



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

FACT SHEET:

Members' Orientation Program

The House of Commons Administration has a Members' Orientation Program in place to help ensure that all new Members of the House of Commons receive the administrative and procedural information they need to assume their roles as parliamentarians.

Overview of Program

- Members are assigned a **House Administration Liaison Officer** to guide them through their orientation.
- Members are invited to visit *Source*, a **Web portal** designed to provide them with an easily accessible destination for timely information. *Source* is mobile-enabled and accessible from a variety of devices. A task-based approach focusses on the most important steps that new Members must follow. An orientation [video](#) is also available.
- A **Members' Orientation Centre** is established for the Member's first visit to Parliament Hill.
- Members are invited to attend **meetings with House Administration subject-matter experts**, including Pay and Benefits, Finance Services, Information Services, and the Office of the Law Clerk and Parliamentary Counsel.
- Members are invited to attend **two orientation sessions**—one on administrative matters and one on procedural matters.
- Members and their staff are invited to a **Service Fair** to learn how the many services offered by the House of Commons Administration, the Library of Parliament, the Office of the Conflict of Interest and Ethics Commissioner, and Public Works and Government Services Canada assist Members in meeting their parliamentary business objectives.

Liaison Officers

New Members are assigned a Liaison Officer to provide them with a personalized level of service throughout their orientation.

Liaison Officers are experienced employees of the House of Commons Administration. Their primary responsibility is to guide Members through the process of their orientation to the administrative and procedural aspects of their parliamentary functions.

Members' Orientation Centre

At the Members' Orientation Centre, located in the Parliamentary Precinct, new Members are provided with assistance and temporary offices until official offices are assigned.

Services:

1. Temporary offices equipped with a computer, telephone, fax, printer and photocopier.
2. Postal services and a temporary mailbox.
3. Identification card.

Liaison Officers and representatives from Pay and Benefits, Finance Services, the Office of the Law Clerk and Parliamentary Counsel, and the Information Technology Service Desk are on the premises to provide assistance and information.

Orientation Sessions

Administrative Orientation Session

The Administrative Orientation Session for new Members will be held on November 5, 2015.

This session provides information on the financial and legal obligations of a new Member of the House of Commons, the challenges of setting up the Ottawa and constituency offices, and the impact of a Member's work on his or her personal and family life.

Opening remarks will be made by the Acting Clerk of the House of Commons followed by various presentations related to the accountability and management responsibilities of Members.

A panel of experienced Members of Parliament will then provide their own practical advice to help Members get started in their new role.

Procedural Orientation Session

The Procedural Orientation Session will be held shortly before the return of Parliament.

This session helps Members prepare to assume their responsibilities in the House of Commons and in committees.

The Acting Clerk of the House of Commons will provide Members with an overview of events that occur during the first days that the House is sitting and explain rules relating to protocol and decorum in the Chamber.

Panels of experienced Members will provide advice on how new Members can maximize their effectiveness in the House and its committees.

Other Orientation Information

The House Administration's Members' Orientation Program is complemented by the training and support that a new Member receives from their political party (for Members who are affiliated with a party).

Support for Members Who Are Not Re-elected

The House of Commons Administration also has a transition program in place to support Members who did not seek re-election and those who were not re-elected.

For More Information

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