leave
Western European Union	Assembly	Yes	Yes	Yes	Yes	No	No	No	—
Yugoslavia	Assembly	Yes	Yes 270 days: 180-100% 90-50%	Yes Maximum 2yrs	Yes 1 year max	Yes 1 year max	No	Yes	Yes Paid because of death of mother/abandoned child
Zaire	Legislative Council	Yes	14 wks 100%	No	No	No	No	No	No
Zambia	National Assembly	Yes	Yes 84 days; % not given	No	No	No	No	No	No

divorces or widowers in the latter case). In the chambers in which some of the social measures apply also to men, the most common are:

- the possibility for men to take maternity leave or to look after children (Australia — (Senate), Finland, France — (National Assembly) and Portugal);
- the availability of collective facilities for children's nursery (Federal Republic of Germany and the European Parliament).

The parliament of Cameroon allows men 3 days leave for the confinement of their legitimate wife and 5 days leave for marriage or the death of their wife (similar provisions for marriage or bereavement apply in numerous countries but no other reply referred specifically to them).

The parliament in Yugoslavia allows the father an allowance for a period of up to a year from the death of the mother of his children or her abandonment of them.

12.2 *Paid maternity leave*

In 41 of the 43 chambers, there are arrangements for paid maternity leave. Normally women to whom this applies are allowed it for several [weeks] before and after confinement.

12.2.1 *Duration of such leave*

In general, 41 parliaments allow paid maternity leave for a period of 12 weeks or more in accordance with the minimum standards of social security approved by international labour organisations and conventions on social security and the protection of motherhood. In practice, this period varies as follows:

12.2.1.1 *For a period of 12 weeks or not exceeding 14 weeks*

In Australia — (Senate), Spain — (both Chambers), India — (Rajya Sabha), Israel, Netherlands — (Second Chamber), Portugal, United Kingdom — (both Chambers) and Zambia.

12.2.1.2 *For a period longer than 14 weeks*

Federal Republic of Germany — (both Chambers) allows 14 weeks and envisages a continued paid leave for an additional period of 8 months at a reduced salary.

In Austria — (both Chambers) 12 months paid leave is allowed at rate of less than 100%.

The House of Commons and Senate of Canada allows 6 months paid leave.

Sweden allows 270 days of paid leave at 100% of full salary and 90 days at a reduced salary, and this leave can be shared between the two parents. In special circumstances pre-natal leave of 60 days can also be given to women.

In Yugoslavia, the period is 270 days.

In Finland, it is 258 days of which 72 are paid at 100% of normal salary.

In Norway, 18 weeks of leave are allowed to women and 2 weeks to men. The 12 final weeks of the 18 mentioned above can be taken up by the husband instead of the wife.

In Belgium — (both Chambers), Cameroon, Canada — (Senate), Congo, the Council of Europe, Denmark, France — (both Chambers), Greece, Japan — (both Chambers), European Parliament, Zaire and Senegal the periods of paid maternity leave vary between 14 and 17 weeks.

Cyprus — now twelve weeks.

12.2.1.3 *For a duration of less than 12 weeks*

The parliaments of Republic of Korea, Jordan, Morocco and Rwanda.

12.2.2 *Proportion of salary allowed*

The percentage of salary allowed during maternity leave is 100% in normal cases during the relevant maternity period except in Austria where the percentage of pay is 25% for married women and 37.5% for unmarried women with the advantage in contracts that it covers a considerably longer period (12 months).

It is worth drawing attention to the fact that the chambers which allow longer periods of paid leave reduce the percentage of salary which is paid during such periods.

12.3 *Unpaid extended maternity leave*

54% of chambers which replied to the questionnaire allow additional unpaid maternity leave after paid leave.

The following countries do not allow this practice: Belgium — (Chamber of Representatives), Cyprus, Congo, Spain, Jordan, India, Japan, Morocco, Netherlands, European Parliament, Rwanda, Senegal, Western European Union, Zaire and Zambia. The Parliamentary Assembly of the Council of Europe stated that although there is no general arrangement for maternity leave, this possibility is envisaged in individual circumstances.

In the 54% of chambers which do allow for unpaid maternity leave, the duration of the leave varies considerably from 1 month in Greece to 6 months in Denmark, 9 months in Australia, Israel and the United Kingdom, 2 years in Austria, Finland, Portugal and Yugoslavia and three years in Norway (with the possibility of sharing the leave between the father and the mother) and 5 years in Canada and the United Kingdom — (House of Lords).

In France this leave can be prolonged until the child's eighth birthday. In Sweden the duration covers the first year and a half of the child's life, but can be continued by part-time work up to 12 years.

It is worth noting that in Denmark this leave is partly paid in so far as it is covered by unemployment benefit.

12.4 *Leave to take care of children or other dependent*

In 73% of chambers there is no provision for leave to look after children.

In the chambers where such leave is allowed, it is restricted to looking after sick children and nursery care.

The length of the leave varies between 1 day in Denmark (first day of any sickness period of any child —paid leave for either father or mother) and Senegal (1 day a year for each child up to the age of 14), 3 days in Finland, 6 days in Israel, 10 days in Norway (for each child or member of the family), 15 days in France, 60 days in Sweden, 1 year in Yugoslavia. In Portugal, the length of the leave is 15 days for children of more than 12 years of age and 30 days for children of less than 12 years of age.

Pay during such leave is 100% of normal salary except from Sweden, where it amounts to 90% of normal salary.

On the other hand, the percentage of chambers which allow leave to take care of other dependents is slightly less than that given earlier for leave for looking after children. The cases in which the two types of leave are mentioned do not coincide absolutely but one can nonetheless note that in 64 per cent of such cases the replies are uniformly affirmative or uniformly negative.

The number of days allowed is in general very few, not exceeding the 15 or 30 days paid in Norway and 15 days in Portugal. In other chambers the amount allowed is less.

The percentage of salary paid in such cases is 100% except for Norway where if the leave lasts for 30 days the percentage paid is 50% of normal salary.

12.5 *Reduction in length of working day for nursing mothers*

19 of 43 chambers allowed a reduction in working hours for nursing mothers.

The majority of chambers replied in the negative to this question. It is worth recording that even for the chambers which replied negatively they often allow periods of paid or unpaid leave for maternity which exceeded the normal time during which mothers are nursing infants.

12.6 *Facilities and services for care of children*

Of the 43 chambers only 6 indicated the existence of facilities and services for the care of children available to their staff (Federal Republic of Germany — (both Chambers), Canada — (House of Commons), Norway, European Parliament and Yugoslavia).

13. *Legislation and measures aimed at achieving equal work opportunities*

13.1 *The existence of legislation on equal opportunity*

It is an established fact that in order to guarantee for both men and women the same conditions of participation in political, social, cultural and professional life, legislators have created new standards concerning the equality of fundamental human rights with a view to achieving as far as possible changes in the traditional positions of the two sexes with a view to achieving a better equilibrium.

The said standards are based on provisions in national constitutions or other statutory authority.

This report is concerned with legal declarations of equality in the fields of work and employment.

All chambers with the exception of the House of Commons of Canada and the Senate of the United States of America have said that they have precise rules concerning equality between men and women at work.

In the majority of cases the declaration of equality is contained in the Constitution, in employment legislation or legislation concerning the public service. There are several cases, however, where other legislation applied, particularly on sexual equality (Austria, Belgium, Canada — (Senate), Denmark, Spain — (Senate), France — (National Assembly), India — (Rajya Sabha), Israel, Japan, Norway and the United Kingdom — (House of Commons)).

In a number of cases there was specific legislation on equality of opportunity relating exclusively to parliament, namely in the Cameroon, Canada — (Senate), France — (National Assembly), Morocco and the European Parliament.

13.2 *Legislation restricting the access of women to any particular job or position*

All the responses to the questionnaire denied the existence of any limits on access of women to particular jobs, with the exception of the United States of America — (Senate)¹.

13.3 *Measures aimed at achieving equal opportunities at work*

During a transitory stage, in which there is a lack of equilibrium between the number of men and the number of women employed in professional work, certain countries have established measures designed to encourage greater participation of men and women in particular activities in which they were previously under-represented. Information was therefore sought on whether each chamber had specific measures designed to encourage the recruitment or promotion of women in order to achieve a better equilibrium of the 2 sexes in each professional category.

¹ About which no reply was received.

4 chambers only said that such measures were employed, namely Canada — (Senate), European Parliament (which extended the age limit for recruitment for those responsible for bringing up children), the Netherlands — (Second Chamber) (which gave preference to women when they were equally qualified with men), and Sweden (which gave preference to candidates from the sex which was least well represented in the particular category). In the United States Senate such initiatives were dependent on the requirements of individual Senators.

13.4 *Existence of a body responsible for monitoring equal opportunities for both sexes*

Finally, only 3 chambers said that they had some structure for monitoring the application of equal opportunities, namely, the Bundestag of the Federal Republic of Germany, the European Parliament and the Swedish Riksdag.

CONCLUSIONS

1. The aim of this study was to learn more about the position of women in the administration of Parliaments, taking account of the tasks given to them, the areas of parliamentary activity in which they work, and the level of responsibility they hold.

2. Information provided from 31 countries from all continents and from three international parliamentary assemblies has served as the basis for this report. It therefore provides a glimpse of the extent of female involvement in the work of different parliaments. The situation of women in parliamentary work differs from parliament to parliament and has to be interpreted and understood in the light of the culture and traditions of different nations as well as the state of economic and social development of the countries. In general, we can say that the situation of women in the administration of each parliament reflects more or less their participation in the social, economic and political life of their country. It also expresses the current state of evolution in their traditional role and the degree of their integration in society.

3. In comparing the numbers of men and women working in the administration of parliaments between 1975 and 1985, we note a positive development towards an equal balance between the two sexes.

4. Currently, in the majority of Parliaments (65%) the number of men is greater than the number of women employed; only in 28% of Chambers is the number of women greater than the number of men. In 7% the numbers are equal.

Among those countries where the number of women was higher, some were in Northern Europe, where the promotion of equal rights for men and women is recognised by the Constitution. Equally, in this category, are some countries where the parliament is relatively young and where the recruitment of staff therefore occurred at a time when women were already participating more fully in national life.

5. Although the study shows that there are parliaments where the number of women staff is greater than the number of men, an analysis of the tasks they undertake, their position in the hierarchy and the level of their responsibility reveals that in general they occupy the lower qualified and less well paid jobs in parliamentary work and they rarely reach the top managerial positions. This situation reflects the traditional role of women in society and their late entry into parliamentary work.

5.1 In effect, women are generally employed in the services which are traditionally regarded as female ones. Most women work as secretaries and typists. Equally, the cleaning services and telephone exchanges are normally staffed by women.

5.2 Rarely do women rise to higher posts in the administration of parliaments. Only in 5 of the 41 Chambers which replied to the questionnaire were there any women in the category of Secretaries General or equivalent or Deputy Secretaries

General. Their presence decreases between the categories of administrative staff and leading staff (administrative staff: 50.5%, technical staff: 39%, senior technical staff: 26%, leading staff: 12%). There are practically no men in the categories of secretary/typist except for in the rare parliaments where the number of women is extremely small. It is therefore established that this is an activity essentially reserved for women who constitute 89% of those doing such work in the parliaments covered by the study. It is worth noting that in the parliaments concerned, the number of women occupying posts in the categories of leading staff, senior technical staff, technical and chief administrative staff, represent less than half of the total number of women employed as secretaries and typists.

6. The type of tasks carried out principally by women explain why, even in parliaments, where the number of men is greater than the number of women, women exceed men in the support services for political groups and in the category of administrative personal assistants for parliamentarians, because this work is essentially of a secretarial nature.

7. The level of training and the types of admission in the different professional categories are the same for both sexes without any distinction.

8. In general, Parliaments have set age limits for admission. This criterion can restrict the ability of women to begin or resume work after maternity.

9. Appointment and promotion boards are comprised mainly of men except in very rare cases. This is the consequence of the relatively low representation of women in the higher posts in the administration.

10. In the category of professional staff, the number of women following training courses is, on average, greater than that of men. On the other hand, in the higher grades of parliamentary staff, men are more numerous on such training courses even in parliaments where women are in a majority in the whole parliamentary staff. The reverse is the case for courses specifically for those categories of staff in which the number of women is greater than the number of men. Training courses, which are of great importance for personal and professional development, are generally run during working hours, thus making them more accessible for men and particularly for women.

11. As far as the organisation of working time is concerned, the following applies:

- flexible working time is little used in parliaments, but where it is available, it is used equally by men and women;
- job-sharing is also little used, but where it does occur, it tends to be used mainly by women;
- part-time work is more generally practiced with more than half the Parliaments permitting it. Here again the majority of staff on part-time work are women.

12. All parliaments without exceptions provide equal pay for equal work.

13. All parliaments adopt social measures designed to help women combine their family responsibilities with work. A significant number of Parliaments has extended the application of some or all of such measures to include men.

14. No parliament stated that it had any rules restricting the access of women to particular jobs.

15.1 An extremely small number of Chambers have adopted measures to promote equal opportunities at work for a transitional period in order to achieve a better balance between men and women.

15.2 Equally, only a very small number of Chambers have any arrangements for monitoring equal work opportunities for men and women.

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ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS

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