



Commonwealth Secretariat

PUBLICATIONS

2007



INSIDE...

- Over 25 new titles for 2007
- Authors include Anthony Connerty, Roman Grynberg, Naila Kabeer, Andrew Nickson, Joseph Stiglitz, Helena Whall
- New titles on economics, education, gender, human rights, law, public administration, and small states

Books, working papers and expert reports derived
from experience around the Commonwealth

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Welcome to our 2007 publications catalogue

Research from the Commonwealth Secretariat is among the most authoritative and cutting edge in the world in fields such as international law, trade, debt, economics, gender, education and human rights.

Our publishing programme presents the fruits of our research to a worldwide audience. We invite you to sample what we have to offer in this catalogue, and to browse our entire list in depth at www.thecommonwealth.org/publications. You can buy online at our website, by mail using the order form in this catalogue, or through one of our international distributors and stockists.

I welcome your comments on our publishing programme, either through our website or direct to me. Thank you for your continuing interest in our titles.

Guy Bentham, Publications Manager, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1Y 5HX, United Kingdom.

Tel: +44 (0)20 7747 6342 Fax: +44 (0)20 7839 9081 E-mail: publications@commonwealth.int

www.thecommonwealth.org/publications



NEW

- Ground-breaking work by an acknowledged world authority

Mainstreaming Gender in Social Protection for the Informal Economy

New Gender Mainstreaming Series on Development Issues

Naila Kabeer

March 2007; about 272pp;

GBP £20.00

ISBN 978-0-85092-840-2

Mainstreaming Gender in Social Protection for the Informal Economy

New Gender Mainstreaming Series on Development Issues

Naila Kabeer

In this book Naila Kabeer explores the gendered dimension of risk, vulnerability and insecurity and hence the gendered need for social protection. Her emphasis is on the informal economy because that is where the majority of women and, indeed the poor are to be found, but it is also here where official efforts for social protection are limited.

The book will enhance understanding of the constraints and barriers which confine women to more poorly remunerated, more casual and more insecure forms of waged and self employment, and considers what this implies for women's ability to provide for their families and cope with insecurity. Kabeer assesses the different kinds of risks, vulnerabilities and insecurities associated with the pursuit of livelihoods in the informal economy and how these vary by gender. She considers different kinds of informal activities (entrepreneurs, home-based workers, petty traders and waged labour) with varying degrees of formality, and distinguishes between urban and rural locations.

Finally, the author sets out policy guidelines for those interested in advancing the social protection agenda and ensuring that gender issues are appropriately addressed.

Dr Naila Kabeer is a Professorial Fellow at the Institute of Development Studies at the University of Sussex, UK.

CONTENTS

1. Introduction
2. Global trends in labour force participation: The changing face of gender and market vulnerability
3. Livelihoods, life course and 'co-operative conflict': A gender analysis of risk and vulnerability in the informal economy
4. Social protection for working children in the informal economy: breaking the intergenerational transmission of poverty
5. Supply-driven and demand-led approaches to employment-generation.
6. Financial services for women in the informal economy: Protecting and promoting livelihoods
7. Pensions and transfers: Social protection in old age
8. Standards, codes and supportive measures: Labour market interventions for women workers in the informal economy
9. Gender, social protection and development policy: the wider agenda
10. Bibliography
11. Index



NEW

- Key guidance for professionals
- New second edition

Combating Money Laundering and Terrorist Financing

A Model of Best Practice for the Financial Sector, the Professions and Other Designated Businesses

August 2006; 190pp; GBP £20.00

ISBN 978-0-85092-842-6

Combating Money Laundering and Terrorist Financing

A Model of Best Practice for the Financial Sector, the Professions and Other Designated Businesses

The Commonwealth has been in the forefront of international efforts to combat money laundering and terrorist financing, particularly through supporting its developing member countries to implement comprehensive Anti-Money Laundering (AML) and Combating Financing of Terrorism (CFT) systems that comply with global standards.

The first edition of this book was published in 2005, and this second edition now includes additional information on understanding how terrorism is financed. The book incorporates both the international standard arising from the revised Financial Action Task Force on Money Laundering 40 Recommendations and the Special Nine Recommendations.

The manual will be of great use to policy-makers, regulators, financial institutions, the professions and other designated businesses in their efforts to develop viable AML/CFT systems.

The publication is divided into three main parts: the first deals with global issues, the second with national issues and in particular, national strategy formulation; and the third with financial and professional sector procedures.

CONTENTS

PART I GLOBAL ISSUES, STRATEGIES AND STANDARDS

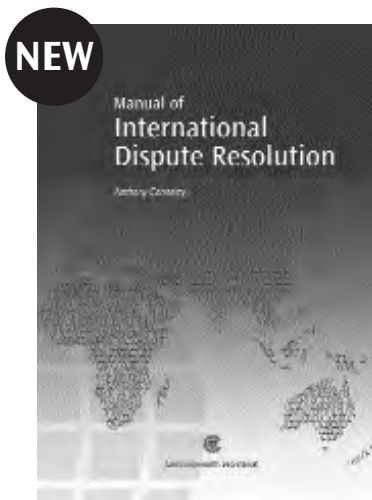
1. Background and Introduction
2. Money Laundering: the Need for Action and the Benefits to be Obtained
3. Understanding how Terrorism is Financed
4. Development of International Initiatives and Standards
5. Establishing International and Regional Co-operation

PART II NATIONAL STRATEGIES

6. Developing National Strategies
7. Criminalising Money Laundering
8. Setting Obligations for the Financial Sector, the Professions and Other Designated Businesses
9. Processing Reports, Investigations, Prosecution and Confiscation

PART III FINANCIAL CONTROLS, POLICIES AND PROCEDURES

10. Internal Controls, Policies and Procedures
11. Establishing Customer Due Diligence Procedures
12. Recognition and Reporting of Suspicions
13. Retention of Records
14. Awareness Raising and Training



“The genius of the Manual’s plan is that it is entirely practical, laying out the foundations and mechanics of various dispute-resolution frameworks, explaining the relevant tribunals and arbitration organisations, and illustrating the application of these to specific types of disputes. This is a very sound approach.”

SANDRA DAY O’CONNOR
RETIRED JUSTICE OF THE
US SUPREME COURT

A Manual of International Dispute Resolution

Anthony Connerty
November 2006; 372pp;
GBP £30.00
ISBN 978-0-85092-837-2

A Manual of International Dispute Resolution

Anthony Connerty

An overview of international dispute resolution and settlement, especially in the fields of trade and commerce, investment, and intellectual property. The author looks at five key topics: supranational disputes, supranational dispute resolution bodies, international commercial dispute resolution; institutions concerned with dispute resolution in international trade and commerce; and online dispute resolution.

Connerty, an English barrister with particular expertise in the field of international arbitration, introduces each topic, illustrating it by decisions of the International Court of Justice, the Permanent Court of Arbitration, the International Tribunal on the Law of the Sea, the International Centre for the Settlement of Investment Disputes, and decisions of national courts and international arbitration tribunals. He also gives suggestions for sources for more detailed study in each topic area.

The book will be of interest to all those in Commonwealth countries and beyond who need to understand international dispute resolution processes and institutions.

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FOREWORD – Sandra Day O’Connor

PREFACE – Don McKinnon

AUTHOR’S NOTE

PART I OVERVIEW OF DISPUTE AVOIDANCE AND DISPUTE RESOLUTION

1. Introduction
2. Dispute Avoidance
3. Dispute Resolution
4. International Conventions dealing with dispute resolution

PART II SUPRANATIONAL DISPUTE RESOLUTION

5. Introduction
6. International Law and the Vienna Convention on the Law of Treaties
7. Territorial Disputes
8. Maritime Delimitation Disputes and the Law of the Sea Convention 1982
9. Investor-State Disputes and Investment Treaty Arbitration

PART III SUPRANATIONAL DISPUTE RESOLUTION BODIES

10. Inter-State Courts and Tribunals: Introduction
11. International Court of Justice
12. Permanent Court of Arbitration
13. International Tribunal for the Law of the Sea – and Dispute Settlement under the United Nations Convention on the Law of the Sea
14. ICSID Centre

PART IV INTERNATIONAL COMMERCIAL DISPUTE RESOLUTION

15. Introduction
16. Litigation
17. International Commercial Arbitration
18. International Commercial Arbitral Institutions and other International Bodies
19. Alternative Dispute Resolution
20. Expert Determination

PART V THE ELECTRONIC ERA

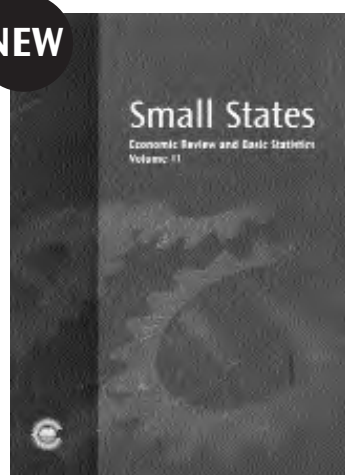
21. Introduction
22. The Emergence of Online Dispute Resolution
23. The WIPO Domain Name Dispute Resolution System
24. The ICC DOCDEX System
25. Future Development of Online Dispute Resolution

PART VI EPILOGUE

26. Summary – and a look into the future

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NEW



Small States: Economic Review and Basic Statistics, Vol 11

January 2007; about 168pp;
GBP £25.00

ISBN 978-0-85092-848-8

ISSN 1359-7507

Small States: Economic Review and Basic Statistics, Volume 11

This unique annual collection of key economic and statistical data on the world's small states – those with fewer than five million inhabitants – is an essential reference for economists, planners and policy makers. Data on sixty-five countries is included, grouped in three categories: low- middle- and high-income, based on their 2003 per capita GNI. The book contains fifty-one tables covering selected economic and social indicators culled from international and national sources and presents information unavailable elsewhere. As well as basic demographic information, including gender-disaggregated information where available, the tables include information on the structure of production; the structure of demand; external payments, reserves, net transfers and finance flows; exchange rate, interest rate and money supply information; and labour force data.

A detailed parallel commentary on trends in Commonwealth small states, looking at growth, employment, inflation and economic policy issues, permits a deeper understanding of developments behind the figures. The book also includes two topical articles: Culture as the Fourth Pillar of Sustainable Development by Keith Nurse (Senior Lecturer, Institute of International Relations, University of the West Indies, Trinidad and Tobago) and Enhancing the Competitiveness of Small States by Monique Pollard (Economic Affairs Division, Commonwealth Secretariat).

Still available...

Volume 5 2000; 164pp: GBP £12.50; ISBN 978-0-85092-643-9

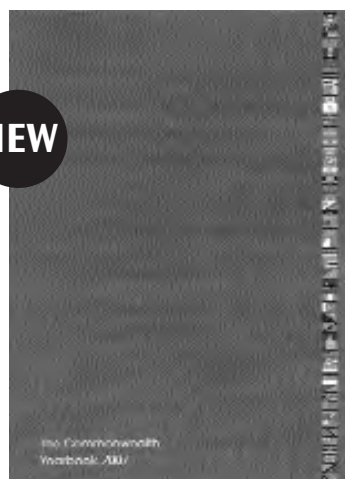
Volume 6 2003; 164pp: GBP £12.50; ISBN 978-0-85092-746-7

Volume 8 2004; 148pp: GBP £12.50; ISBN 978-0-85092-794-8

Volume 9 2005; 150pp: GBP £12.50; ISBN 978-0-85092-816-7

Volume 10 2006; 168pp: GBP £25.00; ISBN 978-0-85092-831-0

NEW



The Commonwealth Yearbook 2007

March 2007; about 500pp;
GBP £59.00

ISBN 978-0-9549629-5-1

The Commonwealth Yearbook 2007

The Commonwealth Yearbook is the flagship annual publication of the Commonwealth Secretariat. It is the essential reference guide to the Commonwealth itself, its 53 member countries and the many organisations that work to promote international co-operation between the governments, professions and cultures of some two billion people.

Governments, NGOs, businesses, students and citizens active in the international arena will find this an indispensable publication.

The 2007 edition has been fully updated and includes:

- The evolution, role and operations of the Commonwealth
- Full text of essential communiqués and declarations
- Keynote briefings on Commonwealth programmes and initiatives
- Comprehensive profiles of member states and their overseas territories and associated states
- Directory of around 90 Commonwealth organisations, with full profiles of the leading intergovernmental bodies
- Extensive reference section



- Why change management is necessary and how to implement it

Managing Change in Local Governance

Managing the Public Service:
Strategies for Improvement
Series

edited by Munawwar Alam and
Andrew Nickson

August 2006; 166pp; GBP £15.00

ISBN 978-0-85092-836-5

Managing Change in Local Governance

Managing the Public Service: Strategies for Improvement Series

edited by Munawwar Alam and Andrew Nickson

Decentralisation has become an integral part of local government reform programmes in recent years. But how to put these changes into effect?

This book explores the reasons for making these changes, and applies recent thinking in change management to the particular challenges facing all those who are seeking to make their local governance systems more responsive. Written by internationally renowned experts from the International Development Department at the University of Birmingham, UK, and advisers at the Commonwealth Secretariat, *Managing Change in Local Governance* looks at the key drivers for change in local government, and at the factors which those implementing change need to take into account to ensure success.

For senior managers in local government, policy makers in ministries of local government, and students and researchers in public administration with an interest in local government issues.

CONTENTS

PART ONE: THE DRIVERS FOR CHANGE IN LOCAL GOVERNANCE

1. The Changing Role of the State in Development
2. The Factors Driving Government Reform
3. The Challenges of Democratic Decentralisation

PART TWO: THE AGENDA FOR CHANGE IN LOCAL GOVERNANCE

4. Performance Management and Performance Indicators in Local Government
5. The Role of Communications and Public Relations in Managing Change in Local Governance

PART THREE: CASE STUDIES OF CHANGE IN LOCAL GOVERNANCE

6. Ontario's Municipal Performance Measurement Program: Fostering Innovation and Accountability in Local Government
7. Collaborating on Alternative Service Delivery in Winnipeg, Canada
8. A Municipal Public-Private Partnership for Urban Water Supply in Cartagena, Colombia
9. Can Decentralisation Improve Service Delivery in a Developing Country such as Pakistan?
10. Local Government and International Development – Perspective and Selected Case Studies

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Munawwar Alam is Adviser on Sub-National Government and Administration in the Governance and Institutional Development Division of the Commonwealth Secretariat.

Andrew Nickson is Reader in Public Management and Latin American Development at the International Development Department, University of Birmingham, UK.

Also of interest...

See pages 36-39 for earlier titles in this series.

NEW



- Includes a contribution from Joseph E Stiglitz

After Hong Kong

Some Key Trade Issues for
Developing Countries

November 2006; 160pp; GBP £15.00

ISBN 978-0-85092-838-9

After Hong Kong

Some Key Trade Issues for Developing Countries
edited by Ivan Mbirimi

After the Hong Kong meetings in December 2005, what are the key trade and development issues that face developing countries in the closing stages of the Doha Round? Leading economic analysts, including Nobel laureate Joseph E Stiglitz, examine the detailed issues that developing country negotiators must understand. As always, the devil lies in the detail, and it is at the detailed level that the costs and benefits of trade agreements will be determined.

Essential reading for policy makers, government officials, scholars and students interested in the making and conduct of international trade negotiations and policy.

CONTENTS

Introduction *Ivan Mbirimi*

1. Aid for Trade *Joseph E Stiglitz and Andrew Charlton*
2. Implications of the Hong Kong Ministerial Declaration on Duty-Free and Quota-Free Access for Least Developed Countries *Jane Kennan and Christopher Stevens*
3. Addressing Global Cotton Subsidies: Uprooting the seeds of poverty in Hong Kong and beyond *David Primack*

Index

Ivan Mbirimi is an economic advisor in the Economic Affairs Division of the Commonwealth Secretariat.

NEW



Finance for Small and Medium-sized Enterprises in the Caribbean

Economic Paper 76

Erwin E Brewster

September 2006; 128pp;

GBP £15.00

ISBN 978-0-85092-843-3

Finance for Small and Medium-sized Enterprises in the Caribbean

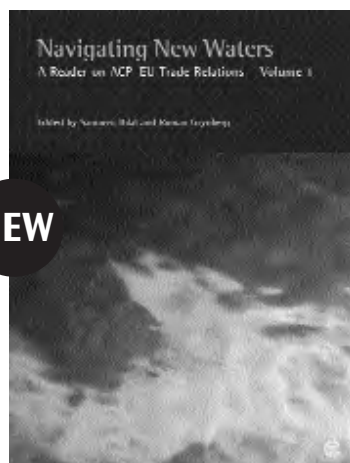
Economic Paper 76

Erwin E Brewster

Small and medium-sized enterprises (SMEs) are seen as the engine of economic growth and employment creation in the Caribbean, as in other parts of the world. This study explores the difficulties such enterprises have in accessing long-term financing and how these could be overcome. The book reports the results of a survey of SMEs from ten Caribbean countries, and a parallel study of lending institutions that might be expected to offer finance to SMEs.

The author offers a commentary on the differing perspectives of SMEs and lenders to the problem of finding affordable long-term financing, and suggests policy options for improving access to finance for this sector.

Erwin E Brewster is a private consultant in the area of the social sciences. For twenty-five years he was chief executive officer for several US owned life insurance operations in the Caribbean and Africa.



NEW

Navigating New Waters: A Reader on ACP-EU Trade Negotiations

edited by Roman Grynberg & Sanoussi Bilal

An essential reader and reference tool for trade experts and interested parties, bringing together key analysis on all aspects of trade negotiations between the African, Caribbean and Pacific (ACP) states and the European Union.

The editors, both highly experienced in trade negotiations, have selected the most useful articles on all the key aspects of trade negotiations, including market access, services, fisheries, regional integration, compatibility with the multilateral framework, the development dimension, and capacity building in trade negotiations.

The introduction highlights the major concerns of the book, focusing on ensuring that the priorities of developing countries are addressed.

“A collection of pieces from a host of organisations and independent experts... a roadmap on the gamut of relevant issues for the negotiations.”

LINGSTON CUMBERBATCH
CHAIRMAN OF THE EUROPEAN
CENTRE FOR DEVELOPMENT
POLICY MANAGEMENT

CONTENTS

1. Introduction
2. Background
3. The Development Dimension and Preferences in ACP-EU Relations
4. Market Access
5. Fisheries Partnerships
6. Services
7. Investment
8. Regional Perspectives
9. Building ACP Capacity in Trade
10. The EPA Negotiations Process

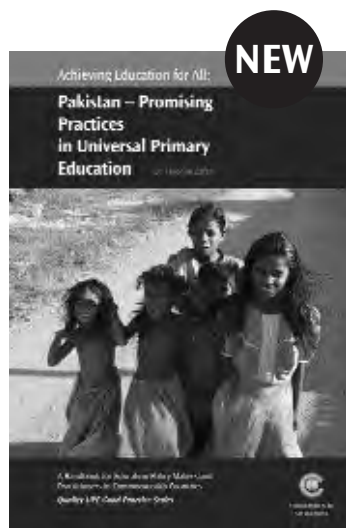
Navigating New Waters: A Reader on ACP-EU Trade Negotiations

edited by Roman Grynberg
and Sanoussi Bilal

December 2006; 2 volumes
900pp; GBP £75.00
ISBN 978-0-85092-841-9

Dr Sanoussi Bilal is the Programme Coordinator of the ACP–EU Economic and Trade Cooperation Programme at the European Centre for Development Policy Management, Maastricht, The Netherlands.

Dr Roman Grynberg is the former deputy director of trade at the Commonwealth Secretariat and is currently manager for economic governance at the Pacific Island Forum Secretariat.



**Achieving Education for All:
Pakistan – Promising
Practices in Universal Primary
Education**

A Handbook for Education
Policy Makers and Practitioners
in Commonwealth Countries
Quality UPE Good Practice Series

Dr Fareeha Zafar
February 2007; about 80pp;
GBP £8.50

ISBN 978-0-85092-833-4

Achieving Education for All: Pakistan – Promising Practices in Universal Primary Education

A Handbook for Education Policy Makers and
Practitioners in Commonwealth Countries

Quality UPE Good Practice Series

Dr Fareeha Zafar

Despite the enormous challenge of attaining the Education for All and UN Millennium Development Goal of universal primary education by 2015, Pakistan has taken up the challenge, as have many other developing countries of the Commonwealth.

In this handbook for education policy-makers and practitioners, Pakistani educator Fareeha Zahar has identified and compiled good and promising practices which are working towards the achievement of universal primary education in her country.

Policy-makers internationally will find that the approaches adopted in Pakistan have much to tell them about how to address similar problems in their own countries.

Dr Fareeha Zafar is Director of the Society for the Advancement of Education, Lahore, Pakistan.



Commonwealth Education Partnerships 2007

Focuses in this edition:

- Increasing Access and the Right to Quality Education
- Supporting Teachers for Quality Education
- Resourcing
- Education for the Good of All

January 2007; about 350pp;
GBP £39.00;

ISBN 978-0-9549629-1-3

Commonwealth Education Partnerships is an essential overview of the development of education systems in the Commonwealth, focusing on international collaborations and on the partnerships in member countries between government, NGOs and the private sector in education.

Published for the Commonwealth Secretariat by Nexus Strategic Partnerships.

Other new titles appear throughout the catalogue, marked **NEW**

Solar Electric Systems for Africa: A Guide for Planning and Installing

Solar Electric Systems in Rural Africa

Revised edition

Mark Hankins, illustrated by Francis Njeru and Mike Glen-Williamson



- Reprint of an established standard text

This book is about making solar electricity available to people in rural Africa. It describes how, with guidance from an electrician, anyone can adapt a solar electric system to their own needs. Thirteen chapters cover the following essential solar electric topics: estimating local solar resource; solar electric, battery, and charge controller choice and technology; choosing lamps, appliances and small tools; low voltage wiring principles and practice; and planning, installing and maintaining a system.

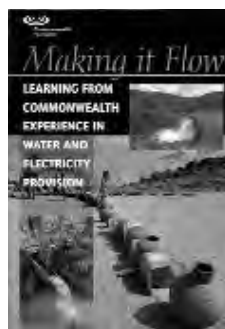
Includes information about the solar electric industry in East and Southern Africa, planning worksheets, wiring guides, meteorological information and well-illustrated examples.

1995; 136pp; GBP £14.00; ISBN 978-0-85092-453-4

Making It Flow: Learning from Commonwealth Experiences

Water and Electricity Provision

Commonwealth Foundation



- Nine case studies examining basic infrastructure

Increasing access to basic services is one of the current challenges of the global development agenda. The case studies in this book were commissioned by the Commonwealth Foundation to expand the debate on essential service delivery and inform policy and practice with examples from experience. They capture learning from water and electricity service provision experiences in Bangladesh, Canada, Ghana, Guyana, India, Papua New Guinea, South Africa, Trinidad and Tobago and Uganda. An overview chapter situates these experiences in the broader context of contemporary debates and issues in essential service provision.

The experiences in this book examine various modes of providing basic infrastructure services, including privatisation, public sector-community partnership and NGO-led service provision. Its scope makes it suitable for policy and decision makers as well as for development practitioners involved in essential service delivery or engaged in research on related issues.

2004; 221pp; GBP £9.99; ISBN 978-0-903850-45-2



Groundwater Vulnerability in Developing Commonwealth Countries: case studies

edited by Siyan Malomo and Sandra M E Wint

A series of case studies looking at good groundwater protection practice, areas which need improvement, and areas where practice is poor. All the reports are country-based.

Groundwater Protection Policy in Barbados, *B M Mwansa*

Botswana, Southern Africa, *Kentlafetse Mokokwe*

Situation Study of Groundwater Vulnerability: A Case Study of Pondicherry, *India M Thangarajan and G Thyagarajan*

A Case Study of Nigeria with a Focus on Lagos Metropolis, Lagos State, Nigeria, *Jubril Adisa*

The Lusaka Case Study, *Dennis D Mwanza*

2003; 84pp; GBP £9.99; ISBN 978-0-85092-761-0



Tropical Trees: Propagation and Planting Manuals

A Longman

A series of readable, well-illustrated handbooks, designed to provide clear and concise information on how to select, grow, plant and care for tropical trees, in both moist and drier parts of the tropics. They are relevant for small-holders and larger-scale growers, local communities and national governments, schools and further education. Spiral bound for easy use in the field.

1 Rooting Cuttings of Tropical Trees

A Longman, illustrated by R H F Wilson

1993; 138pp; GBP £12.50; ISBN 978-0-85092-394-0

(Also available in Spanish: GBP £12.50, ISBN 978-0-85092-495-4)

2 Raising Seedlings of Tropical Trees

A Longman, illustrated by E Dobson

2003; 118pp; GBP £16.00; ISBN 978-0-85092-656-9

3 Growing Good Tropical Trees for Planting

A Longman, illustrated by R H F Wilson

1998; 226pp; GBP £25.00; ISBN 978-0-85092-535-7

4 Preparing to Plant Tropical Trees

A Longman

1995; 236pp; GBP £30.00; ISBN 978-0-85092-418-3

5 Planting and Establishment of Tropical Trees NEW

David Upton with Peter de Groot, illustrated by E Dobson

January 2007, about 180pp; GBP £23.00; ISBN 978-0-85092-708-5

Bibliography of Commonwealth Apiculture

Richard Jones



- Written by the Director of the International Bee Research Association (IBRA)
- A wealth of information in a simple format

In the last 25 years progress in information gathering and dissemination has surpassed that of any other period of history. Apiculture and apicultural research have been very much a part of this progression.

This book has a very simple format. It lists, in alphabetical order of first author, just about everything that has been written on bees, the practical application of bee science, beekeeping and hive products for all the countries of the Commonwealth. The text is also included on CD for easy reference and searching.

Besides titles and authors, most of the entries have an abstract of the work or a or a note to the title. Each entry is accompanied by various symbols and abbreviations, explained in a key, which indicate such things as original language, when published, where published and details of where a full version may be obtained.

Richard Jones is Director of IBRA, a charity working to increase awareness of the vital role of bees in the environment and to encourage the use of bees as wealth creators.

2005; 348pp; GBP £17.50; ISBN 978-0-85092-771-9



Beekeeping as a Business

Richard Jones

A clearly written, practical start-up guide to every aspect of establishing and maintaining a hive, written for rural people in developing countries. Beekeeping requires little if any financial aid, and bee products have a good export market. They also provide nutrition for the hive owner. This book is easy to understand, and the text is well supported with clearly-labelled black-and-white drawings and diagrams. There are also numerous colour and black-and-white photographs. Spiralbound for easy use in the field.

Richard Jones is Director of IBRA, a charity working to increase awareness of the vital role of bees in the environment and to encourage the use of bees as wealth creators.

1999; 70pp; GBP £10.99; ISBN 978-0-85092-631-6

Commonwealth Heads of Government Reference Book 2007



- Published for Commonwealth Heads of Government Meeting (CHOGM)

Issued in 2007 and for each Commonwealth Heads of Government Meeting, this bi-annual publication is written by Commonwealth experts and presents current thought and pertinent analysis on Commonwealth issues and challenges. In-depth articles and case studies focus on topical themes, including the theme of the 2007 meeting. It is published with the ultimate goal of strengthening co-operation between government and business and facilitating the efforts to achieve the Millennium Development Goals.

Published for the Commonwealth Secretariat by Henley Media Group.

November 2007; about 250pp;
GBP £35.00; ISBN 978-0-9554408-3-0

Commonwealth Heads of Government Reference Book 2005

2005; 232pp; GBP £35.00;
ISBN 978-0-9546572-4-6

Commonwealth Ministers Reference Book 2007



- A key annual policy publication

The *Commonwealth Ministers Reference Book* is a central source of information on key aspects of policy issues for all Commonwealth Ministers, from trade to transport. It includes articles, case studies, partnership initiatives, interviews and reports that inform and educate ministers, regarding opportunity and potential in the Commonwealth. It also includes contact information for all Commonwealth Ministers, with Minister and relevant Ministry contact details listed.

Published for the Commonwealth Secretariat by Henley Media Group.

April 2007, about 250pp;
GBP £35.00; ISBN 978-0-9554408-0-9

Networking for Progress and Prosperity

Report of the Commonwealth Secretary-General 2005

Don McKinnon, Commonwealth Secretary-General



An update on the work of the Commonwealth association:

- Building a culture of democracy
- Promoting the rule of law and human rights
- Supporting social development

A report covering the work of the 53-nation Commonwealth association and its principal intergovernmental organisation, the Commonwealth Secretariat, from 1 July 2003 to 30 June 2005.

2005; 52pp; GBP £15.00;
ISBN 978-0-85092-825-9

An Agenda for the Development Round of Trade Negotiations in the Aftermath of Cancun

Prepared by Joseph E Stiglitz and the Initiative for Policy Dialogue



“The Doha Round is an advanced Industrial Country Round of what they think they can pass as a Development Round. But we should not let them get away with it.”

Professor Joseph E Stiglitz, Nobel laureate, awarded the 2001 Nobel Prize for Economics

This report presents the pro-development priorities that it recommended should form the core of the Doha Round agreements and sets out the key steps required for a true development round agenda.

In the aftermath of the failure of Cancun, the authors saw a need to reassess the direction of global trade negotiations. Their report argues that the Doha Round agenda was set by the special interests of advanced industrial countries to serve their own needs. It takes a step back from dispute, presenting an alternative way forward for the Doha Round of trade negotiations, approaching the issues with a fresh eye.

Professor Stiglitz argues for a fundamental reform of the agenda and negotiating process which the authors saw as a requirement if the Doha Round was to deliver on its promise to bring widespread benefits to developing countries.

Joseph E Stiglitz was awarded the Nobel Prize in economics in 2001 and is a University Professor at Columbia University. He was Chief Economist and Senior Vice-President of the World Bank from 1997-2000 and Chair of President Bill Clinton’s Council of Economic Advisors from 1995-97.

2004; 120pp; GBP £10.99; ISBN 978-0-85092-801-3

Making Democracy Work for Pro-Poor Development

Report of the Commonwealth Expert Group on Development and Democracy



- Key recommendations for action at national and international levels

This report focuses on how to make democracy work for pro-poor development and on development policies that in themselves uphold and promote democratic values.

It argues that development and democracy are not only goals in their own right, but must also be mutually reinforcing. It says that governments, the private sector, civil society and the international community all have a vital role to play in delivering development and democracy, and calls for responsibility, partnership and concrete actions.

The report contains a number of recommendations for action at both national and international levels. It is of interest to policy-makers, multilateral and bilateral agencies, the private sector, civil society organisations and all those committed to development, democracy and the achievement of the Millennium Development Goals.

2003; 108pp; GBP £10.99; ISBN 978-0-85092-781-8

Poverty, Democracy and Development

Issues for Consideration by the Commonwealth Expert Group on Democracy and Development

S K Rao



- A companion volume to *Making Democracy Work for Pro-Poor Development* (see previous page)

This paper was written as a background note for the Commonwealth Expert Group on Democracy and Development.

Poverty, Democracy and Development is in four parts. The first part reviews the extent of poverty and outlines some of the particular challenges confronting democracies in the current historical situation. The second part discusses the links between conflict, poverty and development on the one hand and democracy and good governance on the other, and possible ways by which support may be provided to democracies in combating poverty. The third part discusses possible strategies for winning global support, and the role of the Commonwealth in mobilising such support. The fourth part provides a summary of issues for the consideration of the Expert Group.

2004; 90pp; GBP £9.95;
ISBN 978-0-85092-799-3

The Cotonou Agreement

A User's Guide



- Unravels the complexities of the Agreement with a simple question and answer guide

The Cotonou Agreement consists of a basic framework of 100 articles supplemented by Annexes, Protocols, annexes to protocols, with single and joint declarations integral to the legal text. This wealth of information makes the agreement both complex and difficult to follow. It is this complexity which has given rise to the production of this guide.

By way of a simple question and answer format the guide simplifies the agreement making it more accessible to end users, who include – among others – policy-makers, the private sector and other stakeholders, thereby making greater use of resources and enhancing the opportunities available under the agreement.

2004; 404pp; GBP £18.99;
ISBN 978-0-85092-789-4

Commonwealth Finance Ministers Reference Report 2006



- A key annual reference guide

The *Commonwealth Finance Ministers Reference Report* is an annual publication providing Commonwealth Finance Ministers with a central source of information regarding macro- and micro-financial issues and trade relations that affect Commonwealth nations. It includes successful case studies with transferable solutions, articles on the key issues discussed at the Finance Ministers meetings, and in-depth analyses from economic experts within the financial community.

Published for the Commonwealth Secretariat by Henley Media Group.

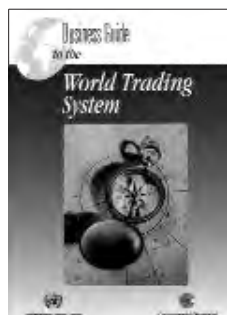
September 2006; 152pp;
GBP £35.00; ISBN 978-0-9546572-8-4

Commonwealth Finance Ministers Reference Report 2005

2005; 152pp; GBP £35.00;
ISBN 978-0-9546572-3-9

Business Guide to the World Trading System

ITC/Commonwealth Secretariat



- Best-selling reference guide

This publication is a sequel to the highly successful *Business Guide to the Uruguay Round*. It provides an overview of achievements of the Uruguay Round and the legal system established by it and explains the role of the World Trade Organisation (WTO). The current *Business Guide to the World Trading System* contains updates on developments since 1996. It also contains a section on the six trade related subject areas: trade and environment, trade and investment, competition policy, transparency in government and procurement, trade facilitation and electronic commerce.

CONTENTS

Introduction: Overview

Part One: The World Trade Organisation: Its Role and Functions

Part Two: International Rules Governing Trade in Goods (GATT 1994 and its Associate Agreements)

Part Three: International Rules Governing Trade in Services

Part Four: Government Procurement and State Trading

Part Five: Trade-related Aspects of Intellectual Property Rights

Part Six: Subjects Added to the WTO Work Programme for Study and Analysis

1999; 400pp; GBP £40.00; ISBN 978-0-85092-621-7



Effective Domestic Debt Management in Developing Countries

Debt Management Series 1

The management of domestic debt is a major policy issue in many Commonwealth countries.

As part of its advisory service in debt and resource management, the Commonwealth Secretariat has held three workshops on Effective Domestic Debt Management: one for the Caribbean region, one for the Asia/Pacific region and one for African countries. This report is a compendium of the discussions and papers read at these workshops.

2002; 62pp; GBP £10.99; ISBN 978-0-85092-581-4



Sourcing Practices in the Apparel Industry

Implications for garment exporters in Commonwealth developing countries

Marlon Lezama, Brian Webber and Charles Dagher

Sourcing practices in the global apparel industry are changing due to the removal of quotas, new trade agreements, and a drive by apparel importers to lower costs. This study addresses the implications of these changes for garment manufacturers in Commonwealth developing countries. The principal research activities behind the book consisted of face-to-face interviews in North America with top sourcing executives of apparel importing companies and senior executives of apparel manufacturing companies and other stakeholders in six Commonwealth developing countries. The findings indicate that almost without exception apparel manufacturers are struggling to lower costs and to increase productivity so as to remain competitive. Government and industry are thus faced with critical decisions on how best to support the apparel industry in their respective countries.

The principal outputs of the study are enterprise level guidelines to remain competitive in the face of evolving sourcing policies, technology and practices, complemented by related frameworks at government and institutional levels.

2004; 206pp; GBP £14.99; ISBN 978-0-85092-809-9



Contingent Liability Management: A Study on India

Tarun Das, Anil Bisen, M R Nair and Raj Kumar

Debt Management Series 2

This report focuses on some of the issues germane to the identification, monitoring and valuation of external sector related contingent liabilities. By focusing mostly on external sector related contingent liabilities that involve possible financial transactions with non-residents in India, it develops a useful framework for use by other countries.

2002; 84pp; GBP £11.00; ISBN 978-0-85092-709-2

Investment and Economic Partnership Agreements

Issues for ACP Negotiators

edited by Roman Grynberg and Patricia Kabuleeta



- Explores the key role of investment in ensuring economic success

In a more open world, the ability to attract investment has become one of the key determinants of economic success or failure. This book explores the role of investment in the current ACP-EU Economic Partnership Agreement Negotiations. The contributors consider that investment agreements now need to focus on the conditions of investment, taking into account the requirements of investors and the needs of the host countries. Today, the challenge is to identify measures that are suitable for inclusion in investment agreements that will help achieve the development goals of the parties concerned.

For economic advisers, trade negotiators and officials, and all those concerned with international trade policy.

Roman Grynberg is a former head of the Trade Section of the Economic Affairs Division of the Commonwealth Secretariat.

Patricia Kabuleeta works in the Commonwealth Secretariat on African, Caribbean and Pacific Economic Partnership Agreement negotiations, with a special focus on Africa.

CONTENTS

1. Access to Finance for Investment in the ACP Region
2. Background to the Investment Agreement
3. Current Financial (Investment) Structure Governing the ACP Region
4. The ACP Regional Studies on Investment
5. Bilateral Investment Treaties between ACP and EU
6. Conclusion

April 2007; about 416pp; GBP £25.00;

ISBN 978-0-85092-839-6

The European Development Fund and Economic Partnership Agreements

Economic Paper 75

edited by Roman Grynberg and Alice Clarke



- An analysis of the effects of trade liberalism on developing countries

African, Caribbean and Pacific countries face a huge transformation as they attempt to adapt to a more liberalised global market, using Economic Partnership Agreements (EPAs) with the European Union. The European Development Fund is intended to facilitate this change, but this study argues that there are serious doubts as to the effectiveness of the fund in doing this, for a variety of reasons.

Instead, the contributors propose a separate EPA adjustment facility. If EU countries meet their target aid figures they could fund both the traditional EDF programmes and an EPA adjustment programme.

For economists and international trade specialists concerned with the effects of trade liberalisation on developing economies.

Dr Roman Grynberg is the former deputy director of trade at the Commonwealth Secretariat and is currently manager for economic governance at the Pacific Island Forum Secretariat.

Alice Clarke is an economist currently working within the Private Sector Development / International Trade Practice of Emerging Market Economics Ltd.

October 2006; 162pp; GBP £15.00;

ISBN 978-0-85092-835-8

Declining Agricultural Commodity Prices

Productivity Gain or Immiserising Growth?

Economic Paper 74

Euan Fleming, D S Prasada Rao and Pauline Fleming



- A critique of European Commission claims that commodity prices are declining because of productivity improvements

What are the best strategic options for developing country governments to improve rural living standards through agricultural growth?

Tropical commodities such as coffee, sugar and rice have formed the core of agricultural exports of developing countries since the 1960s. They are now experiencing a long-term decline in prices.

The European Commission has argued comfortably that declining prices are driven mainly by productivity gains, but the analysis presented here suggests otherwise. Instead the authors find evidence that the difference in productivity levels between countries is increasing, with some falling further and further behind. Diversification into higher value-adding agricultural industries will be difficult without dramatic improvements to rural infrastructure and institutional support. Since these improvements are unlikely to be achieved, the authors conclude that the major objective for agricultural producers in developing countries must remain productivity gains in existing commodity industries.

Euan Fleming is an Associate Professor in the School of Economics at the University of New England, Armidale, NSW, Australia.

D S Prasada Rao is a Professor in the School of Economics and the Director of the Centre for Efficiency and Productivity Analysis at the University of Queensland, Brisbane, Queensland, Australia.

Pauline Fleming is a Lecturer in the School of Economics at the University of New England, Armidale, NSW, Australia.

May 2006; 88pp; GBP £20.00; ISBN 978-0-85092-834-1

Evaluation of the Terms of Accession to the WTO

A Comparative Assessment of Services and Goods Sector Commitments by Members and Acceding Countries

Economic Paper 73

Roman Grynberg, Manleen Dugal and Mohammad A Razzaque



- Includes country specific commitment comparisons

The relevant provisions for accession to the WTO, mainly entrenched in Article XII of the Marrakech Agreement, do not provide adequate legal basis for the process, the terms and conditions of which are based on 'terms to be agreed' between the existing Members and the applicant nations. The inherent flaws in the process have resulted in demands on acceding countries which are invariably onerous and bear little or no relation to their size, significance or development status.

The paper uses econometric tools to conduct a comparative assessment of commitments in the goods and services sectors. For the services sector, the paper finds that at all three levels of services classification the commitments of post-Uruguay Round acceding countries far exceed those of their WTO member counterparts. In the goods sector, apart from the much greater binding coverage rate, the bound tariff rate for acceding countries is much lower than their WTO member counterparts. The paper also provides country specific commitment comparisons after controlling for the level of economic development of the countries. In conclusion, the authors make brief recommendation for reform of the process of accession, in light of the costs incurred by applicant countries in the process.

Dr Roman Grynberg is the former deputy director of trade at the Commonwealth Secretariat and is currently manager for economic governance at the Pacific Island Forum Secretariat.

Manleen Dugal is a consultant with the Economic Affairs Division, Commonwealth Secretariat, London.

Mohammad A Razzaque is Assistant Professor in the Department of Economics at the University of Dhaka, Bangladesh.

July 2006; 88pp; GBP £15.00; ISBN 978-0-85092-832-7



Commodity Prices, Aid and Debt

Implications for LDCs, Small Vulnerable States and HIPC

Economic Paper 72

Mohammad A Razzaque, Philip Osafo-Kwaako and Roman Grynberg

The long run decline in real commodity prices has had significant implications for least developed countries (LDCs), small vulnerable states (SVSs) and heavily indebted poor countries (HIPC), who rely predominantly on primary commodities for their production and exports. Empirical investigation in this study has shown that the persistent downward trend in real commodity prices has resulted in significant foreign exchange losses for many commodity-dependent poor countries.

Since the long-term solution to the problem of a secular declining trend in commodity prices lies in export diversification and changes in the production structure, as opposed to policies which encourage price and revenue stability, the study proposes a Joint Diversification Scheme exclusively for export diversification schemes in the commodity-dependent poor countries. For the aid-based compensation scheme, the study proposes the establishment of a Joint Diversification Fund (JDF) in addition to regular aid flows.

Efforts towards export diversification will have to be complemented by domestic policies aimed at the development of human resources, creation of a hospitable investment climate, institutional capacity building and poverty alleviation to achieve a sustainable solution.

2005; 164pp; GBP £12.50;
ISBN 978-0-85092-820-4



Marginalisation of LDCs and Small Vulnerable States in World Trade

Economic Paper 71

Bijit Bora, Roman Grynberg and Mohammad A Razzaque

There are indisputable concerns over the ineffective participation of Least-Developed Countries (LDCs) and Small Vulnerable Economies (SVEs) in the process of global integration, and their failure to derive benefits from the ongoing process of trade liberalisation and globalisation.

This paper explains the theme of 'marginalisation' of LDCs and SVEs in the international trade arena, and their declining relative importance in world trade. Statistical analysis is used to determine the long-term declining share of LDCs and SVEs in world merchandise exports. The study argues that the process of marginalisation of these countries is mostly the result of the failure of LDCs and SVEs to diversify from their static comparative advantage related to the production of primary products, the significance of which in world trade has declined considerably during the past decades. The analysis emphasises the need for diversification of exports and an expansion of the manufacturing export base in these countries.

2005; 114pp; GBP £10.99;
ISBN 978-0-85092-819-8



Agriculture in the Doha Round

Economic Paper 69

Neil Andrews, David Bailey and Ivan Roberts

This report has been prepared for the Commonwealth Secretariat by the Australian Bureau of Agriculture and Resource Economics. It looks at the benefits of liberalisation and examines the closely interrelated use of the three pillars of domestic support, export subsidies and restrictions on market access in distorting world agricultural trade. It outlines the negotiating positions of the key players and suggests possible areas for compromise and concessions in an attempt to drive forward reform crucial to a successful outcome.

2005; 124pp; GBP £10.99;
ISBN 978-0-85092-811-2



Agricultural Export Subsidies and Developing Countries' Interests

Economic Paper 68

Professor C Milner and Dr Wyn Morgan

This paper outlines the nature of export subsidies and discusses the effect of reform on developing countries, indicating the scale of any changes. It sets out the policy implications of removing agricultural support in the EU and the consequences for net food exporting and importing countries examined. It also examines the impact of EU agricultural policy reform

(including the Protocols of the Lomé Convention) on other policies.

2005; 62pp; GBP £9.99;
ISBN 978-0-85092-812-9



Beautiful But Costly: Business Costs in Small Remote Economies

Economic Paper 67

Alan Winters and Pedro Martins

This publication is a study of the operating costs confronting the private sector in small economies, with a view to determining whether these act as a fundamental impediment to trade and investment. Is the private sector in these economies fundamentally disadvantaged in its preparations for globalisation because its costs are higher than in large ones? Further, are many of the detectable cost structure disadvantages the result of poor economic management and/or fundamental structural characteristics? The outcome of the study offers a brief speculation on the type of policy interventions the international community could devise to assist these countries that face high cost structures by virtue of their inherent structural characteristics.

2005; 184pp; GBP £11.99;
ISBN 978-0-85092-810-5



The WTO Agreement on Agriculture and Food Security

Economic Paper 42

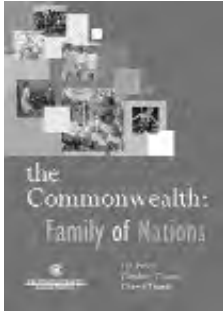
edited by Christopher Stevens, Romilly Greenhill, Jane Kennan and Stephen Devereux

This report deals with an area of overlap between two large areas of study: on livelihoods and food security, and on international trade and policy. Whilst it concentrates on one small element of each of these broad areas (and so ignores many questions), it does so for a good reason. This is to avoid the danger that the WTO agricultural negotiations fail to contribute as strongly as they might to the promotion of food security precisely because the two areas of work and study overlap only at the margins.

2000; 76pp; GBP £10.99;
ISBN 978-0-85092-645-3

The Commonwealth: A Family of Nations

Liz Paren, Caroline Coxon and Cheryl Dorall



“Illustrates the wide-ranging activities and projects undertaken across the Commonwealth... colourful and accessible.”

Times Educational Supplement

Written in a clear, accessible style and colourfully illustrated throughout, this book tells young people about the Commonwealth. It also explains how the association came into being and how it developed into what it is today; about why it matters; what it does for ordinary people; and especially its relationship with young people.

Many of the Commonwealth’s wide-ranging activities and projects are described.

The book includes chapters on the role of the Commonwealth, how it works, the Commonwealth Games, countries of the Commonwealth, and its relationship with younger generations.

Written initially for use with the English citizenship curriculum, *The Commonwealth: A Family of Nations* is an invaluable teacher resource for any global citizenship course for young people.

Accompanying Teacher Resource Pack

The accompanying *Teacher Resource Pack* provides a comprehensive series of lesson plans and supporting resources. It includes a book of lesson plans, photocopiable sheets, resource lists, supporting notes, and a free CD-ROM of PowerPoint presentations.

Pupil Book

2004; 108pp; GBP £8.95; ISBN 978-0-85092-753-5

Teacher Resource Pack

2004; 124pp + free CD-ROM; GBP £22.50;
ISBN 978-0-85092-787-0

Resource Materials for Multi-grade Teaching

Better Schools Series

edited by Dawn Quist



- Practical modules with clear objectives
- Tested in Tanzania
- Spiral-bound for easy use

One hundred and three million children globally are not in school and are therefore deprived of their right to an education. Half these children live in Commonwealth countries and the majority of them are girls. Getting these children into school remains a major challenge. Multi-grade teaching is one way in which governments with limited resources can provide all children with a good quality education.

These seven modules on Multi-grade Teaching were designed as part of a wider partnership effort to assist countries to achieve quality universal primary education. The modules were developed by Commonwealth educators and tested in Tanzania.

Published in association with the Association for the Development of Education in Africa.

2005; 322pp; GBP £17.50; ISBN 978-0-85092-826-6

An Annotated Bibliography on Gender in Secondary Education

Research from Selected Commonwealth Countries

edited by Jyotsna Jha



- A unique collection of specialist information from Africa and Asia

This annotated bibliography brings together the currently available documentation on gender and education in five countries – Ghana, Nigeria, Kenya, India and Pakistan – with special emphasis on secondary education.

The bibliographies include both published and unpublished titles, from the United Nations, other multilateral agencies, NGOs, and research institutions. Where possible the location or source of the particular entry is identified to help readers source the original document.

The volume should be useful for a range of users: researchers, policy makers, planners, teacher educators, government and non-government education managers, as well as activists.

CONTENTS

1. Introduction
2. Ghana
3. India
4. Kenya
5. Nigeria
6. Pakistan

Jyotsna Jha is Advisor, Gender and Education, at the Commonwealth Secretariat, London.

December 2006; about 322pp; GBP £25.00;

ISBN 978-0-85092-846-4

Boys' Underachievement in Education

Jyotsna Jha and Fatimah Kelleher



- Includes new studies from Australia, Jamaica, Lesotho and Samoa

Gender disparity in education has usually been experienced as disadvantaging girls. Now a new phenomenon of boys' underachievement – both in terms of participation and performance – is appearing in a number of countries.

This book reviews the research on boys' underachievement and presents the arguments that have been put forward to understand its causes. The authors also present new studies from Australia, Jamaica, Lesotho and Samoa; and they use both the research and the evidence from the case studies to explore the causes and policy implications of this trend – the first time a truly cross-regional approach has been applied to the issue.

This book will interest all education policy makers and analysts concerned to ensure gender equality in school education.

CONTENTS

1. Introduction
2. The existing literature and research
3. Varying dimensions and lessons emerging from selected Commonwealth countries
4. Case Study: Australia
5. Case Study: Jamaica
6. Case Study: Lesotho
7. Case Study: Samoa

Jyotsna Jha is Advisor, Gender and Education, at the Commonwealth Secretariat, London.

Fatimah Kelleher is Education Programme Officer at the Commonwealth Secretariat, London.

December 2006; about 160pp; GBP £20.00;

ISBN 978-0-85092-845-7

Achieving Education for All: Good Practice in Crisis and Post-Conflict Reconstruction

A Handbook for Education Policy Makers and Practitioners in Commonwealth Countries

Quality UPE Good Practice Series

Peter Williams, with a contribution by Linda Etchart
edited by Dr Roli Degazon-Johnson



- Reprinted 2006
- A review of African experience of conflict and natural disasters

This study focuses on sixteen Commonwealth countries in Africa, where the incidence of conflict is most easily seen, though many of the other problems discussed here have their parallels in other parts of the world, such as the 2004 Indian Ocean tsunami.

The publication reviews selected African experiences of education in

- conflict situations
- natural disasters
- other difficult circumstances

It elaborates on the role education plays

- before emergencies occur, including its presence as a factor of exclusion
- during crisis situations and the ensuing responses
- afterwards in recovery, reconstruction and rehabilitation

This practical guide will assist policy makers and others worldwide, to better understand the complex issues and options that exist in decision making, to share best practice in addressing situations arising from conflict, emergencies and difficult circumstances and to mitigate the effects on schooling while fostering a climate of tolerance, gender equality and diversity.

April 2006; 62pp; GBP £8.50; ISBN 978-0-85092-805-1



Early Childhood Education: Good Practice in Achieving Universal Primary Education

A Handbook for Education Policy
Quality UPE Good Practice Series

Angela Burke-Ramsay

edited by Dr Roli Degazon-Johnson

This report has been compiled from a Caribbean early childhood education conference presented by Jamaica's teachers association, with the support of the Commonwealth Secretariat. Universal Primary Education was one of the focuses of the Commonwealth Secretariat's education programme for 2003 to 2006.

2005; 44pp; GBP £8.50; ISBN 978-0-85092-806-8



Achieving Education for All: The Case for Non-Formal Education

Report of a Symposium on the Implementation of Alternative Approaches in the Context of Quality Education for All

It is increasingly accepted that non-formal education has an important role to play. At a Symposium held in Burkina Faso in 2003, the Association for the Development of Education in Africa's Working Group on Non-Formal Education took the argument one step further. It showed how, because of its diversity and flexibility, NFE can make a special contribution to the quality of provision, by making education not only available, but accessible, acceptable and adaptable. It also made a case for the complementarity of non-formal and formal provision and showed the need to mainstream NFE into the education system as a whole. This book reproduces the papers presented at the Symposium, with an overview summarising its discussions and findings. The first section looks at theoretical issues and presents the findings of research carried out in Burkina Faso about the indicators which can be used to measure the effectiveness of the right to education. The second part of the book contains case studies from seven African countries showing the diversity and potential of NFE initiatives.

2005; 152pp; GBP £8.99; ISBN 978-0-85092-822-8



Education in the Commonwealth: The First 40 Years

From Oxford to Halifax and Beyond
edited by Lalage Bown

This book explores the changes and developments which have affected education within the Commonwealth over the years. As the Commonwealth Secretary-General noted: "The Commonwealth has a strong record and tradition of co-operation in education, encompassing articulation of values, exchange of ideas and direct learning from each other. This book is a reminder of that record and tradition and offers a refreshing kaleidoscope of Commonwealth educational action."

2003; 204pp; GBP £12.99; ISBN 978-0-85092-692-7



Understanding Educational Financing

A Manual for Developing Countries

Dr Jennifer Mohammed and Samuel Lochan

These modules on educational financing evolved from a series of seminars held in the small states of the Caribbean and the Pacific. They provide overviews of the issues raised, detailed content relevant to those issues, case studies, training material and summaries.

2001; 196pp; GBP £10.99; ISBN 978-0-85092-669-9



Issues in Education and Technology

Policy Guidelines and Strategies

edited by Dr Cream Wright

This book explores the socio-economic, political and cultural implications of new technology and looks at the critical issues it throws up. It also looks at the policies and strategies suggested for decision-makers. *Issues in Education and Technology* concentrates on four broad areas in which technology can have the greatest influence and impact on education: Access and Equity; Management and Efficiency; Pedagogy and Quality; Human Resource Development.

2000; 256pp; GBP £12.99; ISBN 978-0-85092-622-4



Managing Schools in South Africa Series

series editors Tony Bush and Michael Thurlow

Many teachers in South Africa have only limited training and most principals and senior staff have received no specific preparation for their management roles.

This series offers South African schools directly relevant management training material, integrating the best of theory, research and practice, drawn from the most appropriate international sources.

Managing Finance and External Relations in South African Schools

edited by Lesley Anderson and Jacky Lumby

2005; 248pp; GBP £13.50; ISBN 978-0-85092-782-5

Leadership and Strategic Management in South African Schools

edited by Tony Bush, Michael Thurlow and Marianne Coleman

2003; 242pp; GBP £12.50; ISBN 978-0-85092-726-9

Managing Curriculum in South African Schools

edited by Marianne Coleman, Mike Graham-Jolly and David Middlewood

2003; 208pp; GBP £12.50; ISBN 978-0-85092-727-6

Managing Human Resources in South African Schools

edited by Jacky Lumby, David Middlewood and Eleanor Kaabwe

2003; 234pp; GBP £11.00; ISBN 978-0-85092-728-3



Commonwealth Case Studies in Education Series

The Commonwealth's educational work promotes the exchange of experiences and good practice in the field of education. This series of key papers focuses on innovations and challenges in education.

Coping with HIV/AIDS in Education: Case Studies of Kenya and Tanzania

Dr M Juma

2002; 32pp; GBP £5.99; ISBN 978-0-85092-667-5

Providing Education for Out of School Youth in Bangladesh

Muhammad Ibrahim

2002; 58pp; GBP £5.99; ISBN 978-0-85092-690-3

The Shaping of Post-Tertiary Education in the Anglophone Caribbean

Vivienne Roberts

2002; 96pp; GBP £9.50; ISBN 978-0-85092-732-0

The Use of Information Technology for the Management of Education in Singapore

Dr C Soh

2002; 24pp; GBP £5.99; ISBN 978-0-85092-666-8

African Virtual University: The Case of Kenyatta University, Kenya

Dr M Juma

2001; 28pp; GBP £5.99; ISBN 978-0-85092-665-1



Double Shift Schooling

Mark Bray

This book highlights the advantages and problems of double-shift systems, drawing on experiences in a wide range of countries. Single-shift systems are compared with four and five-shift systems.

"Reflects extensive research and revisions that make it a most worthwhile handbook for policy makers, planners, and school-level managers." *International Review of Education*

"Extremely useful, readable, systematic presentation, accessible content and argument..." *Comparative Education*

"A wonderful resource manual for regional school administrators and school principals of multiple-shift schools." *Southern African Review of Education*

2000; 100pp; GBP £10.99; ISBN 978-0-85092-650-7



Using Museums to Popularise Science and Technology

edited by Sharyn Errington

This book shares ideas and approaches for teachers in schools and for curators and educators in museums and centres. The articles included are drawn from many different centres, and from many different countries of the Commonwealth.

Section 1: Local needs and outreach programmes. Section 2: Increasing the effectiveness of a visit. Section 3: New technologies, a costly – yet important and popular – dimension of

the science centre experience. Section 4: Effective learning in science centres and museums.

2000; 160pp; GBP £9.95; ISBN 978-0-85092-668-2



Popularisation of Science and Technology Education: Some Case Studies from Africa

edited by Mike Savage and Prem Naidoo

Human resource development in science and technology is vital in building a critical mass of skilled individuals ready to play a part in the New Partnership for Africa's Development (NEPAD). Many African countries have committed considerable resources to its exploitation but more needs to be done to promote, develop and sustain a relevant science and technology culture, in order to narrow the gap between the countries of Sub-Saharan Africa and the industrialised countries. Through country case studies centred around Sub-Saharan Africa this book provides critical insights into why science and technology should be popularised; what and whose science and technology systems should be introduced and promoted; and how science and technology should be implemented and practised.

This book is a collaboration between the Commonwealth Secretariat and the African Forum for Children's Literacy in Science and Technology (AFCLIST).

2003; 128pp; GBP £13.90; ISBN 978-0-85092-742-9



Resource Materials for School Inspectors

Working Group on the Teaching Profession
Better Schools Series

Effective school inspection and advisory support is essential for quality education. Owing to

inadequate professional preparation and a serious lack of field support, many developing countries still use conventional methods of school inspection. This programme has been developed to help schools understand and implement a system where school inspectors are carefully recruited and selected, and above all well trained to perform their functions effectively and in accordance with set norms.

Module 1 – A Trainer's Guide for the Induction of Newly Appointed Inspectors; Module 2 – A Self-Study Guide for Newly Appointed Inspectors; Module 3 – A Trainer's Guide for Inset of Serving Inspectors; Module 4 – A Self-Study Guide for Serving Inspectors

NB The four modules are sold together as a set.

Published with the Association for the Development of Education in Africa.

1998; 56/80/104/112pp; GBP £19.99; ISBN 978-0-85092-615-6



Rural Community Resource Centres: A Guide for Developing Countries

Shirley Giggey

Practical, sound advice on setting up and running rural community centres. Written clearly and simply, with examples from around the world. Includes illustrations and checklists.

1988; 120pp; GBP £4.00; ISBN 978-0-85092-640-8



Resource Materials for School Heads

Better Schools Series

A set of eight modules to help school managers improve their performance. They can be used in any English-speaking education system in Africa. They are suitable for self-study, distance learning, by peer groups and in workshops, and as a basis for coursework in institutions and faculties of education. They introduce school heads to important aspects of managing a school, from the most basic to the most complex tasks, in a very practical way. The set is made up of:

Introductory Module – A User's Guide; Module 1 – Self-Development for Educational Managers; Module 2 – Principles of Educational Management; Module 3 – Personnel Management; Module 4 – Managing the Curriculum and Resources; Module 5 – Financial Management; Module 6 – Monitoring School Effectiveness; Module 7 – The Governance of Schools

NB The eight modules are sold together as a set.

2000; 88/36/60/54/68/58/40/44pp; GBP £40.00;

ISBN 978-0-85092-743-6



Developing a Professional Teaching Service

Ian G Halliday

This book initiates a debate on how governments, especially in developing nations, can best enlist the expertise of people with an involvement (or interest) in educating the youth of the nation. It is directed at Ministers and Permanent Secretaries, policy-makers and people in industry, commerce, tertiary education and teachers. Contents: The Rationale for National Teaching Councils; The Council and the Professional Teacher; The Council and the Enrolled Teacher; Concerns – Real and Imaginary.

1999; 58pp; GBP £6.00; ISBN 978-0-85092-617-0



A Reference Guide for Teacher Managers

Ian G Halliday

All too often the many pressures on their time distract teacher managers from looking closely at the methods employed in their departments.

Halliday's book provides checklists to help them focus on those all-important basics.

Contents: Decentralisation and Delegation; Planning the School Year; Recruitment and Appointment; Posting and Deployment; Probation and Confirmation; the Transfer of Teachers from one School to Another; Appraisal; Staff Development; Leave of Absence; Promotions; Discipline and Grievance; Resignation, Retirement, etc; Teachers' Records.

1999; 62pp; GBP £6.00; ISBN 978-0-85092-618-7



Training of Trainers in Science and Technology Education Series

This collection of monographs provides useful information for educational administrators on the recruitment and training of science and technology teacher educators. It is also a valuable resource for science and technology teacher educators. It aims

to improve their pedagogical skills and provides strategies for working with their trainees. Effective delivery of science and technology education requires co-ordination at different levels. These monographs provide guidelines and practical suggestions on achieving co-ordination, both at the teacher training institution and at school level. They were produced by experienced science educators of the region.

**Training of Trainers in Science and Technology Education
African Edition**

1996; 82pp; GBP £8.00; ISBN 978-0-85092-455-8

**Training of Trainers in Science and Technology Education
Asian Edition**

1996; 92pp; GBP £8.00; ISBN 978-0-85092-480-0

**Training of Trainers in Science and Technology Education
Caribbean Edition**

1997; 73pp; £8.00; ISBN 978-0-85092-505-0

**Training of Trainers in Science and Technology Education
Pacific Edition**

1997; 88pp; GBP £8.00; ISBN 978-0-85092-498-5



**Caribbean Issues and
Development: Teacher
Education in the Commonwealth**

edited by Lucy Steward and Elwyn Thomas

The output of a regional teacher education seminar in Trinidad and Tobago in 1995. The objective was to examine developments locally and other parts of the world, and determine priorities and projects for developing and strengthening teacher education in the Caribbean.

1996; 176pp; GBP £9.90; ISBN 978-0-85092-460-2



**Commonwealth Case Studies in
Citizenship Education Series**

Identity and diversity in all its forms present major challenges to countries seeking to best equip citizens with the skills to participate effectively in their diverse societies.

These books focus on the outcomes of a Commonwealth Secretariat project on Citizenship Education, providing valuable insights into the strengthening of values in a society. They set out the strategies and actions needed to support small states wishing to promote the values of good citizenship.

**A Framework for Heritage, Multiculturalism and
Citizenship Education**

edited by Amina Osman and Brenda Leibowitz

2003; 138pp; GBP £7.50; ISBN 978-0-85092-755-9

A Framework for Citizenship Education in Sierra Leone

2003; 82pp; GBP £8.50; ISBN 978-0-85092-772-6

Citizenship Education for Small States: Guyana

Una M Paul

2002; 48pp; GBP £7.50; ISBN 978-0-85092-731-3

Citizenship Education for Small States: Trinidad and Tobago

Patricia Ellis

2002; 64pp; GBP £7.50; ISBN 978-0-85092-730-6

Indigenous Women's Rights

Challenging Social and Gender Hierarchies

New Gender Mainstreaming Series on Development Issues

edited by Helena Whall and Meena Shivdas



- Indigenous women's experiences in their own words
- Includes case studies and policy briefing

Indigenous Women's Rights brings together, for the first time, the perspective of indigenous peoples from across the Commonwealth, and particularly indigenous women, on matters of public policy that particularly concern them. The Commonwealth, with one-third of the world's population, is home to some fifty per cent of the world's indigenous peoples.

The book includes case studies from all regions of the globe. It presents the lived experiences of indigenous women in their own words, combined with policy analysis, information briefs on each Commonwealth country with an indigenous population, and a policy brief for government officials.

This book will help will help indigenous peoples to share their different experiences and identify common themes, and will assist governments in creating an enabling environment for indigenous peoples to participate to the full.

Dr Helena Whall is an Associate Fellow at the Commonwealth Policy Studies Institute, London.

Dr Meena Shivdas is a Gender Adviser in the Social Transformation Programmes Division of the Commonwealth Secretariat.

June 2007; about 320pp; £20.00; ISBN 978-0-85092-847-1

Gender Mainstreaming in Conflict Transformation

Building Sustainable Peace

New Gender Mainstreaming Series on Development Issues



- Powerful case studies of women's involvement in peace-building

Issues of socio-economic development, democracy and peace are inextricably linked to gender equality. The main argument of *Gender Mainstreaming in Conflict Transformation: Building Sustainable Peace* is that gender equality needs to be placed on the policy and programme agenda of the entire spectrum of peace and conflict-related initiatives and activities in order to achieve conflict transformation. These include conflict prevention and early warning mechanisms; peace negotiations and agreements; peacekeeping, disarmament, demobilisation and reintegration; truth and reconciliation commissions; post-conflict reconstruction; and peace building and peace education.

Gender Mainstreaming in Conflict Transformation: Building Sustainable Peace grew out of a series of symposia and workshops held by the Commonwealth Secretariat in the post-Beijing decade in collaboration with other partners.

2005; 232pp; GBP £12.99; ISBN 978-0-85092-754-2

Mainstreaming Informal Employment and Gender in Poverty Reduction

A Handbook for Policy Makers and Other Stakeholders

New Gender Mainstreaming Series on Development Issues

Martha Alter Chen, Marilyn Carr and Joann Vanek



- Brings together research knowledge and grass roots experience

In this book, the authors highlight the lack of attention to employment, and especially informal employment, in poverty reduction strategies. They point to the links between being informally employed (as a woman or a man) and being poor. They do this within the context of major changes relating to economic restructuring and liberalisation and map out the impacts on different categories of informal producers and workers, both men and women.

The book draws widely on recent data and evidence of the global research policy network called Women in Informal Employment: Globalizing and Organizing (WIEGO) as well as the knowledge and experience of the grassroots organisations in the network. Liberally illustrated with practical examples, it provides a convincing case for an increased emphasis on informal employment and gender in poverty reduction strategies, and sets out a strategic framework which offers guidelines for policy makers seeking to follow this approach.

2004; 248pp; GBP £12.99; ISBN 978-0-85092-797-9

Gender Mainstreaming in Poverty Eradication and the Millennium Development Goals

A Handbook for Policy Makers and Other Stakeholders

New Gender Mainstreaming Series on Development Issues

Naila Kabeer



“Demonstrates in a concise and authoritative way the process by which gender has been (gradually) incorporated into development thinking.”

International Feminist Journal of Politics

Naila Kabeer brings together a set of arguments, findings and lessons from the development literature and the field of poverty eradication, which demonstrate that gender inequality is a critical factor in poverty and must be incorporated into poverty eradication strategies. She examines the relationship between gender equality and economic growth, and concludes that although there does appear to be a trade-off between gender inequality and economic growth in the short term in some economies, policies aimed at achieving gender equality are essential for long-term, sustainable and equitable development. The book illustrates the transformatory potential of increasing women's access to education and literacy; to paid work, particularly waged employment; and to political representation.

Naila Kabeer is a social economist and Professorial Fellow at the Institute of Development Studies, University of Sussex, United Kingdom.

2003; 86pp; GBP £12.99; ISBN 978-0-85092-752-8

Gender Mainstreaming in HIV/AIDS: Taking a Multisectoral Approach

New Gender Mainstreaming Series on Development Issues



- Includes case studies from developed and developing countries

By December 2001, 24.8 million people had died from HIV/AIDS and 40 million people were living with the disease. Women, especially young women, had increasing infection rates and by 2002 the death rate among women was almost as high as that among men. This fed growing recognition that HIV/AIDS is not solely a health problem and that, to successfully address the pandemic, a gender perspective has to be mainstreamed into a broad-based and multi-sectoral response.

The Commonwealth approach to gender mainstreaming is the Gender Management System (GMS) a holistic, system-wide approach to bringing a gender perspective to bear in the mainstream of all government policies, plans and programmes. Efforts to contain the spread of HIV/AIDS challenge governments and communities to develop policies and programmes that are dynamic and react to the pandemic as it evolves. This calls for strong and creative leadership, including political will at the highest level and partnerships with all sectors of society.

Gender Mainstreaming in HIV/AIDS offers case studies from developing and developed countries. They illustrate how programmes promoting HIV prevention by addressing gender (and the social and economic factors that increase people's risk of infection) are most likely to succeed in changing behaviour. It also contains an extensive list of on-line resources. The book will be useful to development policy-makers, field staff and others addressing the HIV/AIDS pandemic from a gender-aware, multisectoral perspective.

Co-published with the Maritime Centre of Excellence for Women's Health (Dalhousie University and the IWK Health Centre).

2002; 164pp; GBP £8.99; ISBN 978-0-85092-655-2



Gender and Human Rights in the Commonwealth

Some Critical Issues for Action

A collection of papers commissioned for a Pan-Commonwealth Expert Group Meeting in 2004. They cover: Achievements and Challenges of

CEDAW (Convention on the Elimination of All Forms of Discrimination against Women); Culture, Gender and the Law; Gender and Human Rights in the Life Cycle; Gender-based Violence; Trafficking in Women; Gender and Land Rights; Indigenous Peoples' Rights. Contributors include government policy-makers, judges, lawyers, academics, representatives of civil society organisations and specialists from multilateral agencies including the Commonwealth Secretariat.

2004; 312pp; GBP £10.99; ISBN 978-0-85092-808-2



Engendering Budgets

A Practitioners' Guide to Understanding and Implementing Gender-Responsive Budgets

New Gender Mainstreaming Series on Development Issues

Debbie Budlender and Guy Hewitt

"An important contribution in making complex topics more accessible."
International Feminist Journal of Politics

The explosion of interest in gender-responsive budgets in the last decade has been phenomenal. This guide, written by a practitioner and a veteran of international institutionalism provides background information on GRBs, including a definition, a description of what these initiatives entail, and a map showing the countries where work has taken place to date – with examples of the diversity of experiences. It also provides the different rationales for undertaking the exercises. Case studies are included with suggestions on how to access resources. The guide is not to be read as a blueprint for implementing a gender-responsive budget, but aims to provide practitioners and politicians and policy communities with the basic information needed to understand GRBs and to start initiatives based on their own local situations.

2003; 100pp; GBP £10.99; ISBN 978-0-85092-735-1



Gender Mainstreaming in the Multilateral Trading System

A Handbook for Policy Makers and Other Stakeholders

New Gender Mainstreaming Series on Development Issues

Mariama Williams

"A detailed and rigorous account of the MTS with the gender dimensions interwoven as an integral of the study." International Feminist Journal of Politics

Gender issues in multilateral trade is an expanding area internationally. This manual provides a comprehensive resource on this topic.

Each section includes case studies from Commonwealth countries.

2003; 228pp; GBP £10.99; ISBN 978-0-85092-736-8



Gender Mainstreaming in the Health Sector

Experiences in Commonwealth Countries

New Gender Mainstreaming Series on Development Issues

This book is the result of consensus built up in a series of workshops in different regions of the Commonwealth on what is the most effective way of applying Gender Management System principles and methodology to the health sector. The differing contexts of financial, human and other resources explored in *Gender Mainstreaming in the Health Sector* will assist other countries in adapting mainstreaming to their own particular circumstances. This manual has been written to provide support and guidance to policy-makers, planners, non-governmental organisations, institutions and staff working in the health sector.

2002; 88pp; GBP £8.99; ISBN 978-0-85092-733-7



Promoting an Integrated Approach to Combat Gender Based Violence

New Gender Mainstreaming Series on Development Issues

This manual promotes an integrated approach to combat gender-based violence with governments, non-governmental organisations, private sector and international organisations working together. It addresses the problems inherent in the current strategies, especially lack of collaboration between the different agencies and individuals working in the area of gender-based violence. *Promoting an Integrated Approach to Combat Gender Based Violence* encourages development and implementation of comprehensive and coherent policies, programmes and national plans of action on gender-based violence. It provides easy-to-read instructional material and case studies for training managers, middle-level professionals, development workers and extension agents. A do-it-yourself manual, the book draws on experiences from workshops and consultations in Botswana, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Swaziland, Uganda, Zambia and Zimbabwe.

2002; 88pp; GBP £8.99; ISBN 978-0-85092-714-6

Mainstreaming Gender in Debt and Development Resource Management

Debt Management Series 3

Dinesh Dodhia and Tina Johnson



- Includes recommendations for recording systems to track the gender-related impact of debt

Over the past two or so decades, the issues of mainstreaming gender in debt and development resource management, has taken centre stage in the continuing debate on improving the application of financial resources, to achieve greater social equity. In response to this debate the Commonwealth Secretariat has prepared this handbook, to enrich the information available to debt managers, gender advocates and other development practitioners while simultaneously making a contribution on the way forward.

This book highlights the linkages between debt and gender and discusses policies and action taken by international agencies and bilateral donors to promote and integrate gender issues in the provision of development assistance. It suggests effective and practical ways through which developing country governments can integrate gender equality considerations in their debt and development resource management. The handbook makes recommendations for debt recording systems, such as CS-DRMS, to better track the gendered impact of debt and externally funded programmes.

2005; 168pp; GBP £11.99; ISBN 978-0-85092-776-4

Also of interest...

See page 14 for other titles in this series.

Chains of Fortune

Best Practices in Linking Local Women Producers with Global Markets

edited by Marilyn Carr



“Gives a worm’s eye view of the complex patterns of trade interdependence.”

International Feminist Journal
of Politics

This volume brings together six case studies: three which focus on linking local producers with global markets; and three which focus on improving conditions of wage workers and outworkers already integrated into export markets through global value chains. On the producer side, they include examples of a cocoa co-operative of 45,000 producers in Ghana who are co-owners of a UK chocolate company; family-based co-operatives in Samoa which produce organic virgin coconut oil and related products for Australia, New Zealand and Germany; and new small enterprises in Mozambique helping to regenerate the cashew industry. On the wage worker side, they include women who have found jobs in the expanding deciduous fruits export industry in South Africa; women in Bangladesh who have found paid employment and increased empowerment in the ready-made garment export industry; and women who have found employment in newly created technology-enabled industries in India. Each case study is written by a team of international and national researchers and presents concrete examples of shifting the balance to help the working poor benefit from globalisation.

2004; 220pp; GBP £11.99; ISBN 978-0-85092-798-6



Gender Budgets Make Cents

Understanding Gender Responsive Budgets

Debbie Budlender, Diane Elston, Guy Hewitt and Tanni Mukhopadhyay

Divided into four sections, this book provides a conceptual and theoretical framework, traces the evolution of work in this area, assesses the role of

different stakeholders and highlights lessons learned to date. A profile of known activities at country level shows how gender responsive budgets have been used as a pivotal tool with which to assess budgetary performance and impact.

2002; 180pp; GBP £13.90; ISBN 978-0-85092-696-5



Gender Budgets Make More Cents

Country Studies and Good Practice

Debbie Budlender and Guy Hewitt

This book documents good practice in gender budget work from across the globe. Practitioners

share their first-hand experiences and in-depth knowledge of the why, where and how of gender responsive budget (GRB) initiatives. They reflect on both the challenges and successes of initiatives in the Andean region, Australia, Korea, Mexico, the Philippines, Rwanda, Scotland, South Africa and the United Kingdom. A chapter on the Commonwealth Secretariat's involvement in developing and implementing GRB initiatives is also included to suggest the role that can be played by external agencies at the national, regional and international level. This book builds on the previous publication, *Gender Budgets Make Cents*.

2002; 194pp; GBP £9.99; ISBN 978-0-85092-734-4



Gender Sensitive Approaches to HIV/AIDS

A Training Kit for Peer Educators

Commonwealth Youth Programme

HIV/AIDS is a development issue – affecting all sectors of society – economic and social

development, education, public services, food security, to name a few. At the heart of this pandemic lies inequality between men and women.

This training manual is a Commonwealth Secretariat initiative to mainstream gender equality into all government policies and programmes, as mandated by Commonwealth Heads of Government. It will be invaluable for managers and planners at different levels in a wide variety of organisations, helping them to identify the gender aspects of HIV/AIDS and to factor these into all policies, programmes, projects and activities.

2004; 50pp; GBP £5.00; ISBN 978-0-85092-815-0

Gender Equality

A Decade of Commonwealth Action

edited by Cheryl Dorall and Maryse Roberts



- Past achievements and future challenges

The year 2005 marked a decade of successful initiatives from the adoption by Commonwealth governments of the 1995 Commonwealth Plan of Action on Gender and Development, which was presented to the UN Fourth World Conference on Women held in Beijing in 1995.

This reference book for Gender ministers provides a snapshot account of the Commonwealth's achievements in promoting gender equality and records the numerous advances made by women during the 1995-2005 period. The publication also highlights the work of 53 member countries and partner organisations across the Commonwealth. The country profiles and regional reports will enable policy-makers, development practitioners and partner organisations to build on achievements and learn from the challenges encountered. The publication also identifies emerging issues that need to be addressed by the Commonwealth in the decade ahead.

The strong message is that gender equality should be at the centre of the Commonwealth's development and democracy agenda. This is critical to the achievement of the Millennium Development Goals. It is important that women and men benefit equitably from all that society has to offer, and are equally empowered to influence its governance and decisions.

CONTENTS

Introduction – A Decade of Commonwealth Learning; Commonwealth Secretariat – Working for Gender Equality; Commonwealth Foundation – Partnerships for Progress; Commonwealth of Learning – Delivering by Distance; Africa; Asia; Caribbean and the Americas; Europe; The Pacific

2005; 244pp; £25.00; ISBN 978-0-85092-818-1



Women and Men in Partnership for Post-Conflict Reconstruction

Report of the Sierra Leone National Consultation, Freetown, Sierra Leone, 21–24 May 2001

edited by Rawwida Baksh-Soodeen and Linda Etchart

Following a decade of armed conflict that led to the virtual collapse of the country's social, economic, legal and political fabric, the Sierra Leone National Consultation on Women and Men in Partnership for Post-Conflict Reconstruction, held in Freetown in May 2001, brought together 250 people from governmental and non-governmental organisations to discuss ways in which the war has impacted differently on women, children and men and how best to ensure gender equality in all reconstruction efforts. The papers in this report examine the following issues from a gender perspective: political and public decision-making; security and peace-building; legal reform; violence and other crimes against women and children; poverty, economic recovery and empowerment; health, HIV/AIDS and STIs; settlement of displaced persons and rehabilitation of ex-combatants; the role of young people in post-conflict reconstruction.

Published by Ministry of Social Welfare, Gender and Children's Affairs, Sierra Leone in collaboration with Commonwealth Secretariat, United Nations Development Programme (UNDP), British Council, United Nations Children's Fund (UNICEF).

2003; 202pp; GBP £10.50; ISBN 978-0-85092-744-3



Advancing the Human Rights of Women

Using International Human Rights Standards in Domestic Litigation

Papers presented at the Asia/South Pacific regional judicial colloquium for senior judges on the domestic application of international human

rights norms relevant to the human rights of women.

1997; 192pp; GBP £14.99; ISBN 978-0-85092-515-9



Gender Equality and the Judiciary

Using International Standards to Promote the Human Rights of Women and the Girl Child

Papers presented at the Caribbean Regional Judicial Colloquium in Georgetown, Guyana in 1997. Includes an overview of the application of

international human rights standards; the challenges of this application of international standards; how international human rights standards can be used to promote the rights of women and the girl child in domestic litigation.

2000; 256pp; GBP £14.99; ISBN 978-0-85092-577-7



Gender Management System Series

The Gender Management System (GMS) is a comprehensive network of structures, mechanisms and processes for bringing a gender perspective to bear on all government policies, plans, programmes and projects. The series consists of:

- a handbook which presents the GMS in detail
- sectoral guides to gender mainstreaming in specific sectors
- resource documents to assist the user in gender analysis, monitoring, evaluation and other aspects of gender mainstreaming

It is designed for policy-makers, planners, field staff and other government personnel involved in gender mainstreaming, as well as for academic users, NGOs, the private sector and others that have a stake in advancing gender equality and equity.

The GMS Toolkit

An Integrated Resource for Implementing the Gender Management System

Catherine Atthill

Accessible training resources to help government and other stakeholder organisations to mainstream gender issues. Contains an Action Guide, a Change Management Briefing, a Training Kit and a CD-ROM of the Gender Management System (GMS) manuals.

2004; GBP £40.00; ISBN 978-0-85092-768-9

Gender Mainstreaming in Agriculture and Rural Development

2001; 46pp; GBP £8.99; ISBN 978-0-85092-606-4



Gender Mainstreaming in Legal and Constitutional Affairs

Christine Chinkin and Florence Butegwa

2001; 102pp; GBP £8.99; ISBN 978-0-85092-653-8

Gender Mainstreaming in Science and Technology

Elizabeth McGregor et al

2001; 104pp; GBP £8.99; ISBN 978-0-85092-654-5

Gender Mainstreaming in Information and Communications

2000; 75pp; GBP £8.99; ISBN 978-0-85092-602-6

Gender Mainstreaming in Trade and Industry

2000; 56pp; GBP £8.99; ISBN 978-0-85092-604-0

Gender Mainstreaming in Development Planning

1999; 48pp; GBP £8.99; ISBN 978-0-85092-592-0

Gender Mainstreaming in Education

1999; 70pp; GBP £8.99; ISBN 978-0-85092-598-2

Gender Mainstreaming in Finance

1999; 35pp; GBP £8.99; ISBN 978-0-85092-600-2

Commonwealth Health Ministers Book 2007



- The definitive annual reference book

The *Commonwealth Health Ministers Book* is published for the Commonwealth Health Ministers Meeting that takes place in May of each year. It provides Health Ministers with a central source of information regarding health priorities, with key themes following those of the Meeting. The reference book includes articles from eminent authors on topical subject areas.

Published by Henley Media Group, for the Commonwealth Secretariat.

May 2007; about 250pp; GBP £35.00;
ISBN 978-0-9554408-1-6

Commonwealth Health Minister's Book 2006

May 2006; 156pp; GBP £35.00;
ISBN 978-0-9546572-7-7



From Tragedy Towards Hope

Men, Women and the AIDS Epidemic

Madhu Bala Nath

"I dedicate this book to the outreach workers: to their spirit and their conviction in defining sex and sexuality. We owe them our tomorrow, after all."

Madhu Bala Nath

This book tells the real life stories of men and women who live with the HIV/AIDS virus and have triumphed over it. It describes the impact of the virus on people and communities. It delves into the myths and rituals that surround women, sex and sexuality, and helps readers understand the human consequences of the epidemic for those affected, their families, communities and society at large.

2001; 110pp; GBP £10.99; ISBN 978-0-85092-676-7



Global Health Challenge

Essays on Aids

edited by Gordon Morrison

This book examines large-scale issues, including: blood vaccine research; governmental strategies to contain the epidemic; media influence over the public; ways in which opportunistic infections use HIV as a gateway to create subepidemics in developing countries; how the epidemic can undermine a society economically and socially. Developing countries feature prominently in this book.

2001; 166pp; GBP £8.99; ISBN 978-0-85092-651-4



Models of Good Practice Relevant to Women and Health

Handbooks for Policy Makers

Collections of models submitted in response to Commonwealth Health Ministers Meetings.

Many adopt a holistic approach to the subject by incorporating aspects of empowerment, provision of services to meet women's needs, literacy issues and income-generating activities.

Models of Good Practice Relevant to Women and Health 3

A handbook for policy makers in Commonwealth Africa

2000; 56pp; GBP £5.00; ISBN 978-0-85092-763-4

Models of Good Practice Relevant to Women and Health 2

1998; 38pp; GBP £5.00; ISBN 978-0-85092-764-1

Models of Good Practice Relevant to Women and Health

1996; 48pp; GBP £5.00; ISBN 978-0-85092-503-6



Developing Human Rights Jurisprudence Series

An eight-volume series recording the development of international jurisprudence in human rights issues and, in particular, the domestic application of international human rights norms.

Published in association with Interights.

8. Eighth Judicial Colloquium on the Domestic Application of International Human Rights Norms

Bangalore, India, December 1998

2002; 309pp; GBP £25.00; ISBN 978-0-85092-710-8

7. Seventh Judicial Colloquium on the Domestic Application of International Human Rights Norms

Georgetown, Guyana, 3-5 September 1996

1999; 238pp; GBP £18.00; ISBN 978-0-85092-562-3

6. Sixth Judicial Colloquium on the Domestic Application of International Human Rights Norms

Bloemfontein, South Africa, 3-5 Sept 1993

1995; 216pp; GBP £15.00; ISBN 978-0-85092-419-0

5. Fifth Judicial Colloquium on the Domestic Application of International Human Rights Norms

Balliol College – Oxford, UK, 1993

1993; 180pp; GBP £15.00; ISBN 978-0-85092-396-4

4. Fourth Judicial Colloquium on the Domestic Application of International Human Rights Norms

Abuja, Nigeria, 9-11 December 1991

1992; 280pp; GBP £15.00; ISBN 978-0-85092-389-6

3. Third Judicial Colloquium on the Domestic Application of International Human Rights Norms

Banjul, The Gambia, 7-9 November 1990

1991; 156pp; GBP £10.00; ISBN 978-0-85092-368-1

2. Second Judicial Colloquium on the Domestic Application of International Human Rights Norms

Harare, Zimbabwe, 19-22 April 1989

1989; 177pp; GBP £10.00; ISBN 978-0-85092-349-0

1. First Judicial Colloquium on the Domestic Application of International Human Rights Norms

Bangalore, India, 24-26 February 1988

1988; 264pp; GBP £10.00; ISBN 978-0-85092-329-2



Economic, Social and Cultural Rights in Practice

The Role of Judges in Implementing Economic, Social and Cultural Rights
edited by Yash Ghai and Jill Cottrell

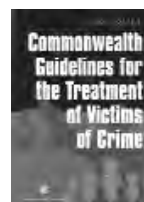
This book examines the record of jurisdictions in which attempts have been made at judicial enforcement of economic, social and cultural rights. Contributions provide insights into the methods, specificity, and limits of judicial enforcement.

They explore the interdependence of civil and political rights and economic, social and cultural rights, and the permeation of the latter into interpretations of the former.

The judicial approach now tends to the view that not only are both types of rights essential for human dignity but also that economic, social and cultural rights, when not directly enforceable as such, help to elaborate civil and political rights.

An Interights publication, available through the Commonwealth Secretariat.

2004; 142pp; GBP £20.00; ISBN 978-1-869940-27-0



Commonwealth Guidelines for the Treatment of Victims of Crime

Best Practice Series

The victims of crime are sometimes overlooked when reforming the criminal justice systems of countries. This leads to the incorrect perception that 'criminals have more rights than victims'. This publication sets out best practices and guidelines for dealing with victims at various stages in criminal justice systems in the Commonwealth, including the role of police, prosecutors and courts. It also looks at issues of compensation and restitution for victims of crime. The book was written by an expert group drawn from across the Commonwealth.

2003; 40pp; GBP £8.99; ISBN 978-0-85092-725-2



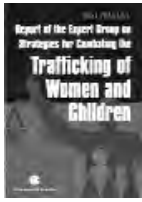
Freedom of Expression, Association and Assembly

Best Practice Series

This title examines the fundamental human rights of freedom of expression, assembly and freedom of association as set out in the international and regional human rights instruments. The right to demonstrate and protest forms part of the rights of assembly and association and is part of the democratic landscape of countries. An expert group sets out best practice and guidelines to ensure that these rights are protected while at the same time achieving a balance to ensure that other fundamental rights are not infringed. This book is particularly pertinent in the light of ongoing 'anti-globalisation' protests.

Contents: 1 Existing International Instruments; 2 Freedom of Expression; 3 Freedom of Assembly and Association; 4 Recommended Minimum Standards for the Commonwealth; 5 Effecting Minimum Standards; 6 Conclusions.

2003; 42pp; GBP £8.99; ISBN 978-0-85092-722-1



Report of the Expert Group on Strategies for Combating the Trafficking of Women and Children

Best Practice Series

Trafficking of people (mostly women and children) for commercial sexual activities and forced labour is one of the fastest growing areas of international criminal activity – and one that is of huge concern. Trafficking in humans is now considered the third largest source of organised crime after drugs and arms. The Commonwealth Law Ministers at the 1999 meeting in Trinidad and Tobago concluded that the Commonwealth Secretariat should propose strategies to assist countries in developing national and regional initiatives against human trafficking. This title is the result of these proposals.

2003; 56pp; GBP £8.99; ISBN 978-0-85092-723-8



Tackling the Unconstitutional Overthrow of Democracies

Professor John Hatchard and Dr Tunde I Ogowewo

There is a rich history of case law within the Commonwealth where there have been legal challenges to the unconstitutional overthrow of governments. These cases and a commentary on them are set out in this publication. It critically examines the evolution of judicial decisions on the subject. In doing so, it also evaluates jurisprudential theories underpinning these judgments. The position of the Commonwealth, especially its strong stance against the unconstitutional overthrow of governments, is set out. Consideration is given to possible constitutional provision which would reinforce democracy and offer protection to citizens against the unconstitutional overthrow of governments.

2003; 212pp; GBP £11.99; ISBN 978-0-85092-721-4



Strengthening Ombudsman and Human Rights Institutions in Commonwealth Small and Island States

The Caribbean Experience

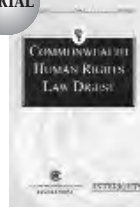
Victor Ayeni, Linda Reif and Hayden Thomas

This book looks at accountability, privatisation of government functions, complaint handling, systematic investigations, compliance issues and management concerns. It provides Caribbean case studies placed within a larger international context.

Contents: 1 An Introduction to the Ombudsman and Human Rights Institutions in the Caribbean; 2 The Role and Jurisdiction of National Institutions in the Caribbean; 3 The Complaint-Handling and Investigation Procedures in the Ombudsman and Human Rights Institutions; 4 Management Problems of Ombudsman and Human Rights Institutions in the Caribbean; 5 Ombudsman and Human Rights Protection and Promotion in the Caribbean: Issues and Strategies.

2000; 238pp; GBP £9.00; ISBN 978-0-85092-639-2

SERIAL



Commonwealth Human Rights Law Digest

Commonwealth Secretariat and Interights

The *Commonwealth Human Rights Law Digest* is a unique periodical compendium of the latest human rights case law across over fifty common law jurisdictions, including Canada, South

Africa, Australia, New Zealand and India. It gives access to clear and easily-digestible summaries of decisions, many of which are unreported elsewhere.

It is arranged for easy reference, with over 40 main headings and 200 sub-headings.

Each issue of the *Commonwealth Human Rights Law Digest* contains detailed summaries of recent human rights decisions from national courts in Commonwealth countries, together with an editorial commentary and explanatory notes. The Digest is the only periodical to focus exclusively on common law human rights jurisprudence beyond the UK and is a valuable resource for all human rights lawyers.

Following the passing of the Human Rights Act, British Courts are making increasing reference to, and applying, human rights decisions from other common law jurisdictions. The Digest keeps readers ahead of worldwide developments by giving them access to the very latest and most significant decisions.

Order from Interights at www.interights.org, not from the Commonwealth Secretariat.

3 issues per year; GBP £15.00 per issue; ISSN 1363-7169

Electronic Governance

An Eastern African perspective

Rogers W'O Okot-Uma and John Onunga



- eGovernment
- eDemocracy
- eBusiness

The face of Electronic Governance as viewed from an Eastern African perspective, providing a unique picture from a relatively poorly resourced jurisdiction. A rich source of material on the fundamentals of driving eConnectivity through diverse workgroups in new information and communication technologies.

CONTENTS

- Good Governance: An Introductory Overview
- Acronyms
- Part I: An Overview of Electronic Government
- Part II: An Overview of Electronic Democracy
- Part III: An Overview of Electronic Business
- Part IV : Electronic Governance: Selected Planning and Implementation Fundamentals

January 2007; 272pp; GBP £10.99;
ISBN 978-0-85092-766-5

Electronic Governance

An International Comparative Study

Thomas B Riley
edited by Rogers W'O Okot-Uma



- Sets out comparative developed country experience as good practice exemplars for developing countries

A study of comparative eGovernance in Australia, Canada, Sweden, the UK and the USA. This book discusses issues and challenges faced in the advancement of eGovernment.

CONTENTS

1. Electronic Governance: An Emerging World Phenomenon
2. From Virtuality to Actuality
3. Country Comparisons (Australia, Canada, Sweden, UK, US)

January 2007; 160pp; GBP £16.99;
ISBN 978-0-85092-767-2



Breaking the Digital Divide

Implications for Developing Countries

Elena Murelli
edited by Rogers W'O Okot-Uma

Dynamism and innovation are predominant features in the emergence of the information society and knowledge economy. The rapid deployment and proliferation of the new and emerging information and communication technologies (ICTs) herald new opportunities for growth and development. Governments worldwide are seeking to harness this massive potential. ICT applications promise significant benefits: improved health care, easier access to public services, increased opportunities for training, work and leisure and, above all, good governance. However there are also undesirable consequences. This is particularly true in developing countries, where adoption and access to ICT are slower to appear. This contributes to uneven economic progress and development. The rapidly widening digital divide must be narrowed and its impact lessened to avoid long-term unwanted consequences.

2003; 200pp; GBP £11.50;
ISBN 978-0-85092-672-9



Electronic Governance and Electronic Democracy:

Living and Working in the Wired World

Professor Thomas B Riley
edited by Rogers W'O Okot-Uma

This book discusses, among other things, the tools of electronic delivery of government services.

2001; 130pp; GBP £11.99;
ISBN 978-0-85092-659-0

2005 Meeting of Commonwealth Law Ministers and Senior Officials



- Memoranda from the Meeting held in Accra, Ghana, 17-20 October 2005

This volume contains the Memoranda prepared for the 2005 Meeting of Commonwealth Law Ministers and Senior Officials, together with the Communiqué and Meeting Agenda. (Minutes of the Meeting and Classified Memoranda are published separately, as these are only available to member governments.)

November 2006; 536pp; GBP £20.00;
ISBN 978-0-85092-844-0

2002 Meeting of Commonwealth Law Ministers and Senior Officials

Kingstown, St Vincent and the Grenadines, 18-21 November 2002 Memoranda

2003; 280pp; GBP £12.50; ISBN 978-0-85092-758-0

1999 Meeting of Commonwealth Law Ministers and Senior Officials

Port of Spain, Trinidad and Tobago, 3-7 May 1999 Memoranda

Volume 1

2002; 306pp; GBP £10.99; ISBN 978-0-85092-694-1

Volume 2

2002; 304pp; GBP £10.99; ISBN 978-0-85092-695-8

1996 Meeting of Commonwealth Law Ministers (Kuala Lumpur, 1996)

1996; 482pp; GBP £20.00; ISBN 978-0-85092-508-1

The Prosecution of International Crimes

A Practical Guide to Prosecuting ICC Crimes in Commonwealth States



- Clear, practical information about the ICC
- The relevant principles of international law and the new laws adopted in each State

A new era of international justice began with the coming into force of the Rome Statute of the International Criminal Court (ICC) in 2002. For the first time, a permanent international court has been established with jurisdiction to try individuals for the most serious crimes: genocide, crimes against humanity and war crimes.

But the impact of the ICC goes well beyond the international stage. The Court is intended to complement national jurisdictions and will only take on cases where the States with jurisdiction over the relevant crimes are either unwilling or unable to conduct the prosecution. Thus the vast majority of cases will be investigated and prosecuted by domestic authorities in domestic courts. This has significant ramifications for the police, prosecutors, defence counsel and judicial authorities within States who may be called upon to investigate, prosecute, defend or adjudicate on such matters as well as render various types of assistance to the ICC.

This Guide is intended to assist domestic authorities within Commonwealth countries in meeting this challenge by providing practical information about the Court, the relevant principles of international law and the new laws adopted in each State. Part I takes the reader through the structure of the ICC, issues relating to jurisdiction, an outline of the crimes, a description of the co-operation regime and general principles of international humanitarian law. Part II looks at national legislation that has been adopted to date.

2005; 234pp; GBP £17.99; ISBN 978-0-85092-817-4

SERIAL



Commonwealth Law Bulletin

Now in its 32nd year, the *Commonwealth Law Bulletin* is a comprehensive journal reporting on the law and legal developments throughout the Commonwealth. It contains everything needed to stay up-to-date with law, professional developments and policy decisions. It is divided

into the following sections:

- Articles
- International developments
- Commonwealth legal initiatives
- Legislation: short synopses of recent legislation
- Judicial decisions: including reported cases in administrative, commercial, constitutional and criminal law, and human rights
- Law reform: recommendations for changes

A limited stock of back issues is available from publications@commonwealth.int

Annual subscription: GBP £72.00 (UK and Europe), GBP £84.00 (rest of the world); ISSN 0305-0718



Law in Cyber Space

The reports of two Commonwealth expert groups considering issues relating to law and information technology. The aim of each group was to identify the essential components of laws needed to deal with technology. The groups sought to ensure that their recommendations

took account of the needs of Commonwealth small and developing states. Part 1 considers the legislative framework necessary for effective e-commerce. Part 2 examines the specific criminal law issues relating to information technology.

2001; 142pp; GBP £8.99; ISBN 978-0-85092-658-3



Election Observer Group Reports

These Reports present the observations, conclusions and recommendations of Commonwealth Observer Groups. The Secretary-General constitutes these observer missions at the request of governments and with the agreement of all significant political parties. At

the end of a mission, a report is submitted to the Secretary-General, who makes it available to the government of the country in question, the political parties concerned and to all Commonwealth governments. The report eventually becomes a public document.

The National Assembly and Presidential Elections in Nigeria, 12 and 19 April 2003

August 2006; 58pp; GBP £10.50; ISBN 978-0-85092-786-3

Kenya General Election, 27 December 2002

August 2006; 44pp; GBP £10.50; ISBN 978-0-85092-785-6

Pakistan: National and Provincial Assembly Elections, October 2002

August 2006; 64pp; GBP £10.50; ISBN 978-0-85092-784-9

The Lesotho General Election, 25 May 2002

August 2006; 44pp; GBP £10.50; ISBN 978-0-85092-720-7

Sierra Leone Presidential and Parliamentary Elections, 14 May 2002

August 2006; 42pp; GBP £10.50; ISBN 978-0-85092-719-1

Fiji Islands General Election, 25 August–5 September 2001

August 2006; 56pp; GBP £10.50; ISBN 978-0-85092-715-3

For earlier titles in this series please see www.thecommonwealth.org/publications

Compendium of Election Laws, Practices and Cases of Selected Commonwealth Countries

Carl Dundas

Volume 1: Election Laws and Practices

The constitutional provisions and election laws and procedures of selected Commonwealth countries.

Volume 1 Part 1: Africa, Asia, Europe

1996; 812pp; GBP £55.00; ISBN 978-0-85092-463-4

Volume 1 Part 2: Australia and the South Pacific, Canada and the Caribbean

1998; 850pp; GBP £55.00; ISBN 978-0-85092-542-5

Volume 2: Election Cases

Actual election cases, grouped by subject. In two parts, each containing five themes.

Volume 2: Part 1

1999; 540pp; GBP £55.00; ISBN 978-0-85092-533-9

Volume 2: Part 2

1999; 503pp; GBP £55.00; ISBN 978-0-85092-575-3

Public Sector Reform in Developing Countries

A Handbook of Commonwealth Experiences

Managing the Public Service: Strategies for Improvement Series

Victor Ayeni



- A country-by-country synopsis across Africa, Asia, the Caribbean, Europe and the Pacific

This title provides a country-by-country synopsis of the reform experience of 40 Commonwealth developing states, spread across Africa, Asia, the Caribbean, Europe and the Pacific. It presents a brief profile of each country and the background to recent political and economic changes, followed by an outline of the key reform initiatives, the implementation processes, the achievements, and problems encountered. Whenever possible, each section concludes with a sketch of proposed initiatives and future programmes. The publication shares experiences and good practice, offering a wealth of background information for policy makers, practitioners and trainers.

2002; 134pp; GBP £12.00; ISBN 978-0-85092-711-5

Empowering the Customer

The Citizen in Public Sector Reform

Managing the Public Service: Strategies for Improvement Series

Victor Ayeni



- Hands-on materials and policy ideas

One of the key ideas in current public sector reforms is that of citizens as customers. Various market-oriented measures, privatisation of government enterprises and new performance management approaches have been introduced, alongside traditional consumer protection mechanisms, to promote genuine empowerment of the customer. This book explores some of these recent strategies based on Commonwealth best practice. It presents guidelines on developing clients' charters, setting appropriate standards for public services, and meeting the expectations of the socially deprived. The public sector is of course remarkably different from business, and not easily amenable to the conditions of a perfect market environment. *Empowering the Customer* addresses some of the implications of this issue for the implementation of the new management theory. It provides 'hands-on' materials and policy ideas for governments, practitioners and experts.

2001; 64pp; GBP £12.00; ISBN 978-0-85092-649-1

Promoting Good Governance

Principles, Practices and Perspectives

Managing the Public Service: Strategies for Improvement Series

Sam Agere



- An analysis of good governance, with the emphasis on public sector reforms

This book addresses:

- The role of public management in promoting productivity and increasing performance with relation to economic growth and sustainable development
- Accountability and transparency linked to administrative performance
- Public and private sector interface and partnership
- The role of the state
- Values and ethics
- Implications for training, teaching and development

2000; 144pp; GBP £9.00; ISBN 978-0-85092-629-3

Also of interest...

See pages 5, 38 and 39 for other titles in this series.

NEW



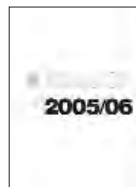
Commonwealth Local Government Handbook 2006

The *Commonwealth Local Government Handbook* provides a complete guide to local government throughout the Commonwealth. It is a complete reference covering all 53 countries of the Commonwealth. It gives full country

profiles of the local government systems, describing how local government is organised, local government structures, election systems, legislation, service responsibilities, funding, e-government, relationships with central government and forthcoming reforms in each country. The profiles are organised in a format that allows easy comparison from country to country and are widely used by government departments, donor agencies and other organisations working in Commonwealth countries.

Published by Publications UK for the Commonwealth Local Government Forum.

October 2006; 282pp; GBP £50.00; ISBN 978-0-9549868-2-7



Commonwealth Public Administration Reform 2005-06

edited by Richard Green

Commonwealth Public Administration Reform, now in its third edition, is an annual resource for civil servants and public administrators across the 53

countries of the modern Commonwealth. At the heart of the series is the desire to share experience and spread best practice. A key aspect of this is a full report on the Commonwealth Association for Public Administration and Management's innovation awards with case studies of the winners. Other subjects covered include: reform strategies; democracy; partnerships; human resources; information and communication systems; education and training.

Published for the Commonwealth Secretariat by Pro-Brook.

2005; 160pp; GBP £55.00; ISBN 978-0-85092-821-1



Fighting Corruption, Promoting Good Governance

Expert Group Report

This publication presents a framework for Commonwealth Principles on Promoting Good Governance and Combating Corruption. It was endorsed by Heads of Government at their summit in Durban in 1999 as the basis for pursuing concerted strategies based on 'zero tolerance' for all types of corruption at national and global levels. This publication includes the full report of the Expert Group. It examines the nature of corruption and its different dimensions as well as appropriate responses to the problems it poses.

2000; 68pp; GBP £10.99; ISBN 978-0-85092-644-6



The Public Service Country Profile Series

Current Good Practices and New Developments in Public Service Management

The *Public Service Country Profiles* describe and analyse the often tumultuous and controversial public sector reforms that have taken place in contributing countries. Practising bureaucrats, diplomats, political and academic audiences will find these books invaluable in benchmarking best practice in public sector reform.

A Profile of the Public Service of India

2004; 190pp; GBP £10.95; ISBN 978-0-85092-751-1

A Profile of the Public Service of Malaysia

2004; 96pp; GBP £10.95; ISBN 978-0-85092-700-9

A Profile of the Public Service of Australia

2003; 166pp; GBP £10.95; ISBN 978-0-85092-706-1

A Profile of the Public Service of Canada

2003; 144; GBP £10.95; ISBN 978-0-85092-698-9

A Profile of the Public Service of New Zealand

2003; 50pp; GBP £10.95; ISBN 978-0-85092-702-3

A Profile of the Public Service of Malta

edited by Charles Polidano

2002; 86pp; GBP £10.95; ISBN 978-0-85092-703-0

The UK Experience of Public Administration Reform

Richard Jarvis

2002; 64pp; GBP £10.95; ISBN 978-0-85092-699-6

A Profile of the Public Service of Singapore

1999; 116pp; GBP £9.00; ISBN 978-0-85092-574-6



Managing the Public Service: Strategies for Improvement Series

This series provides the reader with access to the experiences and successes of elected and appointed officials from across the Commonwealth. The series complements other

Commonwealth Secretariat management and training publications, particularly the *Public Service Country Profile Series* (see above).

Designing Performance Appraisals

Assessing Needs and Designing Performance Management Systems in the Public Sector

edited by Sam Agere and Noella Jorm

Through case studies in Barbados, Samoa and Tonga this book shows how to measure performance in the delivery of service to the public. It shows how to conduct a needs assessment in the ministries, how to design an appropriate appraisal system, how to train the people who will be using it, and how to integrate it into the public service machinery.

2000; 170pp; GBP £9.00; ISBN 978-0-85092-630-9

Better Information Practices

Improving Records and Information Management in the Public Service

This book shares best practice in the design of better record management systems (including developing a Retention Schedule); shows a manual used by ministries and departments as an example; and formulates guidelines for using a schedule and indexing.

1999; 144pp; GBP £9.00; ISBN 978-0-85092-582-1

Managing Change

Changing the Role of Top Public Servants

Reforms have put tremendous new demands on the people at the top of the public service. Almost everywhere the emphasis is on doing "more, and better, with less". This study is an inquiry into how permanent secretaries around the Commonwealth see their jobs. It is based on extensive interviews and surveys of senior officials in over twenty-five Commonwealth countries.

1999; 72pp; GBP £9.00; ISBN 978-0-85092-584-5

Rethinking Policy Analysis

Enhancing Policy Development and Management in the Public Service

Many governments are indecisive about the role of the state in this era of rapid change, and a new policy development and management paradigm is emerging – a transition from administration to management is under way. This book offers a practical framework within which policy can be conceptualised, formulated, implemented and evaluated.

1999; 72pp; GBP £9.00; ISBN 978-0-85092-583-8

Strengthening Management Development Institutions

Enhancing the Involvement of Management Development Institutions in the Public Service Reform Process

Management development institutes were established soon after independence in most African countries. Their role was to provide training, consultancy and research services to governments, particularly to the indigenous people who had assumed senior positions in the machinery of state.

The purpose of this publication is to identify ways and means by which management development institutes can better facilitate the public service reform process. It offers a very down-to-earth approach to the issues raised.

1999; 96pp; GBP £9.00; ISBN 978-0-85092-585-2



Redefining Management Roles Improving the Functional Relationship between Ministers and Permanent Secretaries

This publication highlights problems facing ministers and permanent secretaries in the management and reform of the public service; redefines the role and responsibilities of ministers

and permanent secretaries in implementing reform; identifies the policy and administrative boundaries of elected and appointed officials; and shares best practices in enhancing the functional relationships through case studies of Britain, Canada and Trinidad & Tobago.

1999; 128pp; GBP £9.00; ISBN 978-0-85092-614-9

From Problem to Solution

Commonwealth Strategies for Reform

This book develops a framework for productive public service reforms, based on successful innovations and practical strategies developed and implemented across the Commonwealth. The first section highlights the pressures Commonwealth countries face. The following sections draw out common strategic approaches and provide a framework of practical solutions. The final section identifies critical challenges which must be addressed to sustain public service reform and underpin accountable administration for just and honest government.

1995; 70pp; GBP £9.00; ISBN 978-0-85092-452-7



Current Good Practices and New Developments in Public Sector Service Management

This is a revised edition of the 1996 portfolio and continues to provide a framework for building and sustaining effective public service

organisations, based on current good practice and the wide experience of senior public sector managers throughout the Commonwealth. This book is designed to be used with the *Public Service Country Profiles* (see above).

2002; 372pp; GBP £18.50; ISBN 978-0-85092-712-2

Also of interest...

See pages 5, 36 and 37 for later titles in the *Managing the Public Service: Strategies for Improvement Series*.

NEW



Small States of the Commonwealth

Challenges and Prospects

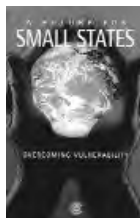
edited by Dr Eliawony Kisanga

Small states face unique challenges as they adapt to the demands of an increasingly global economy.

This publication, produced with the Commonwealth Parliamentary Association, surveys the range of challenges facing small states, including environmental and trade issues, economic problems, the particular challenges facing small states in development, education, and governance, and the issue of regionalism.

The book provides policy makers and parliamentarians worldwide with a detailed insight into how these issues uniquely impact upon small states, and offers recommendations on how to strengthen their capacity to exploit the new opportunities and challenges arising from globalisation.

February 2007; about 272pp; GBP £20.00; ISBN 978-0-85092-849-5



A Future for Small States: Overcoming Vulnerability

Eugenia Charles et al

An analysis of the key issues concerning small states' security and development. This report sets out a series of recommendations to counteract vulnerability arising from factors such as

globalisation, environmental degradation and global warming, and international crime. It discusses economic, environmental and political dimensions, as well as recognising the importance of regional organisations and international conventions in enhancing small states' security.

1997; 177pp; GBP £12.99; ISBN 978-0-85092-511-1



Educational Planning and Management in Small States Concepts and Experiences

edited by Godfrey Baldacchino and
Charles J Farrugia

"A useful case-study manual on management and planning... a worthy addition to Commonwealth Secretariat publications." *International Review of Education*

This book presents the critical reflections of 18 senior officials working in 12 small states on the management and planning of education. Their comments are driven by the insights they gained as adult participants in a unique post-graduate programme at the University of Malta devised by, and for, the distinct small-scale imagination. The first part of the book deals with educational management issues, addressing the education process from an internal operational perspective. Total Quality Management, staff recruitment and appraisal, job satisfaction, stress management and the multifunctionality of incumbents are key considerations. The second section looks at educational planning. It considers the influence and role of educational planning in general, and looks at particular challenges to teaching staff, school-business linkages, and those presented by primary, secondary, vocational and adult education. The editors are both academic members of staff at the University of Malta.

2002; 306pp; GBP £10.99; ISBN 978-0-85092-729-0

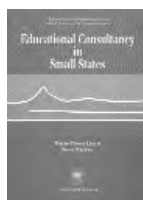


Educational Development in the Small States of the Commonwealth Retrospect and Prospect

Michael Crossley and Keith Holmes

This book examines the forces shaping the work carried out by the Commonwealth Secretariat, and reviews the varied programmes of activities that have resulted. Particular acknowledgement is given to the seminal influence of the Mauritius Meeting of Experts on Education in Small States held in 1985 and to the resulting seven sets of thematic activities. Looking to the future, the book is designed to contribute to a new Commonwealth consultative process, and suggests a possible framework to help identify key questions for consideration, and potential strategies for further development.

1999; 112pp; GBP £12.99; ISBN 978-0-85092-627-9

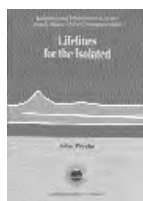


Educational Consultancy in Small States

Marie-Pierre Lloyd and Steve Packer

This paper explores the skills required of the consultant and how institutions within small states can develop their consultancy capacity. It is presented as a useful manual for those with responsibility for managing educational consultancies.

1994; 80pp; GBP £5.00; ISBN 978-0-85092-398-8



Lifelines for the Isolated

John Weeks

This book explores strategies for giving professional support to teachers and administrators working in isolated communities.

1994; 44pp; GBP £3.00; ISBN 978-0-85092-400-8



The Challenge of Scale

edited by Kazim Bacchus

An analysis of the impact of smallness of scale on educational development.

1993; 230pp; GBP £5.00; ISBN 978-0-85092-318-6



Making Small Practical

The Organisation and Management of Ministries of Education in Small States

Mark Bray

A resource handbook for senior education managers: how should a ministry of education which has only a small group of staff be organised? Officers must become multi-functional; but what tasks should be grouped together and how? What styles of management are needed for the highly personalised nature of small states, in which individuals have multiple out-of-work relationships as well as formal in-work ones? How can small ministries best manage the demands of regional and international linkages? Experiences have been distilled and analysed, and are presented in a lively and readable format for both administrators and trainers. The companion study (see below) contains 14 case studies.

1991; 128pp; GBP £5.00; ISBN 978-0-85092-366-7



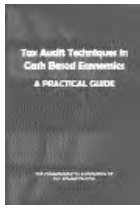
Ministries of Education in Small States

Case Studies of Organisation and Management

Mark Bray

The conventional literature on public administration is dominated by the pattern and concerns of large countries. It does not address the needs of small countries, which have very different organisational and managerial frameworks. For example, what degree of specialisation is possible in a ministry which has only a small number of professional staff? And what are the implications for management of highly personalised societies in which all participants know each other well? The book presents 14 studies of organisation and management written by people involved in these situations.

1991; 296pp; GBP £5.00; ISBN 978-0-85092-367-4



Tax Audit Techniques in Cash Based Economies

A Practical Guide

The Commonwealth Association of Tax Administrators

A practical guide to using tax audits to detect concealed income in all the most common trades in cash based economies. Based on methods used widely in the Indo-Pakistan sub-continent, *Tax Audit Techniques in Cash Based Economies* will be useful in all other developing countries with cash based economies.

2005; 86pp; GBP £11.99; ISBN 978-0-85092-824-2



International Tax Competition: Globalisation and Fiscal Sovereignty: A Developing Country Perspective

edited by Rajiv Biswas

A collection of papers written by experts who have been closely involved with international tax competition, particularly from the small states and developing country perspective, during the period since the publication of the 1998 WTO OECD report. The papers consider the broad themes of globalisation, international tax competition, WTO issues, regulatory issues and legal and constitutional issues: Globalisation and International Taxation; International Tax Competition in Business Services; The WTO and Fiscal Competition; Regulatory Issues for Financial Centres; International Legal and Constitutional Issues.

2002; 315pp; GBP £14.99; ISBN 978-0-85092-688-0



Implementing Large Taxpayer Units

The Commonwealth Association of Tax Administrators

More and more tax administrations are setting up specialised units for dealing with large taxpayers. This publication presents the experience of seven Commonwealth country tax administrations that have successfully created specialised departments exclusively to deal with large taxpayers, and identifies good practices in this area. *Implementing Large Taxpayer Units* highlights the entire process from initial planning through to implementation, in order to identify key factors in success. While the book is primarily meant to assist countries at the start of this process, it will also help administrators who have already implemented such units to identify areas for improvement or to take timely corrective measures.

November 2006; about 88pp; GBP £10.00; ISBN 978-0-9553540-0-7



Competing With the Best: Good Human Resource Practices in Caribbean Tourism

Competing With the Best is a unique user handbook on good practices in training and human resources planning from customer-driven industry leaders in the Caribbean region. It provides helpful tips and resources on how to find, train, manage and retain good employees. *Competing With the Best* profiles valuable approaches that can be adopted or adapted for all Caribbean tourism businesses and organisations, many of which will also be relevant in other parts of the Commonwealth.

Published in association with the Caribbean Tourism Organisation.

2005; 92pp; GBP £10.50; ISBN 978-0-85092-807-5



Tax Evasion and Avoidance

Strategies and Initiatives for Tax Administrators

This book summarises the strategies and initiatives used by tax administrations around the world to prevent, detect and deal with tax evasion and avoidance, from 'command and control' approaches such as penalties and sanctions to 'responsive regulation' such as taxpayer education and assistance.

The book provides a detailed menu of approaches that tax administrators can select from, follow up with their own research and adapt to their particular circumstances.

The authors describe the conditions that foster tax evasion and avoidance, examine the most common types of evasion and avoidance behaviours and activities experienced by the Commonwealth Association of Tax Administrators member countries, and consider which sectors and occupations are particularly prone to tax evasion and avoidance activities.

November 2006; about 88pp; GBP £10.00; ISBN 978-0-9553540-1-4



Guidelines for Exporters of Cut Flowers to the European Market

A practical, accessible handbook for everyone interested in supplying cut flowers to the EU. The book is divided into four sections. Section 1 covers the EU member states and Switzerland. It looks at what the markets have in common, and

their differences. Section 2 features production, post-harvest handling and markets for the selected products which offer potential for Commonwealth exporters. Section 3 presents concise specialist articles on business topics common to all markets and products. Section 4 gives details of regulations, standards, contacts and trade fairs.

2002; 200pp; GBP £20.00; ISBN 978-0-85092-663-7



Guidelines for Exporters of Fruit and Vegetables to the European Market

An introduction to the trade with coverage of the EU and its constituent markets, products with potential, the practicalities of an export enterprise, relevant regulations and useful names and addresses. It provides all this key information in a straightforward way that does not require professional training in horticulture.

2002; 206pp; GBP £20.00; ISBN 978-0-85092-662-0



A Guide to the European Market for Medicinal Herbs

Despite the growth in the consumption of plant-based medicines and health foods around the world, the Commonwealth's share of the trade in medicinal herbs and extracts is still small. This handbook is designed to help businessmen and women understand the working of the international market in medicinal herbs and extracts, to give them a better chance of tapping into this growing market.

2001; 130pp; GBP £15.00; ISBN 978-0-85092-661-3



International Craft Trade Fairs A Practical Guide

The purpose of the guide is to provide craft producers and exporters with a practical methodology to assess potential markets. It looks at national and individual enterprise capabilities; selecting an international trade fair which best matches the producer's needs; budgeting, planning and implementing successful participation in a trade fair and how to take advantage of the many opportunities to obtain market information that arise during such events.

2001; 126pp; GBP £10.99; ISBN 978-0-85092-664-4

Adolescent and Youth Participation



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