

# Advanced Legislative Drafting

Sharpening your drafting  
skills



Two-week professional development workshop  
9 to 20 September 2024 in London



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshop

Good quality legislation is vital to the governance of any jurisdiction, and in order to achieve it a high standard of legislative drafting is required. In order to be able to draft effectively, legislative drafters need to have a clear understanding of why legislation is set out as it is, what exactly the functions are various elements in it (e.g. commencement, objects, application and duration provisions) and how important aspects of legislation can and should operate. This workshop will enable you to examine different types of common statutes: those that set up statutory corporations, and provide for licensing, and taxation.

### Who is the workshop for?

The workshop is designed to improve and sharpen the skills of those already engaged in the process of drafting. It is recommended for legislative counsel who have had perhaps two to three years or more of continuous experience in the task, particularly those who have never previously attended a legislative drafting workshop, or who consider they need to refresh their understanding of modern legislating drafting.

The workshop will give participants the opportunity to put learned skills into practice by undertaking, in individual and group work, a series of analysis and discussion exercises, and a further series of written exercises to be assessed by our Workshop Director.

### How participants will benefit

This workshop will:

- Give you a detailed explanation and understanding of some of the finer points of the skill of drafting
- Help you to examine particular elements of statutes and subsidiary legislation
- Provide an opportunity to look specifically at aspects of drafting (e.g. retrospectivity, extra-territoriality) that drafters sometimes find difficult
- Offer guidance about legislative plans
- Help identify areas in which your legislative drafting could be improved.

### What the workshop will cover

The workshop has three main components:

- Examining, discussing and understanding the subjects raised
- Undertaking an intensive series of practical exercises designed to enable you to understand the most important elements, and different types of, modern legislation
- Considering, the light of drafts produced, and of shared experience, the most practical way in which effective legislative rules may be produced.

You will be invited to give an informal presentation on your own procedures and to identify any particularly pressing problems relating to the drafting of legislation in your home country. If possible, please bring a laptop computer with you for use during the practical drafting exercises.

## Programme outline

Week 1		AM	PM
Day 1	Welcome to PAI Introductions and overview of workshop The structure of legislation Participants' informal presentations		<b>Analysis and discussion exercise 1</b> Structure and punctuation
Day 2	Punctuation: the use of commas Penal provisions, including strict and vicarious liability		<b>Written exercise 1</b> Checking for drafting defects
Day 3	Linking devices: relationships between provisions Drafting definitions		<b>Analysis and discussion exercise 2</b> Drafting definitions
Day 4	Conciseness and consistency in drafting legislation The legislative plan		<b>Written exercise 2</b> Creating a legislative plan
Day 5	Preliminary provisions in statutes and subsidiary legislation Legislation setting up statutory corporations		<b>Optional sight-seeing tour of London</b>
Week 2		AM	PM
Day 1	Amending legislation Retrospective and retroactive provisions		<b>Written exercise 3</b> Amending legislation
Day 2	Final provisions: repeals, transitional and savings provisions		<b>Feedback session 1</b> Points arising from written exercises 1 and 2
Day 3	Extra-territorial legislation Delegated powers to legislate		<b>Written exercise 4</b> Delegated powers to legislate
Day 4	Licensing legislation Taxation legislation		<b>Analysis and discussion exercise 3</b> Improving legislation
Day 5	<b>Feedback session 2</b> Points arising from written exercises 3 and 4 Explanatory notes to legislation Residual issues and queries		Review and evaluation of the workshop Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

## Workshop Director

The Workshop Director will be Lucy Marsh-Smith.

The Workshop Director will be **Lucy Marsh-Smith**. Lucy has over 30 years' experience of drafting legislation in three jurisdictions and currently heads Jersey's Legislative Drafting Office. She leads on in-house training for both trainee drafters and for policy officials. Lucy is also a tutor on the post graduate drafting diploma at the University of Athabasca, Canada. She will be assisted by **Zoë Rillstone**, who is a senior legislative drafter in the Jersey Office. Her extensive experience of drafting was gained largely in the New Zealand Office of Parliamentary Counsel. Having been a Senior Solicitor in the New Zealand Inland Revenue Department, Zoë now has a leading role in relation to Jersey's tax legislation. Zoe also has a major role regarding technology in the Jersey Office and also has an interest in formal logic and computer-readable legislation.

## How to apply

Please complete the PAI application form online via our website: [www.public-admin.co.uk/booking-form/](http://www.public-admin.co.uk/booking-form/)

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

### Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

### Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

### Fees

The fee for the workshop will be £4,185. It includes tuition, travel to and from the airport in London<sup>1</sup>, presentation material and other documentation. It also includes a hard copy of the Commonwealth Secretariat “*Legislative Drafting Manual*” for you to use during the workshop and take home with you for future reference and follow up. We also provide a light lunch and refreshments during each working day as part of the fee.

### Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

### Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities”. In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

### Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

### Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/ Embassy confirming refusal of a visa and providing you have not entered the UK.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

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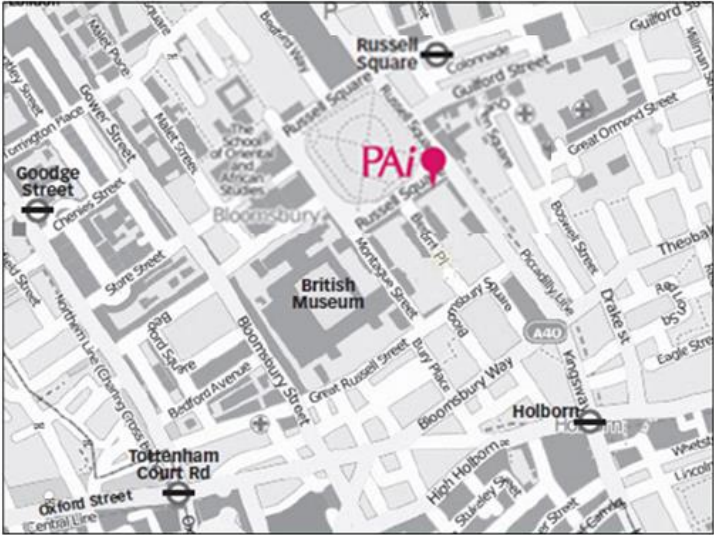
<sup>1</sup>Travel to and from the airport in London are provided at cost.

**Who we are**

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.



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