

National Assembly of Bhutan



Standard Operating Procedure for collaborating with Media

2022

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1. Introduction

Parliamentary proceedings and information on the business of the Parliament are public and it is essential that the public be informed in a parliamentary democratic system. The media play a crucial role in the flow of information from Parliament to the citizens.

During the Sessions, the National Assembly of Bhutan (NAB) broadcasts the Sessions through TV and Radio in collaboration with the Bhutan Broadcasting Service Corporation Limited (BBSCL) and also live stream on the Official Facebook Page and YouTube channel of the NAB. The proceedings are open to the public and media.

2. Purpose

The purpose of this Standard Operating Procedure (SOP) is to set a standard procedure to share information and facilitate communications between NAB and the media personnel for correct reporting and disseminating information.

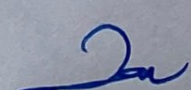
3. Media Focal Person for the National Assembly of Bhutan

- I. The NAB's information and media officer will be the media focal person for the National Assembly Secretariat (NAS).
- II. Any information and documents related to NAB or National Assembly Sessions will be shared by the media focal person in electronic format unless otherwise mentioned.
- III. The media focal person shall compile and maintain a list of media personnel from the various media houses for the purpose of information sharing.
- IV. The media focal person will share all press releases from NAB with the media personnel.
- V. The media focal will facilitate press releases for committees if required.

4. Guidelines for Media Personnel

4.1 During Sessions

Before the conduct of Sessions, the NAS conducts a stakeholder meeting where all stakeholders including the media personnel are invited. During the conduct of the Sessions, the following are required of the media personnel:



- I. Register in the "Media Registration" before entering the proceeding.
- II. Use the identified media gallery
- III. Not carry electronic devices unless approved otherwise.
- IV. Avoid distracting the Members during the proceeding of the House.
- V. Photographers to get prior approval from the competent authority.
- VI. Media Houses photographers are not allowed during the Opening and Closing ceremony of the Session except those approved otherwise.
- VII. Media personnel and photographers are not allowed during the closed door sessions unless approved otherwise.
- VIII. Photographers should refrain from directly taking pictures of the Throne.
- IX. Photographers are to refrain from crossing the floor and taking photos from the podium
- X. Media personnel can request for photos of the Session from NAS.
- XI. Media personnel are not allowed to take and post derogatory photos of the Members of National Assembly.
- XII. Photos taken can only be used for the purpose of reporting for the Session.
- XIII. Abide by the code of conduct as stipulated in the Rules of Procedure of the National Assembly of Bhutan 2014.
- XIV. Media houses may appoint a focal for the NAB and submit to the media focal person along with an active email address and phone number.
- XV. Change of focal should be intimated to the media focal person.
- XVI. Media personnel reporting on the Sessions of NAB may join the WhatsApp group of media focals created to communicate and share information regarding the Sessions.
- XVII. NAS will update the session news on daily basis through NAB's official website and social media platforms.



- XVIII. The media personnel are to contact the media focal for any additional clarification on the day's proceedings or on the daily updates made on NAB's official website and social media platforms.
- XIX. If required, the media focal will facilitate meetings with the Chairperson/ Dy Chairperson and relevant Members in collaboration with the committee secretaries.

4.2 During off-Session Period

The updates and the information regarding the events and happenings of the NAB and Members aside from the Sessions are also put out to the public. During those times, the media personnel:

- I. Are to contact the media focal for any information regarding the official business of NAB, whereby the media focal will facilitate meetings with the concerned officials or with the Member concerned in collaboration with the Asst. Research Officers.
- II. Are to contact the media focal for any information regarding the Committees and its business, whereby the media focal will facilitate meetings with the Chairperson/ Dy Chairperson and relevant Members in collaboration with the committee secretaries.
- III. NAS will also update news on other happenings and events of the National Assembly on NAB's official website and social media platforms. The media personnel are to contact the media focal for any additional clarification on the updates made on NAB's official website and social media platforms.

Endorsed by

Tandin Tshering

(Secretary General)