



# SMC 2019 Pre-conference training

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# **1. About the Cabinet**

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# What is the Cabinet?



## Who is in the Cabinet?

- ❑ Led by the PM
- ❑ Consists of 19 Members
- ❑ 16 Ministers from different Ministries
- ❑ 1 PM and 2 DPMs
- ❑ Collectively responsible to the Parliament
- ❑ <https://www.pmo.gov.sg/The-Cabinet>
- ❑ Statutory boards report to 1 specific Ministry
- ❑ Recent cabinet reshuffling to prepare for 4G leadership

## **2. Preparation for SMC**

## Research on your Role

- ❑ Identify the role that the Ministry or statutory board plays in Singapore's governance
- ❑ Statutory board: Which Ministry does it report to?
- ❑ Ministry: What statutory boards report to it?
- ❑ Find out the characteristics of their work
- ❑ How do they impact Singapore?
- ❑ What has happened to the Ministry or statutory board recently?
- ❑ Put yourself in the position of the Ministry or board

## Research on your Role

- Know what the main areas of responsibility are
  - E.g.
    - Resource usage
      - Water dispute with Malaysia (MEWR)
    - Healthcare
      - War on Diabetes (MOH)
    - Media
      - Online falsehoods (MCI)
- Ministries may overlap in areas of responsibility

## Research on your Role

- Possible sources for research:
  - Their website
  - Gov.sg
  - News Sources
  - Wikipedia
  - Infopedia - NLB eResources
  - Youtube ( Videos produced by the Ministry or board )
- Find out the Minister who represents the Ministry in the cabinet
- Research on what Ministers in this Ministry have done in the past



# Research on your Role

- Consolidate your research into a factsheet

<p>Role: Ministry of Health</p> <p>Size: 1573 employees</p> <p>Ministers responsible: Gan Kim Yong</p>	<p>Responsibilities : Provide medical care, promote good health, reduce illness and allow Singaporeans to access to good and affordable health care</p> <p>Statutory Boards: HPB, SMC, SPC, etc.</p>
<p>Current Work</p>	<p>1. Medishield Life</p> <p>Impact: Insurance plan for all Singaporeans and PRs to subsidize large hospital bills to protect and keep healthcare affordable</p>
<p>In Recent News</p>	<p>1. Singapore healthcare system hacked and information was leaked</p> <p>Impact: Concerns over national e-records and HIV patients' data leaked, causing social tensions and discrimination against them</p>

## Research on the Topics

- Read study guide
- Background information:
  - Key terms of the issue
  - When was this issue first brought up?
  - What was the context for bringing up this issue?
  - Was there a resolution to this issue?
  - What were the key events in this issue?
  - How is your Ministry or statutory board affected?
  - What is the present situation?

## Research on the Topics

- Problems:
  - Why is this issue still a problem?
  - Who are the stakeholders and ministries involved?
  - What are the problems that arise to this issue?
  - What are the complicating factors due to new developments in society or recent events?
  - What is the extent of impact due to these problems?

## Researching the Topics

### □ Solutions:

- How can you build on existing solutions to solve this problem?
- What is your capacity as a Minister?
- How can you exercise your capacity as a Minister to change policies?
- What are some of the solutions employed by other countries?
- What are some feasible and innovative solutions that have potential to be implemented?

# Researching the Topics

- Consolidate your findings into a factsheet:

Topic: Cyber security in Singapore	Key Definitions: “cybersecurity” means the state in which a computer or computer system is protected from unauthorised access or attack <a href="https://sso.agc.gov.sg/Acts-Supp/9-2018/">https://sso.agc.gov.sg/Acts-Supp/9-2018/</a>
Sequence of Key Milestones	<ul style="list-style-type: none"><li>• Feb 2017: MOD hit by cyber attack that resulted in theft of data of about 850 NSmen</li><li>• June – July 2018: 1.5million patients in Singhealth records were accessed and copied</li></ul>
Present Situation	<ul style="list-style-type: none"><li>• Most recent HIV data leak: American disclosed 14 200 HIV-positive individuals’ details</li><li>• MINDEF to recruit 300 cybersecurity experts, opens cyber training schools</li></ul>
Problems	<ul style="list-style-type: none"><li>• Threat of cyber crimes and cyber warfare</li><li>• Disclosure of confidential information</li><li>• Terrorist or spies may infiltrate our national records</li></ul>
Solutions	

## Writing the Position Paper

- Use research from both the topic and your role to come up with a fitting stance on the issue
- Convert your research done previously into prose form
- Additional sources can help formulate the stance based on official statements made in the past
  - Gov.sg
  - News sources

# Writing the Position Paper

- 3 Parts to a Position Paper
  - Background Information
  - Stance on issue
  - Potential Solutions
- Always provide proper citations
  - APA format
- Sample position papers are readily available online
- Submit by 13 March 23 59
- More details on SMC website : PP Specs

## **3. During SMC**



# Procedures of SMC

- Read Rules of Procedure
- During Cabinet Session:
  - Participate in the GSL / Moderated Discussions / Unmoderated Discussions
  - Pass notes
  - Debate for your stance
  - Lobby
  - Vote
  - Draft Work Papers
  - Draft Cabinet Memo (Ministries only)

## Council Session

- DPMs will take a roll call at the start of every cabinet meeting
- When the Ministry or statutory board is called, the Minister will state if they are “Present and voting”
- No abstentions allowed
- Late: Write a note to DPMs to indicate “Present and Voting”, DPMs will acknowledge the note

# Council Session

- Quorum is necessary before the start of every session
- Opening speeches commences after roll call
  - 2 minutes to deliver stance and approach to topic
  - Prepare Opening Speeches if it helps
- General Speakers List
  - DPMs calls for representatives to speak
  - Raise your placard if you wish to be added to the list
  - 1.5 minutes to deliver any aspect of the topic
  - Write a note if you wish to be added again

## Council Session

- DPMs may call for Points and Motions from representatives throughout the debate
  - To raise points/motions: Raise your placard, wait for DPMs to acknowledge you and then state your point/motion
  - Every motion requires at least 1 ‘Second’
  - Only Point of Personal Privilege (PPP) concerning audibility can interrupt a speech

# Council Session

- ❑ Points:
  - ❑ Point of Personal Privilege
    - ❑ Audibility
    - ❑ When you need to use the washroom
      - ❑ In such cases, write a note to the chairs
  - ❑ Point of Parliamentary Inquiry
    - ❑ Clarification of Rules of Procedure (ROP) with the DPMs
  - ❑ Point of Order
    - ❑ When you feel there is an error made by the chairs in the ROP
    - ❑ Do not exercise this point unless absolutely necessary

# Council Session

- ❑ Motions must have 1 second, if there are objections, it will be put to a vote
  - ❑ Require a simple majority (50%+1) to pass
- ❑ Motions:
  - ❑ Motion to Introduce Unmoderated Discussion
  - ❑ Motion to Introduce Moderated Discussion
  - ❑ Motion to Extend Discussion
  - ❑ Motion to Introduce Draft Cabinet Memo
  - ❑ Motion to Introduce Unfriendly Amendment
  - ❑ Motion to Proceed to Direct Voting Procedure
  - ❑ Motion for Roll Call Vote
  - ❑ Motion to Divide the Question

# Speeches

- Address the DPMs before your speech
- Address yourself in first or third person
- Stand while speaking
- At the end: Yield the floor to
  - DPMs (to end your speech, or when you have exhausted the speaking time)
  - Other Ministries (there is time left and the other representative may use the time to speak)
  - Points of Information (when there is time left, other representatives may ask questions relevant to the speech made)

# Lobbying

- Which statutory boards are under this Ministry?
  - If you are representing a statutory board, then find the Ministry you report to
- If you have friends in the same cabinet as you, pre-conference discussions can be done
  - Understand one another's stance
  - What solutions would reap mutual benefits?



# Lobbying

- Craft convincing speeches and be open to questions
  - Sell your ideas
  - Anticipate arguments and prepare counterarguments
- Negotiate
  - Giving to the other party on different aspects while retaining stance on others
  - Finding a solution that would reap mutual benefits
  - Cooperate and solve the issue together
  - Goal: Work towards the betterment of Singapore

## Draft Cabinet Memos

- End goal of debate : Consolidation of ideas and solutions of similar stance
- 2 Components
  - Preamble (Background information and Problems)
  - Operative (Solutions to the Problems)
- Only Ministries can sponsor a draft memo
- Words and phrases to start each clause should not be repeated
- Sample Draft Resolutions available online

## Draft Cabinet Memos

- Examples of phrases used in a Draft Memo:
  - Preamble
    - Acknowledging...
    - Adhering...
    - Recognising...
    - Taking into consideration the...
  - Operative
    - Accepts...
    - Emphasises...
    - Reaffirms...
    - Proposes...
    - Reasserts...
- Title your Draft Cabinet Memo with a number
  - E.g. Cabinet A\_Draft Cabinet Memo 1.1

# Draft Cabinet Memos

- Quality over quantity
  - No more than 3 pages
  - Preamble should be about half a page
  - Operatives about more than 2 pages
- Categorise the operative clauses
  - Organise according to the problems or themes they are tackling
- Collaborate
  - 1 Main Sponsor, Maximum of 2 Co-Sponsors
  - Welcome amendments if they add value
- Realistic

## Draft Cabinet Memos

- ❑ Conditions to submit a Draft Cabinet Memo:
  - ❑ Must be signed by at least 20% of cabinet members
  - ❑ 1 main sponsor and a maximum of 2 co sponsors
  - ❑ Statutory boards cannot be sponsors but can vote for the Draft Cabinet Memo
  - ❑ Sponsors must vote 'For'
  - ❑ Signatories only wish to see it being debated: may vote 'For' or 'Against'
  - ❑ Must be submitted to DPMs for vetting and approval before it can be introduced

## Draft Cabinet Memos

- ❑ After approval: main submitter may motion to introduce Draft Cabinet Memo
- ❑ 50%+1 is required for this to pass
- ❑ Reading time will be set
- ❑ Sponsors will come forward and deliver a 3 minutes speech on the memo
- ❑ 5 minutes Q&A session
- ❑ Debate will move back to GSL

# Amendments

- ❑ To propose changes to specific clauses of Draft Cabinet Memo
- ❑ State clause, memo number and change
- ❑ Friendly Amendments
  - ❑ Must be agreed upon by all sponsors
  - ❑ Require the approval of DPM
  - ❑ After approval, a Motion to Introduce Friendly Amendment can be made
  - ❑ No voting is required
  - ❑ Directly incorporated to the Draft Cabinet Memo

# Amendments

- ❑ Unfriendly Amendments
  - ❑ Not agreed by all Sponsors
  - ❑ Require at least 20% of Cabinet to sign
  - ❑ Require the prior approval of DPMs
  - ❑ After approval, Motion to Introduce Unfriendly Amendment can be made
  - ❑ 50%+1 required to pass
  - ❑ Close Debate on unfriendly amendment will be made
  - ❑ Number of speakers 'For' and 'Against' will be at the discretion of DPMs
  - ❑ After speaking, 50%+1 is required to pass Motion to Enter Direct Voting Procedure
  - ❑  $\frac{2}{3}$  of majority required to pass amendment



## Amendments

- ❑ Amendments to the second degree is not allowed
- ❑ If the Unfriendly Amendment passes, a Sponsor may choose to withdraw their support
- ❑ If more than 50% of the Draft Cabinet Memo is amended, it is automatically tabled

# **3. Crisis Council**

## Introduction to Crisis

- Rules of Debate
  - Same rules apply to Crisis
  - Points and Motions still in order
- Deliverables
  - Instead of Draft Cabinet Memos, Directives are introduced.
  - DPMs will review each directive and decide to enact or reject it.
- Crisis develops and updates in real time from the directives passed

# Introduction to Crisis

- Guideline to Deliverables
  - Personal Directives are limited to portfolio powers: E.g. Ministry of Education cannot authorise use of the Army, but can direct immediate changes to education system etc. (Read Article 3)
  - Cabinet Directives can utilise portfolios of the entire committee instead of individual ministries/ boards
    - Require  $\frac{2}{3}$  of majority to pass
  - Always in third person
  - Feasibility of directive
  - Amendments and voting procedure are in order

## **4. Summary**

# Checklist

- ❑ Necessary preparation
  - ❑ Your role
  - ❑ The topics
  - ❑ Position Paper
  - ❑ Knowledge of what is in a Draft Cabinet Memo
  - ❑ Research (beyond Wikipedia)
  - ❑ Lobby
- ❑ Items to bring
  - ❑ Research factsheets
  - ❑ Study guide
  - ❑ Opening Speech
  - ❑ Position Paper

## Checklist

- ❑ Logistics
  - ❑ Laptops
  - ❑ Note paper and stationary
- ❑ No pre-written Draft Cabinet Memos
- ❑ No plagiarism
- ❑ Read ROP, PP Specs, Study Guide
- ❑ Dress code: Formal Western business attire



**Thank you!**  
**See you at**  
**SMC 2019!**