



Parliamentary Internship Programme Employee Handbook 2020-21

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Letter from the Director

Welcome to the 2020-21 Parliamentary Internship Programme

Congratulations on your selection as Parliamentary Interns! This is a once-in-a-lifetime opportunity, and I'm delighted to welcome the Programme's 51st cohort. While the COVID-19 pandemic will pose challenges, it will also give you a unique opportunity to develop new skills and to be at Parliament during one of the most challenging periods our country has faced.

As you read this guide, please also consider the following questions:

- What do you want to get out of this experience?
- What do you want to learn about Parliament and politics during these 10 months?
- Are there regions or aspects of the country that you would like to learn more about?
- What strengths and skills are you bringing to the Programme?
- What skills would you like the opportunity to develop or practice?
- What does a healthy work environment look like for you?
- What does non-partisanship look like in a partisan environment?
- How can you contribute to the Programme?
- What other personal or professional goals do you have for the year?
- Which interesting people are on your "wishlist" for your Brown Bag Lunches and other meetings?

Please also spend time thinking about research paper topics, and familiarize yourself with all Programme sponsors and stakeholders so that you can make the most of your interactions with them. Every intern will work with a government MP as well as one opposition MP, so you can also start researching committee files and portfolios of interest.

PIP is an extraordinary experience. You will spend 10 months working extremely hard; you will make lifelong friends; you will visit diverse places during key historic moments; you will learn about a side of Parliament that very few Canadians ever see; and you will conduct innovative research. You can expect sustained support in all of these things from myself as your Director, along with your intern cohort, and the many friends and alumni of the programme. Above all, please never hesitate to ask for help or guidance should you need it.

I am looking forward to working with you!

Sincerely,

Paul Thomas, PhD

Director, Parliamentary Internship Programme
PIP Alumni (2005-06)

P.S. If you wish to take the second language classes provided for free by the House of Commons, please contact the Programme Assistant (pip-psp@parl.gc.ca) as soon as possible.



About the Programme

PIP is Canada's oldest legislative internship program. Originally conceived by Alfred Hales (who served as an MP 1957-74), it was established in 1969 by James Ross Hurley with all-party support in the House. The Programme has three objectives:

- to provide an educational opportunity for young Canadians;
- to provide highly qualified assistants for MPs;
- and to contribute to public knowledge of Parliament.

Since backbench MPs had little or no staff at the time, Members were willing to share the interns, allowing them to spend half the year with the government side of the House and half with the opposition. Prime Minister Lester B. Pearson called it "the most important experiment in parliamentary activity since 1867."

PIP has always been independent of government and strictly non-partisan. It was established and continues to be managed as an initiative of the Canadian Political Science Association that is delivered in partnership with the House of Commons and backbench MPs. The Programme also functions with support from public and private sector sponsors, alumni, and friends – such as the British High Commission – who support particular Programme activities. It operates in Parliament under the auspices of the Speaker of the House who also serves as Patron of the Programme. All are essential stakeholders brought together by a shared commitment to young Canadians, the quality of our democracy, and the institution of Parliament.

During the year, you will meet many Programme stakeholders who will teach you much about the Parliament and the Programme itself. It is therefore important that you understand how PIP is managed and funded, and the various stakeholders who are involved. Please ensure you understand the context of each stakeholder's involvement prior to meeting them.



2020-21 PIP Calendar

While some adjustments to the calendar may be required during the year, we expect the year to generally unfold as follows:

Item	Dates
Designated vacation	September 1 – 4, 2020
Orientation period	September 8 – 22, 2020
MP Interview period	September 23 – October 6, 2020
First MP allocation starts	October 7, 2020
Research paper proposal due	December 18, 2020
Designated vacation	December 20, 2020 – December 31, 2020
Designated lieu days (if necessary)	January 4 – 8, 2021
Research paper ethics proposal due	February 19, 2021
First MP allocation ends	February 19, 2021
Second MP allocation starts	February 22, 2021
Designated lieu days (if necessary)	April 5 – 9, 2021
Research paper update due	April 16, 2021
Draft research paper due	June 11, 2021
Second MP allocation ends	June 18, 2021
Designated lieu days (if necessary)	June 21-22, 24-25, 2021
Gaboury symposium	June 23, 2021
Research paper due	June 30, 2021



Internship Values

Inclusiveness

The Parliamentary Internship Programme seeks to create an environment where all participants can thrive regardless of their personal background, identities, or lived experiences. As detailed in the Programme's *Anti-Harassment and Discrimination Policy* (see Appendix 1), the Programme will not tolerate discrimination or harassment in any form.

Non-partisanship

The Programme welcomes participation by individuals from all parts of the political spectrum. However, the success of the Programme, and particularly the ability of interns to complete placements with both government and opposition MPs, depends on interns remaining scrupulously non-partisan for the duration of the Programme, including in the event of election. During their MP placements interns must remember their role as participant observers, and should not let their own political views impede their service to their host MPs.

Bilingualism

The internship Programme seeks to function in both official languages to the greatest extent possible. PIP caucus and internal discussions will utilize "passive bilingualism," with interns encouraged to use the official language of their choice, knowing that others will understand (or otherwise ask questions).

Confidentiality

The success of the PIP as a whole and each intern's experience in the Programme depends on maintaining the confidence that MPs and stakeholders have in the interns – both individually and collectively – and the Programme itself. This requires discretion and respect for the confidentiality of everyone involved.

Confidentiality is essential for everyone in the Programme. Parliament can be a minefield for unwary interns, with information traveling from person to person incredibly fast. So please, always think before you act, speak, write, or use social media, and do not hesitate to ask the Director for advice. Above all, keep confidential information confidential. When in doubt, always err on the side of discretion.

Chatham House Rule

As an extension of confidentiality mentioned above, most Programme meetings take place under the Chatham House Rule, which states: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed."

Unless otherwise specified, assume all Brown Bag Lunches and other meetings take place under the Chatham House Rule.



Collegiality

The internship is a collective experience in which each participant depends on the initiative, insight, discretion, and judgement of their fellow interns. You will benefit from each other's work, learn from each other's experiences and depend on each other for support. It requires a commitment from everyone involved to:

- Respect each other's priorities and opinions. This is a professional workplace, and while you may disagree, you also have to work together for ten months.
- Speak your mind. Other interns will often be glad to accommodate your views and preferences but cannot do so if you do not express them.
- Make the most of the Wednesday morning "PIP Caucus" meetings to share your experiences with your colleagues. The interns and the Director can be a great source of support and guidance as you navigate challenging workplace situations.
- Give your best to the Programme.

Professionalism

While the internship is a learning experience, it is also a work experience. In particular, interns wishing to receive meaningful work in their MP placements must demonstrate that they can operate with professionalism. Among other things, interns are expected to:

- Participate in all scheduled activities. Notify the Director if for any reason you are unable to attend a Programme activity or your MP placement.
- Meet all professional, administrative, and academic deadlines for the Programme.
- Be punctual, or better still arrive early. Those you are meeting have made time for you – be sure to do the same for them.
- Plan and be organized. It will not be possible for you to complete all components of the Programme without carefully tracking your tasks and planning how you will meet them. If you are repeatedly rushing to finish work at the last minute, then you may need to invest in improving your organizational skills.
- Raise problems as early as possible. Most issues – be they related to workload, travel, workplace conflicts, or otherwise – are much easier to address when identified early on than when left to the last minute.
- Arrive ready to learn. Some interns find it challenging to move from university environments that prioritize academic knowledge to the parliamentary setting that at times can prioritize party experience, loyalty, and personal networks. Remember that you are a participant observer who is in the Programme to learn, not an expert sent to teach.
- Dress appropriately. Business attire or smart casual dress is recommended at all times for work on the Hill, and your attire for video-conference meetings should be the same as if you were having the meeting in person.



Working Hours, Lieu Time, Vacation and Leaves

Work hours

The intern contract is based on the assumption that interns will typically work the equivalent of 7.5 hours per day Monday through Friday (8 hours each day less a 30-minute lunch break). These work hours include the time that interns devote to both their MP placements and to Programme activities, and interns must divide their time accordingly.

Interns' exact hours of work will vary based on the needs of their MP placements and Programme activities. From time-to-time they also may need to work on weekends or work more than 8 hours on a given day. As described below, interns will accrue lieu time when they work more than 44 hours in a one-week period.

Interns should manage their time to fulfil their tasks for their placements and the Programme more broadly without working excessive hours. To ensure the smooth operation of their MP placements, interns should work with their MP offices to ensure they are free to contribute to PIP activities and attend PIP Caucus. (Note: all MP offices are informed of PIP events, but they might need a reminder). Interns are encouraged to mark Programme activities in their office calendar well in advance to avoid scheduling conflicts.

Interns should be proactive in trying to maintain a schedule that approximates the 8-hour day described above. For instance, an intern who must assist their MP at an early morning or evening event outside of regular work hours should speak with their MP (or their supervisor in the MP's office) about working correspondingly fewer hours at another point. Interns should speak with their MP (or their supervisor in the MP's office) if they feel the work expectations in their MP placement are unreasonable, especially given that interns must also devote a portion of their working time to Programme activities. Interns should seek assistance from the Director should such concerns persist.

Non-programme events

While in the Programme interns may be invited or provided with opportunities to attend galas, receptions, lectures, or other events that are not directly related to either your MP placements or the Programme itself. While you are free to attend such events on your own time, these are not a part of the PIP or your employment with the CPSA, and cannot be considered work hours.

Time Sheets

Each week during the Programme the [interns must complete the online form](#) indicating the hours they worked over the previous week (the "Hours Report"). The Hours Report is due no later than 12:00 PM each Wednesday. The Hours Report must indicate how many hours you worked over the previous work week (i.e. Sunday through Saturday), if any, and must include all time spent working both in MP offices and on PIP activities.

Overtime and Lieu time

As noted above, interns may be required to work overtime hours when necessary, including on evenings and weekends. Overtime hours begin to accrue when an intern works more than 44



hours within a single work week. All overtime hours must be approved in writing by the Director in advance of being worked. Interns will not be permitted to work overtime hours following June 18, 2021.

Interns will be granted time off for the overtime hours they work in lieu of extra pay (“Time off in Lieu”). Interns will receive 1.5 hours of Time off in Lieu to offset every hour of overtime they accumulate (“Lieu Hours”). A complete day of Time off in Lieu (“Lieu Day”) is equivalent to 7.5 Lieu Hours.

Interns must obtain advance approval in writing from the Director before taking Time off in Lieu. While interns can request to take Lieu Hours or Days at the time of their choosing, the Director has the final authority to schedule Lieu Hours or Days in order to meet the Programme’s operational requirements. To ensure the smooth operation of their placement offices, Interns must also secure approval to take Lieu Hours or Days from their placement MP (or their supervisor within the MP’s office) before seeking approval from the Director.

Designated lieu days

To avoid interns building up an excessive amount of Time off in Lieu, there are three designated weeks during the year where interns must take any outstanding Lieu Hours or Days that they have accumulated but not yet used:

- the week of January 3, 2021 for outstanding Lieu Hours accumulated from September to December 2020.
- the week of April 4, 2021 for outstanding Lieu Hours accumulated from January to March 2021.
- the week of June 20, 2021 for outstanding Lieu Hours accumulated from April to June 2021.

Vacation

Interns have fifteen (15) days of paid vacation. This includes two designated vacation periods:

- September 1 to 4, 2020 (4 days)
- December 21 to 31, 2020 (7 days)

The remaining four vacation days can only be taken with the advanced written approval of the Director. Interns can request to take these vacation days at the time of their choosing. However, the Director has the authority to schedule the vacation days at any point in order to suit the Programme’s operational requirements. To ensure the smooth operation of their placement offices, Interns must also secure approval to take these vacation days from their placement MP (or their supervisor within the MP’s office) before seeking approval from the Director. Any vacation days not taken by an intern prior to the week of May 23, 2021 will be scheduled for that week.

Sick Leave

Interns should notify the Director and their MPs (or their supervisor in an MP’s office) when they will miss work due to illness.



If interns need to take extended time off work due illness or disability, they must inform the Director and provide all necessary medical documentation to support the necessity of their extended absence.

Family illness or bereavement

Interns needing a leave of absence in the event of a severe illness or death in their family should communicate directly with the Director and their MP office to request an extraordinary absence. The Programme will also attempt to accommodate leave in the case of the death of a close friend or other significant person in an intern's life.



Employee Resources

Accommodations and Wellbeing

While Parliament is a high-stress work environment in itself, the Internship Programme can be even more personally demanding. Study tours are remarkable opportunities, but they involve long hours, travel, and sharing hotels. Brown bag lunches and meetings for visiting delegations can be extraordinarily informative, but also difficult to organize. And managing a research project in addition to your MP placements requires considerable mental effort.

PIP is committed to promoting interns' physical and mental health, and encourages interns to always be pro-actively aware of their personal wellbeing during the Programme. If you have any physical and/or mental conditions that may affect your time in the Programme, you should feel empowered to directly communicate to the Director (as you feel comfortable) regarding what reasonable accommodations can be made to help ensure your success. These could include simple steps such as limiting the number of work-related events in the evening when travelling, or choosing hotels with kitchens so that you can buy and prepare your own food. The health status of any intern is confidential, and cannot be disclosed without their consent. If possible, interns should communicate with the Director over the summer about accommodations so they can be in place at the start of the Programme.

House of Commons Counselling Services

The House of Commons offers counselling services to the interns free of charge through the Employee and Family Assistance Program (EFAP), which is provided by the company Homewood Health. The service includes confidential in-person, telephone, or electronic support and resources for mental health and other life challenges, including family and workplace difficulties. These one-on-one support and self-guided resources can be accessed through a dedicated web-portal both on House of Commons and personal devices.

Once enrolled, interns can access this service by registering at the Homewood Health webpage (<https://homeweb.ca/>). Please select "House of Commons and Parliamentary Internship Programme" for the Company Name when creating your online account. Counselling services are free, have flexible hours, and are easy to access by phone.

Second language training

Interns are eligible for second language training from House of Commons during the Programme. Classes are contingent on space being available. Please contact the Programme Assistant at pip-psp@parl.gc.ca in August should you wish to take advantage of this training. Those wishing to "refresh" their second language are also encouraged to do so over the summer.

Telecommunications allowance

Recognizing that interns will regularly utilize their personal electronic devices, home internet connections, and cell-phone plans to complete their work for the Programme and their MP



placements, interns will receive a \$50 per month telecommunications allowance towards their telecommunication expenses.

Gym Access

Interns have access to the Parliamentary Gym during the Programme. Please inquire with the Director regarding access in light of the COVID-19 pandemic.



Intern Activities and Responsibilities

Your first day

The first Programme meeting is scheduled for Tuesday, September 8th, 2020, at 9:00 am in Room 4-35 of the House of Commons office building at 131 Queen Street. When you arrive, you will need to present a valid photo ID to the security desk to receive a temporary pass. If asked, please inform them you are a Parliamentary Intern and have meetings on the fourth floor. Breakfast will be provided, but please bring your lunch or money for lunch. If possible (pending receipt of your pre-employment screening form, security clearance and fingerprints), we will take you to obtain a security pass for all Parliament Buildings later in the day. You will be notified well in advance should a virtual meeting be required instead.

Orientation programme

The Programme begins with an intensive orientation period that includes over 40 meetings. The goal this period is to introduce you to the Programme, prepare you for work in MP offices, and give you the opportunity to meet leading experts about Parliament. A schedule for the orientation program will be provided prior to our first meeting.

The first two days of orientation will introduce the Programme itself, our Programme Assistant (a House of Commons employee), the Director, and of course your fellow interns. We will also begin planning some of the major activities that take place during the year. At the end of the second day, you will have the chance to meet a number of the Programme's friends and sponsors at an informal reception (this event will be held virtually in 2020-21).

For the rest of the period, you will meet with officials from the House of Commons, Library of Parliament, and Senate, civil servants, and other experts on Parliament, government and public affairs. Often, these presenters will be Programme sponsors or former interns. James Ross Hurley, the Programme's first-ever director, will also speak about the Programme's history and share his encyclopaedic knowledge of Parliament.

These meetings with the PIP's sponsors and friends will give you access to former politicians and professionals with a deep understanding of Canadian politics, Parliament and public affairs in Ottawa. These meetings are also opportunities to recognize their contributions to PIP and to learn about their role in public policymaking. Representatives of these organizations will also be interested in providing interns with career advice and mentorship. Interns should follow the *PIP Meeting Protocol* outlined in Appendix II throughout the Orientation Period.

Division of responsibilities

During the orientation, interns sign-up to take the lead for certain tasks throughout the year. These include:

- organizing the placement interviews with MPs;
- planning the legislative study tours for your cohort;
- arranging visits to Ottawa by PIP's provincial and American counterpart;



- organizing our Brown Bag Lunch series;
- maintaining the Programme's social media presence;
- organizing workshops to teach young Canadians about Parliament; and
- and preparing the annual bulletin.

While each of these tasks is substantial, interns will work in teams to complete bigger tasks and will always have guidance from the Director or instructions and possibly examples created by previous interns. Interns can also spread their tasks throughout the year, and can choose roles that draw on their existing strengths and knowledge.

Weekly meetings (“PIP Caucus”)

Starting the second week of the Programme, interns will meet on a weekly basis with the Director to (a) discuss their work experiences over the previous week as “participant observers” in Parliament, (b) participate in the academic seminar and (c) plan Programme activities. These mandatory meetings will take place every week on Wednesday morning, from 9:00 am to noon Eastern (corresponding with national caucus meetings for MPs when the House is sitting). This time slot must be kept free of all other commitments, and any absence for either personal reasons or pressing business in your MP office must be discussed with the Director in advance.

Academic Seminars

The interns will take part in regular seminars related to a visiting scholar or a syllabus list prepared by the Director. The seminars are held during “PIP Caucus” on Wednesday mornings. Interns will take turns leading the discussions for some topics and will also prepare seminars related to their legislative study tours (e.g. the European Union or the US Congress). The seminars will also be used to discuss and prepare the interns' research papers.

To ensure a fulsome discussion, interns must complete the assigned readings prior to each seminar. Interns are encouraged to review the syllabus well in advance of each week's seminar to ensure they can find the time to review the readings during their regular working hours.

MP Placements

The MP placements are the Programme's primary activity, and every intern must complete one placement with both a government and an opposition MP. The placements provide interns with the unparalleled learning opportunity to be embedded as “participant observers” within the offices of elected officials. During the placements, interns are generally treated as full members of their MPs' staff. However, interns must always conduct themselves in a non-partisan fashion.

As described further in the MP in the section on *MP Interviews and Selection*, the interns choose their placements through a collective process from those MPs who apply to the Programme. At no point prior to the completion of the selection process can an intern provide any MP or their staff with the indication or impression that their office will definitely receive an intern.



Sponsor placements

As described further in the *Exceptional Circumstances* section, interns' existing placements with MPs are automatically terminated when Parliament is dissolved for an election. In the unlikely event that an election occurs during the Programme year, interns will complete placements with Programme sponsors for the duration of the campaign and possibly part of the post-election period. As with MP placements, sponsors must apply to host an intern, and interns decide which placements they each will take through a collective process. Further details on sponsor placements will be provided if necessary.

Research Papers

The research papers are the interns' primary academic output during the Programme, and can touch on any subject related to Parliament, federalism, or federal politics. The Programme provides interns with a unique vantage point on Canada's political system, and they are encouraged to use the insights and access provided to produce papers that address understudied or emerging issues. Further details can be found in the *Research Papers* section below.

Programme receptions, luncheons, and alternative events

During the year interns will be invited to three formal luncheons (3) and formal receptions (3) organized by the Programme. These events, which recognize our sponsors, are mandatory. Participation will also be mandatory at any alternative events scheduled in lieu of these luncheons and receptions during the COVID-19 pandemic.

Legislative study tours and incoming legislative visits

Study tours to other legislatures provide valuable comparative perspectives on the House of Commons and Canadian politics. It is hoped that at least some of the study tours can go ahead during the 2020-21 Programme year despite the COVID-19 pandemic. However, trips can only occur when it is safe to do so, and they also are contingent on the financial status of the Programme and our partners. The Director will monitor the situation in conjunction with the interns and our partners. If the tours go ahead, PIP will cover the associated costs including transportation, accommodations, and per diems. Should the trips not be possible, then "virtual study tours" to each jurisdiction will be organized instead.

Throughout the year, the Programme also receives delegations from provincial internship programs (British Columbia, Manitoba, Ontario, and Quebec) and the American Political Science Association's [Congressional Fellows Program](#). These exchanges provide valuable opportunities for interns to compare experiences and join meetings with interesting people in Ottawa. As a result, PIP interns tend to be very busy when the exchanges occur.

"Brown Bag Lunch" Speakers Series

The Brown Bag Lunch Speakers Series allows interns to supplement their learning through informal discussions with some of the leading political actors and opinion makers in Canada. In the past, the Programme's standing and reputation has enabled interns to meet figures such as



the former Prime Ministers Kim Campbell and Paul Martin, journalists Peter Mansbridge, Chantal Hébert, and Jeffrey Simpson (former Intern), politicians including Senator Grant Mitchell (former Intern) and Preston Manning, and public figures including Justice Marshall Rothstein and the Minister Counsellor for the Embassy of the People's Republic of China Youming Yang.

Interns plan and organize the series themselves. As a group, they choose people they are interested in speaking with and then work to organize those meetings for the group. The lunches usually begin with a short 10-15 minute introduction from the guest then moves on to a 45 minute discussion period. Choosing who to invite for Brown Bag Lunches allows interns to customize their experience, and interns are encouraged to think about journalists, politicians, writers, judges, lobbyists, etc. who you would like the opportunity to meet while in the Programme. Up to 14 sessions may be held with the only requirement being that a large majority of interns must be interested and able to attend each session. The Programme covers the cost of a simple "brown bag lunch" for the invited speaker and provides a suitable meeting space on Parliament Hill. Brown Bag Lunches can be held virtually during COVID-19. Brown Bag lunches should follow the *PIP Meeting Protocol* laid out in Appendix II.

Talking Parliament with young people

In order to share the interns' experience with young Canadians and encourage knowledge of parliament, all 10 interns will lead workshops with at least two groups of students from across the country who are participating in youth programs in Ottawa, including Encounters with Canada, Big Sisters/Big Brothers, and Boys and Girls Clubs of Canada. The workshops will be organized by the interns with assistance from the Director and the organizations in question.

Interns will be provided with activity examples from last year's two events, which provide a solid starting point. Feedback from Encounters with Canada and the Boys and Girls Clubs of Canada tells us that meeting with the interns is the highlight of the students' visit to Ottawa.

Since the COVID-19 pandemic will likely limit the number of youth who visit Ottawa, alternative methods of engaging with young people may be developed during the year.



MP Interviews and Selection

MP allocations

In keeping with PIP's non-partisan tradition, each intern must work with both a government MP and an opposition MP. The first allocation will begin on October 8, 2020 and end February 26, 2021. The second allocation will begin March 1, 2021 and end June 18, 2021.

The selection of MPs follows rules set by the Clerk of the House of Commons. Interns are allocated to MPs based on their party affiliation. During each placement period, half of all interns (5) must be allocated to Government MPs and the other half (5) must be divided among MPs from the officially recognized opposition parties (i.e. those with 12 or more seats) according to their representation in the House. Following the 2019 election, the Clerk of the House divided the opposition allocations between the recognized opposition parties as follows: Conservatives – 3 per allocation; New Democratic Party – 1 per allocation; Bloc Québécois – 1 per allocation.

In addition to independent MPs and those from parties with fewer than 12 seats, the Speaker, cabinet ministers, and party leaders are also excluded from hosting interns. When choosing their placements interns are also encouraged to consider the regional, linguistic, gender, and racial/ethnic diversity of the MPs selected.

Interview period

The interns choose their placements from the pool of MPs who apply for consideration. The two interns who volunteered during the Orientation Period to lead the MP selection process will coordinate the interns to contact each MP office individually. This direct contact ensures that all MPs receive the application form and encourages MPs from all parties and regions to apply. At no time during this process should interns indicate that their contact (or the invitation to apply) might result in an MP's selection.

The lead interns will schedule interviews with each MP as their applications arrive. Interns must interview all MPs who submit applications. On Tuesday, October 6, 2020, you will meet as a group to select your MPs. The Director will inform first allocation MPs of their selection that day and interns will start work in the offices later that week if possible.

Interview process

The process of interviewing and selecting MPs will be the subject of considerable discussion, advice and consultation. However, the principal points to keep in mind are:

1. All interns must interview all MPs who apply – not one intern or a small number of interns alone. Having all interns attend each interview avoids giving an MP the impression that they are not being seriously considered. The interview process is also a learning experience in itself that all interns must participate in. However, only those MPs who apply can be interviewed, and an MP should never be interviewed more than once. MPs who apply but fail to schedule an interview cannot be considered for a placement.



2. MP interviews must be polite, but also direct and honest. The questions relate to the MPs' interests, their short-term plans, and their reasons for applying for an intern, the tasks they intend to assign to the intern, and how he or she perceives the relationship with the intern. Questions about workspace, typical hours of work, and computer access are also important. One entry point is to ask MPs about their constituencies (e.g. social, demographic, and economic characteristics). Prior to the meetings interns should research the MPs' constituencies, electoral history, and parliamentary and party roles (e.g. committee assignments, parliamentary secretary or opposition critic portfolios). This data is available on the House of Commons website.
3. It is extremely helpful to meet MPs' office staff during your interviews because you will likely spend most of your time with them rather than the MP. They are important resources for your work.
4. Finally, ensure that the MP and his or her staff understand (and will not resent) your Programme-related absences for PIP caucus, receptions, and study tours.

The group should develop a list of questions to be posed in each interview and assign each intern to either facilitate the meeting, take notes, or ask a question during the interview itself.

Selection process

While the Director can provide advice as requested, interns will select "their" MPs as a group through a process agreed by consensus. However, please keep in mind that both the process adopted and the outcomes of the selection meeting will have an important impact on the experience of every intern and on the group's dynamics throughout the year. Please be considerate and respectful of each other and the Programme during this meeting.

Please note: until allocations have been agreed upon by all members of the intern group and finalized by the Programme Director, no expression of intent or any commitments concerning assignments should be made. Interns are also strongly urged to be direct and open about any concerns they may have with a particular placement before the final decisions have been made. It is very damaging to the Programme's reputation to attempt to withdraw an intern from an MP placement once the initial notification has been made.



Exceptional circumstances

In case of prorogation

Before going further, we should clarify what “prorogation” means, which in turn requires defining the terms “Parliament,” “Session,” and “Adjournment.” In addition to the institution itself, “Parliament” also refers to the period of time between general elections. Canada held its 43rd general election in 2019, which produced the 43rd Parliament. Parliaments are in turn divided into “sessions,” which each begin with a Throne Speech that sets out the government’s agenda. Sessions can be “adjourned” to create breaks when MPs are not sitting in the House. However, the list of business under consideration by parliament does not change during an adjournment, and MPs pick up the session where they left off once the adjournment is complete.

In contrast, “prorogation” occurs when the government asks the Governor General to end one session of Parliament and start a new one. Most bills, motions, and committee activities from the previous session are “dropped” and the new session will begin with a new Throne Speech setting out a new agenda.

Prorogation can create challenges if there is a long delay between the end of one session and the start of the next. While some prorogations can be less than a week, others have stretched for more than two months. However, MPs retain their seats and continue their constituency and policy work until the House returns and a new session begins. As a result, it does not seriously disrupt the Programme.

Interns can interview MPs and begin or continue their allocations when the House is prorogued. In the past, some MPs and interns used the time to organize additional riding visits.

In case of election

Unlike in prorogation, internship placements end when Parliament is dissolved for an election. Depending on the timing of the election within the Programme year and the delay between voting day and the recall of Parliament, one of the following four scenarios will occur after the election:

1. If the first placement had yet to begin before the election or was very brief, interns will complete two shorter placements with both a government and an opposition MP.
2. If the first placement was largely completed before the election, interns will begin their second placement.
3. If the first placement had finished, but the second placement had yet to begin before the election or was very brief, then interns will complete their second placement.
4. If both the first and second placements were largely complete before the election, then interns will finish their time in Programme working for sponsors as described below.

The decision regarding which option to pursue will be made in conjunction with the House of Commons and the Canadian Political Science Association. Should any placements occur



following the election, the MP application and interview process described above must be repeated to give newly elected MPs the opportunity to apply. The outcome of the election may also change the allocation of intern placements among the parties. While each intern will work for both a government and an opposition MP, a change in government during the election could mean an intern has their government and opposition placements with the same party.

During the election and post-election transition period, interns will complete placements with the Programme sponsors. As with MPs, the sponsors will apply to host an intern and interns will chose among those who make an application. The sponsor placements provide a fascinating opportunity to learn how policy stakeholders seek to prepare for a new government.



Research Papers

Task

Each intern must prepare an analytical research paper of between 5,000 and 7,000 words, not including citations. The papers must be submitted by the final day of the Programme (June 30, 2021). Given that interns are term employees, late papers cannot and will not be accepted. Depending on the Programme's finances, interns may receive a bonus payment when they submit their papers.

Topic

Interns have broad leeway in the choice of a topic, so long as it engages in some way with Parliament, federal politics, federalism, or the legislative study tours. However, papers should have a clear research question and should seek to provide thoughtful analysis rather than just describing an issue, institution, or event. Interns are encouraged to discuss potential topics with the Director at the earliest possible opportunity.

Method

Interns have considerable flexibility over their choice of methodology: the paper can be comparative or focused solely on a single jurisdiction; it can rely on existing sources or draw from original survey, interview, or other research conducted by the intern during the Programme. Interns are encouraged to take advantage of their unique position at Parliament and their access to parliamentarians, legislative staff, and Programme sponsors to investigate issues that may be missing from our current knowledge of Parliament. However, all research must be conducted in compliance with the Programme's Research Ethics Policy (see Appendix III).

Paper process

Interns must complete a series of preparatory steps throughout the Programme to ensure they make steady progress towards completing their papers. The steps, which are described further below, include:

1. Past paper presentation – September and October, 2020
2. Paper proposal – due December 18, 2020
3. Ethics protocol (if required) – due February 28, 2021
4. Research update – due April 16, 2021
5. Rough draft – due June 11, 2021

Time management note: Interns must balance their desire to conduct quality, innovative research with a realistic assessment of the time required. Given the workload in the Programme, it is essential that interns regularly set aside time for research and begin their papers as early as possible. Interns who do not meet the milestones set out below may be required to miss study tours in order to catch up on their research projects. Success in meeting deadlines will also be considered by the Director when preparing post-employment references.



1. Past paper presentation

Throughout the PIP Caucus meetings in September and October, each intern will give a very brief presentation (5-7 minutes) analyzing a research paper written by a former intern. You must evaluate the theoretical framework (if any), methodology, arguments, and the sources employed.

2. Proposal

Interns must complete a 1-2 page paper proposal for submission to the Director by December 18, 2020 using the template that will be provided before the deadline. The proposal will include:

- A statement of research question to be addressed by the paper;
- A description of the methodology(ies) to be employed;
- A list of five sources and a brief description of their relevance to the paper;
- A brief assessment of the potential challenges that may emerge, such as ethical issues, difficulty securing interviews, or the time required for data analysis;
- Any potential mentors the interns may have identified.

Once approved by the Director, interns will present their proposals to their colleagues at the PIP caucus meetings in January and February 2021.

Topic switching note: Interns wishing to switch topics after the proposal stage will need to submit a new proposal for approval. While not wanting to prevent interns from investigating new questions that might emerge during the study tours or their second placements, interns are strongly encouraged to consider the time implications of changing topics close to the end of the Programme, and particularly whether they can still honour their other commitments without accruing overtime.

3. Ethics approval (if needed)

If your paper involves conducting original research using human subjects through interviews, surveys, or other means, then you must submit an Ethics proposal indicating how you will abide by the terms of the PIP Ethics Policy. Interns must complete the proposal using the template that will be provided during the year and submit it to the Director by February 26, 2021.

4. Research update

Interns must submit a research update to the Director by April 16, 2021. The update must include a summary of the research conducted to that point, including any data gathered, interviews or surveys conducted, or sources reviewed, and a plan for any further research planned. The Director will use the research update as the basis to determine whether interns will be able to participate in any remaining legislative study tours. A template for the research update will be provided later in the year.



5. Rough draft

A complete or nearly complete rough draft must be submitted to the Director by June 11, 2021. This rough draft will serve as the basis for each intern's presentation in the Gaboury Symposium (see below). The Director will provide comments on the draft by June 21, 2021.

Jean-Pierre Gaboury Symposium

Dr. Gaboury was one of the longest-serving directors of the Programme, having filled this role from 1975-77 and 2002-08. He passed away in 2011. Held in June, the Gaboury Symposium gives interns an opportunity to present and discuss complete or very near-complete drafts of their research papers with a knowledgeable and sympathetic public audience. Invitations are sent to the Programme's sponsors, friends and alumni as well as professors and graduate students in political science at Ottawa area universities, members of the Canadian Study of Parliament Group, Library of Parliament analysts, and interested public servants. The goal is to help improve interns' papers and build public knowledge of Parliament.

Alfred Hales Prize

The Alfred Hales Award is presented annually to the best research paper. The winning paper receives a \$1,000 prize, with \$500 prizes going to the two runners up. Papers must be submitted to the Director by June 30th to be eligible for consideration. In keeping with the Programme's objectives, the Prize is awarded for the paper that best meets the following criteria:

- originality and importance of the subject to the study of Parliament, federalism, and/or federal politics;
- research quality: implementing a substantial and sound research methodology;
- analytical quality: demonstrating a strong subject focus, research analysis and conclusion;
- use of resources and opportunities available to Parliamentary Interns;
- use of scholarly sources;
- quality of expression.

Publication

Interns may choose to deposit their work in the Library of Parliament or the House of Commons. Some publish their work in academic journals, such as *Parliamentary Affairs* or more applied publications like the *Canadian Parliamentary Review* or *Policy Options*. The Director and Programme alumni can assist those interns wishing to publish their works. Interns are asked to acknowledge the contribution of the Program and SSHRC to their research in the final version and in all versions published.



Study Tours and Visiting Delegations

Study tours

Interns typically visit seven legislatures each year:

- National Assembly of Quebec
- Legislative Assembly of Ontario
- Legislative Assembly of Nunavut
- United States' Congress
- European Parliament
- Parliament of the United Kingdom
- A devolved legislature within the UK (i.e. the Scottish Parliament, Welsh Parliament, Northern Ireland Assembly)

Given travel costs, the three European legislatures are visited as part of one extended trip. The devolved legislature visited in the UK varies from year to year based on their local situation. In addition to these legislative visits, the interns may also conduct a study tour to Montreal to engage with Programme sponsors and learn more about municipal governance.

Travel limitation note: All study tours are contingent on both the funds available to the Programme as well as the travel advice and restrictions in place at the time of travel. Study tours for the 2020-21 cohort will likely occur in 2021, if at all. "Virtual study tours" will be organized in place of those tours that cannot be conducted as usual.

Visiting delegations

As part of our relationship with the House of Commons, each year the PIP helps to coordinate and organize visits by the participants in several parallel programs, including the:

- American Political Science Association Congressional Fellows
- British Columbia Legislative Internship Program
- Fondation Jean-Charles-Bonenfant Internship Program (National Assembly of Quebec)
- Manitoba Legislative Internship Program
- Ontario Legislative Internship Program
- Saskatchewan Legislative Internship Program

PIP interns are often able to attend the meetings arranged for the visiting delegations, providing them with further learning and networking opportunities.

Study tour/visit planning and operations

Interns organize most of the itineraries for both the study tours and the visiting delegations. These responsibilities are assigned as part of the division of tasks during Orientation. In general, each intern is responsible for co-organizing one study tour and one visiting delegation.



In both cases, interns should draw on past trip reports and support from the Director and Programme Assistant. They also may have support from Programme partners.

Given the PIP's objectives, the itineraries for both the study tours and visiting delegations should focus on the parliamentary system and include meetings on legislative procedure, committees, Parliamentarians, parties, and related topics. While the interests and preferences of PIP interns are always taken into account in preparing a study tour, the Director must give final approval to the tour itineraries.

The Director accompanies interns on international study tours and meets with visiting delegations whenever possible. In both cases, the interns organizing the tours or visits will be responsible for leading the group (with assistance from the Director on study tours whenever possible). The Director and the lead interns will also share a representational role on behalf of the Programme. For incoming delegations, all interns will contribute by accompanying the visitors to different meetings.

Interns responsible for study tours must prepare a short written report (previous reports will be provided to you in advance as a model) that must be submitted to the Director and the Programme Assistant three weeks after the study tour.



Appendix I: Anti-Harassment and Discrimination Policy

1.0 STATEMENT ON HARASSMENT, DISCRIMINATION, AND RACISM

The Parliamentary Internship Programme (“the Programme”) does not accept harassment or discrimination in any form. We recognize that an individual’s experiences are based on multiple identities that can be linked to more than one ground of discrimination. We expect all stakeholders, including interns, to uphold the highest standards in all their interactions.

The Parliamentary Internship Programme recognizes inequalities experienced by racialized individuals, most often non-white groups including Black and Indigenous Peoples, and how these inequalities affect individuals and communities in Canada. We strongly condemn racism in all its forms. Racial discrimination will never be tolerated in our larger Programme community. We are furthermore committed to include and uplift racialized voices within our organization under the premises of fair treatment, opportunities, and outcomes.

2.0 OVERVIEW

The Programme is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, and can contribute fully and have equal opportunities.

Under the *Ontario Human Rights Code*, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored by the Programme and its partners.

The Programme is committed to a comprehensive strategy to address harassment and discrimination, including:

- Providing training and education to ensure the interns and Programme staff know their rights and responsibilities;
- Sharing the policy with relevant members of the Programme community, including, but not restricted to MPs, sponsors, alumni, and external partners, and making the policy available online;
- Ensuring access to an effective and fair complaints procedure;
- Promoting appropriate standards of conduct, including on social media, during placements with Friends of the Programme and at events that occur outside of the physical workplace such as business trips, stakeholder meetings, and receptions.

The Programme, which includes the interns, reserves the right to make all final decisions on work placements.



3.0 POLICY OBJECTIVES

The objectives of the Programme's Anti-Harassment Policy are to:

- Promote human rights within the Programme community and within each intern cohort, preventing harassment and discrimination, and defining principles and standards for behaviour
- Empower interns, alumni, sponsors, partners and the Director to be leaders in contributing to an inclusive and non-discriminatory political culture
- Ensure that all members of the Programme community are aware that harassment and discrimination are unacceptable practices and are incompatible with the mandate of PIP, as well as being a violation of the law

4.0 PROHIBITED BEHAVIOURS

4.1 General provisions

The Programme reserves the right to exclude entry to individuals who have persistently exhibited the prohibited behaviours described below.

Discrimination means any form of unequal treatment based on a *Code* ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Harassment means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground of discrimination provided for in the *Ontario Human Rights Code*;
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a *Code*-protected group;
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.

Refusal to work with an individual on the basis of a ground of discrimination provided for in the *Ontario Human Rights Code*.



This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:

- Age
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Ancestry, Race, or Colour
- Place of origin or ethnic origin
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
- Citizenship
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above groups applies.

Notwithstanding the above, as an educational program, the Programme will refer to its eligibility criteria during the selection competition.

4.2 **Racial Discrimination**

Racialized persons refers to persons belonging to communities facing racism.

Racial discrimination can happen between individuals or on an institutional – or systemic – level, from everyday rules and structures that are not consciously intended or designed to discriminate. Patterns of behaviour, policies or practices that are part of the structures of an organization or an entire sector can disadvantage or fail to reverse the ongoing impact and legacy of historical disadvantage of racialized persons. This means that even though a person did not intend to, a “normal way of doing things” might have a negative impact on racialized persons.

Racial harassment is a form of discrimination. It includes comments, jokes, name-calling, display of pictures or behaviour that insults someone, offends someone or puts someone down because of their race and other related grounds. Racial harassment can include, but is not limited to the following:

- making racial slurs or “jokes” based on someone’s race, colour, citizenship, place of origin, ancestry, ethnic background, or creed
- posting cartoons or pictures, in a workplace, school or housing space, that degrade persons of a particular racial group

Furthermore racial discrimination can include the following:

- treating normal differences of opinion as confrontational or insubordinate when racialized persons are involved



- characterizing normal communication from racialized persons as rude or aggressive
- penalizing a racialized person for failing to get along with someone else (such as a co-worker or manager), when one of the reasons for the tension is the co-worker or manager's racially discriminatory attitudes or behaviour.

4.3 Sexual And Gender-Based Harassment

Sexual harassment and gender-based harassment are forms of harassment that can include:

- Unwanted gender-related comments about a person's physical characteristics or mannerisms
- Rough and vulgar humour or language related to gender
- Paternalism based on gender which a person feels undermines his or her self-respect or position of responsibility
- Suggestive or offensive remarks or innuendoes about individuals of a specific gender
- Gender-related verbal abuse, threats or taunting
- Unwanted physical contact
- Propositions of physical intimacy
- Demands for dates or sexual favours
- Leering or inappropriate staring
- Unwelcome bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- A recurring pattern of any of the offensive behaviours listed above.

5.0 ROLES AND RESPONSIBILITIES

All interns and Programme staff are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint. The following roles will have additional responsibilities.

5.1 Advisor on Respect and Inclusion (Intern Liaison):

- a) The purpose of the intern liaison is to provide a third party in cases when the director requires support or experiences a conflict of interest. The intern liaison must have expertise in relevant fields (such as labour or human rights law) as well as the requisite skills and interest in assisting with the policy.
- b) Provide recommendations to the intern cohort for the liaison's own successor
- c) Meet with the interns during their Orientation Period to discuss the Policy and harassment



- d) Meet once a year with the Director to discuss best practices
- e) Provide recommendations for updating and reforming the Policy, when necessary.

5.2 **Intern Cohort**

- a) Abide by the House of Commons Policy on Preventing and Addressing Harassment and all subsequent policies
- b) Participate in all training sessions for interns during Orientation and throughout the year
- c) Suggest to the Director additional training that could be helpful, if the intern is comfortable doing so
- d) Designate an Intern Liaison by the end of the internship year (June 30).

5.3 **The Academic Director or Equivalent**

- a) Convene the *Alumni Harassment and Discrimination Prevention Committee* at the end of each PIP fiscal year and invite recent interns to contribute to the committee's updates to this policy.
- b) Provide an overview and update on the status of this policy to the Fall Advisory Board of the Parliamentary Internship Programme and the Semi-Annual Meeting of the Canadian Political Science Association.
- c) Abide by the *House of Commons Policy on Preventing and Addressing Harassment* and all subsequent policies
- d) Organize semi-annual training sessions for Interns on the anti-harassment policy in September and January, including anti-oppression training
- e) Participate in all annual training
- f) When needed, arrange for additional training when requested by the interns
- g) Ensure that interns feel comfortable coming forward to discuss harassment issues informally, upholding the values of the policy and acting with discretion and confidentiality. If alleged conduct relates to the Director or presents the Director with a conflict of interest, the intern can ask the Intern Liaison to manage the complaint or referring the complaint to the relevant body
- h) Speak annually with the Intern Liaison about the Policy, its application to the Programme, and potential updates to the Policy
- i) If the complaint relates to a House of Commons Staff or Member of Parliament and the Intern wishes to bring a complaint forward, support the Intern in resolving the complaint via the steps outlined in the *House of Commons Policy on Preventing and Addressing Harassment* and all subsequent policies
- j) If the complaint relates to a member of the Programme community not included in the *House of Commons Policy on Preventing and Addressing Harassment* and all subsequent policies, support the intern in resolving the dispute informally by identifying future steps to resolve the complaint, which may include an investigation
- k) For the purposes of this section "support" means ensuring that the intern is aware of and able to access the recourse available.



5.4 Alumni, Advisory Board, Sponsors and Friends, MPs, and MP staff

- a) In the course of all programme activities, functions and relationships, uphold the values and objectives of this policy, also reflected in the *House of Commons Policy on Preventing and Addressing Harassment* and all related and subsequent policies.

6.0 TOOLS FOR INFORMAL DISPUTE RESOLUTION

Where there is a harassment complaint within the Programme community and the party (or parties) wish to resolve it informally, with or without the Director's involvement, some of the following steps will apply:

- Re-distribute this policy and other relevant policies
- Set aside time to meet to discuss the incident(s) or conduct in question in the official language of the complainant's choice
- Identify the harmful conduct and any enabling environment
- Examine whether it falls within the definition of harassment
- For the complainant, reflect on their desired outcome of informal or formal dispute resolution.

After identifying the harmful conduct and reflecting upon desired outcomes, some of the following steps will apply:

- Determine who would be the most appropriate actor(s) for each subsequent step (e.g. Intern, Director, Liaison, Whip, etc.)
- Examine whether it would be healthy to continue a working relationship in light of the conduct
- Explain to the person carrying out this course of conduct that it is unwanted and negatively impacts the professional environment
- Ask for a commitment from the person carrying out the course of conduct to stop unwanted behaviours, comments, etc.
- Where appropriate and with the complainant's consent, reassign the intern to a different office or placement.

This is not an exhaustive list of options, and *in no way* precludes a complainant from seeking independent legal advice and asserting their rights beyond the mechanisms identified in this policy.

This policy is not intended to address conduct or incidents rising to the level of a criminal offence. If there is any suggestion of criminal conduct, complainants are encouraged to seek independent legal advice. As stated above, the Director and/or the Intern Liaison commit to ensuring that this process remains confidential.

7.0 CONFIDENTIALITY AND A HARASSMENT-FREE WORKPLACE

Workplace confidentiality does not preclude complainants from taking appropriate action to end harassing conduct. Should any member of the Programme community feel confused about the



intersecting demands of confidentiality, professionalism and the right to a harassment-free workplace, they are invited to speak with the Director or Intern Liaison for further guidance and support or seek independent legal advice.

The foregoing is not legal advice nor does it exhaustively describe program confidentiality obligations.

This policy was last updated August, 2020 by the Director in consultation with the Alumni Harassment and Discrimination Prevention Committee and the 2019-2020 intern cohort. If you have questions about the policy, please contact the Programme at info@pip-psp.org.



Appendix II: Meeting Protocol

Much of the knowledge gained during the Internship Programme is acquired from meetings. The effort that you put into preparing for and conducting these meetings will shape what you will get out of them. Interns conduct during meetings with Programme sponsors, partners, and friends can also have a profound impact on PIP's reputation.

Interns should follow this protocol to ensure Programme meetings run smoothly and provide the best experience for all involved. The protocol applies to both physical and virtual meetings, and can also be adapted for meetings in other contexts.

Before the meeting

- Interns should read any background material available prior to the meeting and prepare to ask thoughtful questions. At the very least, interns must be aware of who they are meeting and their relationship to the Programme.
- Identify one intern to serve as chair for the meeting. Often, the group will choose a different intern to chair meetings each day during the orientation period.
- If there are multiple items or subjects to discuss, the Chair should develop an agenda and consider how to allocate the time available to ensure each item is addressed.

Starting the meeting

- Arrive at the meeting location on time. Be sure to leave enough time to go through security if needed.
- Meet the guest at security if needed, and ensure they are comfortable (e.g. offer a glass of water, if possible)
- The Chair welcomes and introduces the guest speaker. Generally, their title will suffice for an introduction.
- If there is time, the other interns should then introduce themselves. They can briefly mention their hometown, the universities they attended, what they studied, and the MPs they are working for. However, there may be insufficient time for such introductions on some occasions.
- The Chair should briefly lay out the agenda for the meeting, if there is one.

Running the meeting

- The Chair should track the time for the meeting, making sure that the group moves on to new subjects as required.
- If there is a question and answer session, the Chair can assist the guest by keeping a list of questioners. This is especially helpful during virtual meetings to ensure multiple individuals are not trying to talk at once.
- Interns should be respectful and polite. Almost any question is permitted as long as it is polite and respectful. However, avoid questions that stray too far into a person's private life and do not repeat questions when it is clear the guest wants to avoid them.



- Take notes – especially during the orientation period. Your orientation notes will prove invaluable over the course of the year and help you to function as qualified staff for Members of Parliament.

Ending the meeting

- The Chair must thank each guest speaker at the end of the meeting as appropriate
- If decisions were taken and/or future actions were planned during the meeting, the Chair should quickly summarize those points and ask if there were any further items to note.
- The interns can request to take a picture with guest as a personal souvenir and for use on social media. However, the interns must ask the guest(s) for their permission before posting the photo.
- Always tidy the room before leaving.

After the meeting

- The Chair or another designated intern should send an email or card thanking the speaker after the meeting. With that in mind, the chair should, when possible, ask for their email address or business card when they arrive or when they leave.
- Respect confidentiality. Our speakers assume and insist that their comments are confidential and the Chatham House Rule (see *Internship Values*) applies unless otherwise stated.



Appendix III: PIP Guide for Ethical Research

Purpose

The Guide for Ethical PIP Research is based on the Tri-Council Policy on Research on Ethical Conduct for Research Involving Humans, which includes oral history. Central to both policies is respect for human dignity.

This includes:

- respecting autonomy,
- being aware of the impact of your research on others, and
- the obligation to treat people fairly.

There are four important considerations to keep in mind when designing your research methodology: finding research subjects, data collection, consent, and data storage.

For more information, please read the Tri-Council Policy Statement on ethics:
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>

Finding Research Subjects (Recruitment)

When designing your research project, you will need to determine who you would like to recruit and how you plan to do it. When it comes to determining who to recruit first you need to decide who the target population is and the number of participants you would like to interview or survey.

There are many different ways to recruit research subjects. Some of the most common techniques include in person, by telephone, by letter, through snowball sampling, through word of mouth, or through advertisement. There are advantages and disadvantages to each method. Keep in mind that you may need to get permission from other organizations in some cases (like posting advertisements).

Special considerations will be needed if you will be in a position of authority or power over your participants (for instance, like supervisors interviewing employees or researchers interviewing close friends). If you plan to do this, special safeguards must be taken to minimize any potential harm. Be cognizant of the fact that as a non-partisan intern employed by the Canadian Political Science Association, you have far more autonomy and agency than many Hill staffers and employees.

We recommend that your study complies with the Tri-Council Policy Statement of minimal risk:

“The research can be regarded as within the range of minimal risk if potential participants can reasonably be expected to regard the probability and magnitude of possible harms implied by participation in the research to be no greater than those encountered by the participant in those aspects of his or her everyday life that relate to the research. The designation of minimal or non-minimal risk affects the way the application is reviewed, not the substance of the ethical review.”



Consider the following issues when determining the risk of harm to your participants:

- Could a participant feel demeaned or embarrassed by the participation in the research?
- Could a participant feel tired or stressed due to your research?
- Could a participant experience emotional or psychological discomfort?
- Are there any social risks, including stigmatization, loss of status/privacy/reputation to your participants?
- Are there any physical risks (i.e. could your participant be physically harmed by participating in your research)?
- Are there any economic risks to your participants, like job security or loss?
- Are your research subjects from a group that could be considered a vulnerable population? Vulnerable populations are those that experience socio-economic disadvantages based on intersecting factors like class, race/ethnicity, gender, ability, sexual orientation, religion, nationality, or individuals who have endured trauma. This includes, but is not limited to, Indigenous peoples, people living in poverty, and survivors of abuse.
- How accustomed are the participants to evaluating the impact of their public statements?
- Are the respondents accustomed to being asked questions on sensitive topics?

If there are risks, and your potential survey or interview subjects are not accustomed to evaluating the risks of their comments on a regular basis, you should have a plan for trying to minimize or prevent these risks and respond if the risk of harm occurs.

Data Collection Methods

Data can be collected by a variety of means, including surveys, interviews, or participant observation. There are also different ways to conduct each type of research. For instance, interview research can be conducted in person, by telephone, by Skype or other video chat services, or conducting group interviews. You will also need to decide if you plan to use recording equipment (and if so, which kind) or whether you plan to just take notes, where the interview will take place, how much time the interview will require, and what kinds of questions you will ask.

When designing draft interview or survey questions, it's important to keep in mind that the answers you ask will impact the answers that you get. Wherever possible, use open-ended and non-leading questions.

Here are some examples of **leading** or **closed** questions:

- Why do you think this is a bad policy?
- Please describe how you have been frustrated by party discipline.
- Everybody knows that Party XYZ has a reputation for ignoring the considerations of people from Group L. Why do you think this is the case?
- Is civility in politics important to you?



Here are some examples of **non-leading** questions:

- Can you tell me about your experiences at this particular event?
- In your opinion, what are the pros and cons of this policy?
- Was this (Event X) what you expected?
- Can you tell me more about this development?

Free and Informed Consent

The first issue to consider with respect to consent is whether your participant is capable of providing free and informed consent. Participants are only capable of providing free and informed consent if they are over the age of eighteen and are considered fully cognitively competent.

You will also need to decide how to obtain informed consent from your participants. There are several different methods, including signed or verbal consent. If your interview will take place over multiple occasions or research activities, you will need to ensure ongoing consent. In these cases, we recommend that researchers employing signed consent have participants initial and date the original consent form at any subsequent discussion.

Keep in mind that free and informed consent requires that participants have the right to withdraw at any time, without consequence of explanation. Participants must be informed of this right in the consent form. You will also need to decide what will happen if a participant decides to withdraw. Again, we recommend that you destroy any relevant data and not use it in your analysis.

Another important consideration is whether your participants' identity and information will be anonymous and confidential. In general, we recommend, while the identity and information of participants will be known to you, that the participants will be completely anonymous in the dissemination of results. If this is the case, it is your responsibility to ensure that the confidentiality of your participant's identity and information both during and after the study is completed.

Sometimes, due to context or the size of the group being studied, the ability to maintain confidentiality is limited. If this is the case, you will need to explain what those limits are, and how you will address them with participants. We recommend you speak to your participants to ensure that any potentially identifying information or features will be altered to protect their identity.

Data Storage

Finally, there is the matter of data storage. You will need to decide how you will protect the data that you have collected for this project, including all relevant paper records, recordings, and coded data, both during and after the research is completed. There are several methods to do this, including using a locked filing cabinet, which can be provided by the Programme, password-protected computer files, or storing the data on a password protected-external hard drive. The method you select will be determined by the type of data you have collected and how you plan to use it. You must also consider the physical location where the data will be stored,



how long you plan to keep the data (or if you will keep it indefinitely) and how you will destroy or archive the data. Again, the Programme can provide secure storage space as needed.

Practical Resources

Please keep in mind that some of these resources are American, and therefore use American ethical principles. Always defer to the PIP Research Ethics policy.

General

- [An Introduction to Oral History Transcripts and Transcription \(Unwritten Histories\)](#)
- [Oral History Association's Principles and Best Practices](#)
- [Oral History in the Digital Age](#)
- [Capturing the Living Past: An Oral History Primer](#)
- [Baylor University Institute for Oral History](#)
- [Canadian Oral History Reader](#)
- [Research Ethics \(Concordia Centre for Oral History and Digital Storytelling\)](#)

Advice Regarding Recording

- [Introduction to Recording Interviews with iOS Devices, Smartphones and Tablet \(Tutorial\)](#)
- [Introduction to Field Recording \(Tutorial\)](#)
- [Introduction to Microphone Placement and Levels \(Tutorial\)](#)

Existing Recording and Editing Software

Tape Machine (recording and editing)

[Introduction to Tape Machine \(University of Winnipeg\)](#)

Sony Audio Studio (editing)

[Introduction to Sony Audio Studio \(University of Winnipeg\)](#)

Audacity (recording and editing)

[Introduction to Audacity \(University of Winnipeg\)](#)

Equipment

- [Introduction to Blue Yeti \(University of Winnipeg\)](#)
- [Introduction to Zoom H1N Audio Recorder \(University of Winnipeg\)](#)
- [Introduction to Zoom H2n Audio Recorder \(University of Winnipeg\)](#)



Informed Consent Form Example 1

Research Project

Members of Parliament as substantive representatives: Non-dominant group MPs in the House of Commons

Researcher

Jane Doe, Parliamentary Intern, Parliamentary Internship Programme, jane.doe@pip-ppsp.org, (111) 111-1111 (c)

Introduction

You are invited to take part in a research project entitled “Members of Parliament as substantive representatives: Non-dominant group MPs in the House of Commons”

This form is part of the process of informed consent. It describes the research subject and what your participation will involve. It also explains your right to withdraw from the study. To decide whether you wish to participate in this research study, you should understand enough about its risks and benefits to be able to make an informed decision. Take time to read this carefully and to understand the information given to you. Please contact the researcher, Astrid Krizus, if you have any questions about the study.

It is entirely up to you to decide whether to take part in this research. If you choose not to take part in this research or if you decide to withdraw from the research once it has started, there will be no negative consequences for you, now or in the future. You are being asked to participate voluntarily as an interview participant as part of the research project outlined below. This research is part of the requirements of the Parliamentary Internship Programme. This research forms part of a final report (a public document).

Project Purpose: This project aims to examine the type of representation that non-dominant group MPs (namely women and visible minorities) provide through their work in the House of Commons. A range of backbench MPs will be consulted, from all backgrounds, to provide anecdotal evidence to complement institutional and political analysis of the opportunities and restrictions on MPs representing specific groups.

Use of Information: The information collected during the interview will be used for the above research project only. These uses may include a written report, academic and online publications, presentations, and online podcasts.

Access to Information: The researcher will securely retain copies of all interviews and transcripts at the office of the Director of the Parliamentary Internship Programme at 131 Queen Street for a maximum of five years, after which they will be destroyed. All interviewees will be able to request a copy of their interview and transcript for review and their own records.

Risks: Clearly identifying features such as name, ethnic-background, and party affiliation will not be published. However, in this research the most likely risk is that, despite the anonymity of the participant, due to the small sample size of the study it is possible that participants’ statements could be linked to them. This could in turn affect the professional or political future of participants.



Interviewee:

Please check all that apply:

- I agree to have my statements published anonymously, without my name or party affiliation listed
- The information I share during this interview may be used for academic and online publications, presentations, and online podcasts
- The information I share during this interview may be used for public displays and interpretation of research

Your signature on this form means that:

- You have read the information about the research and understand what the study is about
- You have been able to ask questions about this study
- You agree to be audio taped to ensure accuracy in transcription
- You understand that you do not have to answer any questions you do not want to, and you are free to withdraw from the study at any time prior to -(date)- without providing a reason.

If you sign this form, you do not give up your legal rights, and do not release the researchers from their professional responsibilities.

Signature of Participant

Date

I have explained this study to the best of my abilities. I invited questions and gave answers. I believe that the participant fully understands what is involved in participating in the study and any potential risks, and that he/she has freely chosen to be in the study.

Signature of Researcher

Date



Research Consent Form Example 2

Study Title: *(Insert research topic)*

Investigator: *(Full name)*

Supervisor: Dr. Paul Thomas, Director, Parliamentary Internship Programme

Thank you for agreeing to participate in this study. This form describes your involvement in the study and your rights as a research participant. Please return a signed copy of this form to the investigator by email at: *(insert email address)* and keep a copy for your records.

Consent

1. I confirm that I have read and understood the information included in the interview request dated *(insert date)*. I confirm that I have had the opportunity to ask questions about the nature and purpose of the study and that these have been answered to my satisfaction.

2. I understand that:
 - The research is conducted by *(insert name)*, Parliamentary Intern *(year)*.
 - It is supervised by Dr. Paul Thomas, Director, Parliamentary Internship Programme.
 - My participation involves being interviewed by *(insert name)*. The interview will last approximately *(number)* minutes and will be conducted *(location)*. *(As relevant: Notes will be taken during the interview / The interview will be recorded)*.
 - I may decline to answer any question at any time.
 - I am free to withdraw or discontinue my participation at any time without consequence. If I withdraw or discontinue participation, any data collected will be destroyed and no evidence will be used in the study.
 - *(If relevant: I will be identified in the research and possibly a published paper by my name, position and organization)*.
 - I will not be paid for my participation.
 - My participation is voluntary.
 - I have read and understand this consent form.

Participant Name

Signature

Date

Name of Investigator

Signature

Date