



NATIONAL CONFERENCE of STATE LEGISLATURES

The Forum for America's Ideas



THE ALGERIAN PARLIAMENT

A Workshop for Members and Staff of the Algerian Parliament

Using Information Technology to Improve Internal Operations and Public Outreach

National people's Assembly

April 6 - 9, 2008

Algiers, Algeria

PROGRAMME

Sunday April 6	
9 :30 – 10 :15	Opening and Welcome Presenters : <ul style="list-style-type: none">▪ Welcoming address by Dr. Boualem Tatah, Director general of IFEL▪ Ms Ann Driscoll, International Programs, NCSL/USA▪ Official opening address
10:15 – 11:00	Break
11:00 – 1:00	SESSION - A - OVERVIEW OF WORKSHOP Using Technology for internal and external operations Using IT in Legislatures and what participants can expect from upcoming sessions. How are Legislature's using IT now? How has IT changed or improved the performance of Legislatures? Is IT always the best approach to solving a problem? Overview Of Internal Operations Using IT in Legislatures for internal operations Overview Of Public Outreach Using IT in Legislatures for public outreach Presenters : <ul style="list-style-type: none">▪ Roundtable
1:00 – 2:00	Lunch

<p>2:00 – 3:00</p>	<p>SESSION- B - USING TECHNOLOGY FOR INTERNAL OPERATIONS</p> <p>The APN's Intranet APN staff will provide an overview of their Intranet and other technology for internal operations to provide a context for NCSL presenters about available APN tools</p> <p>Presenters :</p> <ul style="list-style-type: none"> ▪ Ms Karima Boureghda, Director/ data processing division/ APN ▪ Ms Fatma Zohra Didouche, Data processing Engineer / data processing division / APN ▪ Mrs Samia Mokhtari, Data processing Engineer / Data processing division/ APN
<p>3:00-4:00</p>	<p>How the Illinois General Assembly Uses IT in Its Internal Operations</p> <p>How the Illinois General Assembly uses internal technology tools: bill drafting systems, legislation database, bill tracking, daily calendars and journals, caucus analysis, appropriations analysis, voting systems, intranets, e-mail?</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ (Former) Illinois Sen. Steven Rauschenberger ▪ Tim Rice, Executive Director of the Legislative Information System, the Illinois General Assembly
<p>4:00 – 4 :15</p>	<p>Break</p>
<p>4 :15 – 5 :30</p>	<p>How Policymakers Use IT Inside the Assembly</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ The Hon. Kristen Amundson, Delegate, the Virginia House of Delegates ▪ (Former) Illinois Sen. Steven Rauschenberger
<p>Monday, April 7</p>	
<p>9:30 – 10:30</p>	<p>SESSION- C - PUBLIC OUTREACH PLANNING</p> <p>OVERVIEW OF USING TECHNOLOGY FOR PUBLIC OUTREACH</p> <p>Description: How can use you use IT to provide the public with information, promote the institution, improve constituent relations, and media outreach? What tools are available? Keep in mind that many of the individuals you are trying to reach may not have access to electronic resources to get your information. Using the telephone, mass mailing, personal meetings, blogs, electronic newsletters, electronic town meetings, podcasts, text message alerts, video streaming, e-mail, etc.</p> <p>Speakers:</p> <ul style="list-style-type: none"> ▪ The Hon. Kristen Amundson, Delegate, the Virginia House of Delegates ▪ Mr. Ric Cantrell, Chief Deputy of the Senate, the Utah Legislature
<p>10 :30 – 10:50</p>	<p>Break</p>



<p>10 :50 – 1:00</p>	<p>Developing a Communication Plan</p> <p>With so many high and low-tech communication tools to choose from, it is important to determine what your communication goals are, who your audience is, and what technologies they use, in order to decide which tools you want to deploy to reach your audience. Workshop participants will be asked to draft a simple communication plan for their own use. Topics to be covered include: SWOT (“Strengths-Weaknesses-Opportunities-Threats”) analysis, audience identification, key messaging, institutional promotion, and crisis communications.</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ Ms. Wendy Madsen, Legislative Information Officer, the Wyoming Legislature ▪ Ms. Meagan Dorsch, Media Manager, Communications Division, NCSL
<p>1:00 – 2:00</p>	<p>Lunch</p>
<p>2:00 – 3:00</p>	<p>SESSION- D - USING TECHNOLOGY FOR PUBLIC OUTREACH</p> <p>Using Technology as a Policymaker for Constituent Relations</p> <p>How can you use technology to reach constituents? When is it better to go ‘low-tech’?</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ The Hon. Kristen Amundson, Delegate, the Virginia House of Delegates ▪ (Former) Illinois Sen. Steven Rauschenberger
<p>3:00 – 3:30</p>	<p>Using Technology for Civic Education</p> <p>A look at how a legislator uses information technology to reach young people.</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ The Hon. Kristen Amundson, Delegate, the Virginia House of Delegates
<p>3:30 – 3:45</p>	<p>Break</p>
<p>3:45 – 4:15</p>	<p>Using Technology for Media Relations</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ (Former) Illinois Sen. Steven Rauschenberger ▪ Ms. Meagan Dorsch, Media Manager, Communications Division, NCSL ▪ Mr. Ric Cantrell, Chief Deputy of the Senate, the Utah Legislature
<p>4:15 – 5:15</p>	<p>Using IT at APN</p> <p>APN staff will give an overview of the features of the APN’s Internet webpage.</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Ms Fatma Zohra Hacib, Director / Internet division/ Information and communication Services / APN

Tuesday, April 8	
09:30 – 10 :15	<p>SESSION- E - DEMONSTRATION OF HIGH-TECH TOOLS</p> <p>Creating a Blog</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ The Hon. Kristen Amundson, Delegate, the Virginia House of Delegates ▪ Mr. Ric Cantrell, Chief Deputy of the Senate, the Utah Legislature ▪ Ms. Meagan Dorsch, Media Manager, Communications Division, NCSL
10:15 – 11:00	<p>Recording a Podcast</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Mr. Ric Cantrell, Chief Deputy of the Senate, the Utah Legislature
11:00 – 11 :15	Break
11:15 – 12:15	<p>Preparing Yourself for a Webcast or Broadcast Interview</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Ms. Meagan Dorsch, Media Manager, Communications Division, NCSL
12:15 – 1:00	<p>Recording a Webast and Posting to YouTube / Live Streaming</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Mr. Ric Cantrell, Chief Deputy of the Senate, the Utah Legislature
1:00 – 2 :00	Lunch
2:00 – 2 :45	<p>Sending Blast Messages to Cell Phones</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Mr. Ric Cantrell, Chief Deputy of the Senate, the Utah Legislature
2:45 – 3 :30	<p>Using E-mail to Communicate/Electronic Newsletters</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ roundtable
3.30 – 5.00	<p>Hosting Online Chats and Electronic Town Meetings</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ roundtable
Wednesday, April 9	
09:30 – 10:00	<p>SESSION- F - PUTTING THE PIECES TOGETHER</p> <p>A Review of Communications Planning and Tools</p> <p>NCSL faculty will review the communications planning process and communication tools and ask audience members to share their thoughts on how they would implement a communications plan for their district, etc.</p> <p>Presenters:</p>

	<ul style="list-style-type: none"> ▪ Ms. Wendy Madsen, Legislative Information Officer, the Wyoming Legislature ▪ Ms. Meagan Dorsch, Media Manager, Communications Division, NCSL
10:00 – 10:30	<p>Putting the Pieces Together show audience how to take the content produced during the workshop and incorporate it into a web page, blog, You Tube, etc. Have the audience members put the content into a finished webpage/blog/newsletter/etc.</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Mr. Ric Cantrell, Chief Deputy of the Senate, the Utah Legislature ▪ Tim Rice, Executive Director of the Legislative Information System, the Illinois General Assembly
10.30 – 10.45	Break
10:45 – 11:45	<p>The Role of IT Staff</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Tim Rice, Executive Director of the Legislative Information System, the Illinois General Assembly
11:45 – 12:45	<p>Setting Up a Communications Office</p> <p>A discussion of the role that professional communications staff play in a legislative body and what is needed to establish, staff, and maintain an effective communications office.</p> <p>Presenter:</p> <ul style="list-style-type: none"> ▪ Ms. Meagan Dorsch, Media Manager, Communications Division, NCSL
1:00 – 2:00	Lunch
2:00 – 3:15	<p>Technology owners Resources</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ Mr. Lahouari Belbari, PDG/Cisco/ Algeria ▪ Mr. Rachid Enadjal, Directeur technique/Cisco/ France
3:15 – 3:30	Break
3:30 – 4:15	<p>Lessons Learned: What IT Can – and Cannot – Do</p> <p>What IT can and cannot offer you and how to effectively deploy IT. NCSL faculty will discuss their legislatures’ experience with adopting and using new information technologies.</p> <p>Presenters:</p> <ul style="list-style-type: none"> ▪ Mr. Tim Rice, Executive Director of the Legislative Information System, the Illinois General Assembly ▪ Ms. Wendy Madsen, Legislative Information Officer, the Wyoming Legislature
4:15 – 5:00	Evaluation and Closing Ceremony