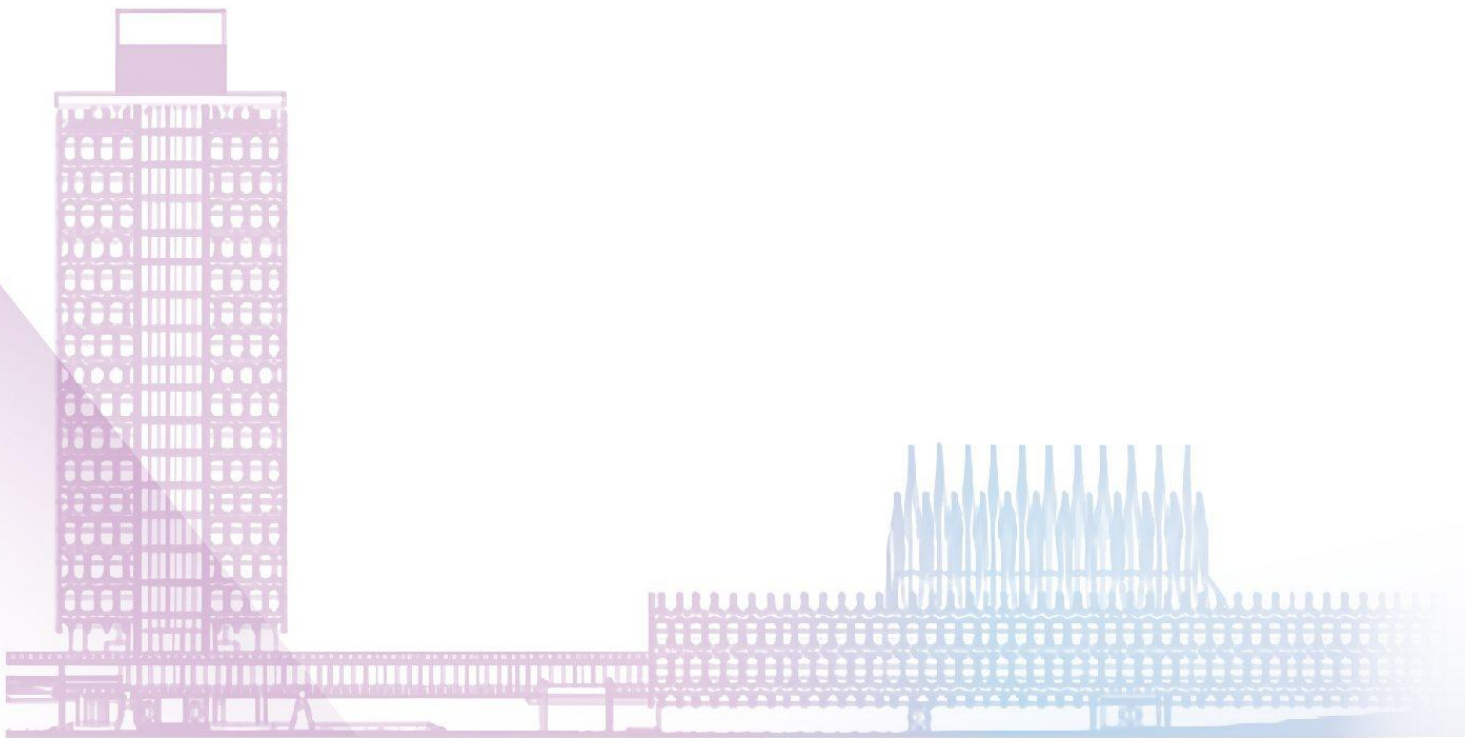




PARLIAMENT OF MALAYSIA

# HANDBOOK FOR PARLIAMENTARY RESEARCH



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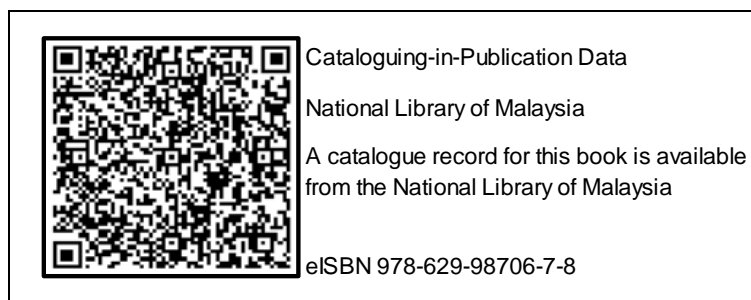
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## Foreword

In an increasingly complex legislative environment, Members of Parliament are called upon to deliberate on multifaceted issues spanning economic transformation, social development, technological advancement, environmental sustainability, and national governance. Meaningful parliamentary debate, effective scrutiny, and sound law-making depend fundamentally on access to rigorous, impartial, and timely research. In this regard, strengthening the institutional capacity for high-quality parliamentary research has become an essential pillar of a modern legislature.

As public expectations for transparency, accountability, and evidence-based policymaking continue to rise, the Parliament of Malaysia must continually enhance the quality of analytical support available to Members of the Dewan Rakyat and Dewan Negara. Within this framework, the Research and Library Division plays a central role in providing professional research services to support parliamentary functions. This handbook has been developed to guide that work by setting out the principles and best practices that underpin parliamentary research, emphasising neutrality, methodological rigour, ethical responsibility, and clarity of communication. It also acknowledges the growing importance of data literacy, comparative analysis, digital transformation, and the responsible use of emerging technologies in contemporary research practice.

Most importantly, this handbook is not merely procedural in nature; it is strategic in intent. It reflects our aspiration to position the Research and Library Division as a centre of analytical strength within Parliament which is capable of supporting robust legislative scrutiny, informed committee work, and meaningful engagement with the public.

I commend the Research and Library Division for its dedication and professionalism in producing this comprehensive guide. I am confident that this handbook will serve as a foundational reference for research officers and also as a catalyst for raising the standard of parliamentary research in Malaysia.

May this handbook contribute meaningfully to the strengthening of Parliament as an institution and to the advancement of democratic governance in our nation.

**Dato' Dr. Ahmad Husaini bin Abdul Rahman**  
Chief Administrator

## About this Handbook

This handbook serves as the primary reference for research officers in the Parliament of Malaysia, with particular relevance to those in the Research and Library Division. This handbook aims to outline best practices in parliamentary research that are adapted to Malaysia's legislative context. While informed by established guides such as the IPU's research services guidelines and the UK Parliament's Parliamentary Research Handbook. This document is a bespoke and comprehensive manual designed specifically to support the work of researchers serving the Members of the Dewan Rakyat and the Dewan Negara.

This handbook is premised on the understanding that robust, impartial, and timely research is fundamental to the effective functioning of a modern legislature. It is intended to empower research officials with the skills, knowledge, and frameworks necessary to provide high-quality support to Members of Parliament in their legislative, scrutiny, and representative duties.

## How to Use this Handbook

This handbook is designed for practical use by parliamentary officials involved in the preparation and delivery of research support. It is organised into standalone yet interconnected chapters, each addressing a key stage of the parliamentary research process.

Users may refer to specific chapters to strengthen particular skills, apply the Handbook as a reference for professional standards, or use it as a foundational resource for staff training and development.

The Handbook also serves as a common benchmark to ensure that research outputs meet the expectations of Members of Parliament in terms of accuracy, impartiality, and relevance. Each chapter provides practical guidance, including techniques, checklists, and contextual examples tailored to the Parliament of Malaysia, to support consistent and effective research practices.

# Chapter 1: Understanding the Parliament of Malaysia

## Section 1: Structure of the Parliament of Malaysia

Malaysia is a parliamentary democracy with a constitutional monarchy, in which His Majesty the Yang di-Pertuan Agong is the Head of State. The Federal Constitution provides the framework for this system, which is modelled on the Westminster tradition and incorporates a separation of powers among the legislative, executive, and judicial branches.

The Parliament of Malaysia is the highest legislative authority and comprises three keys:

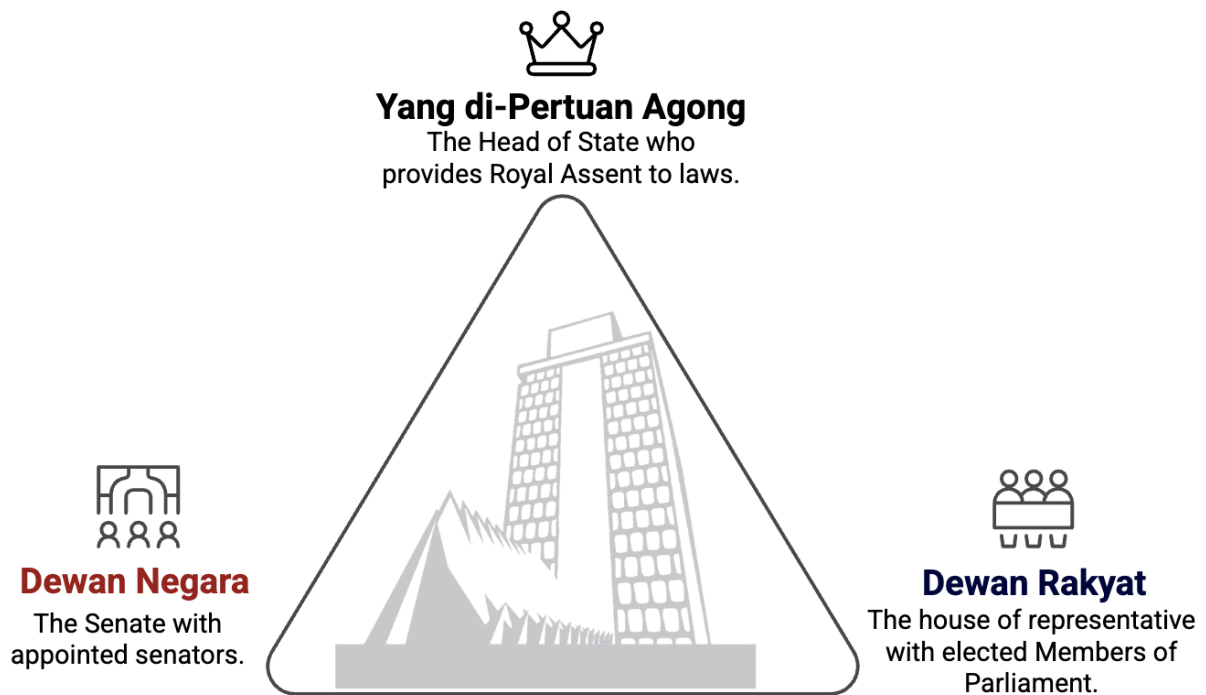


Figure 1: The Structure of the Parliament of Malaysia

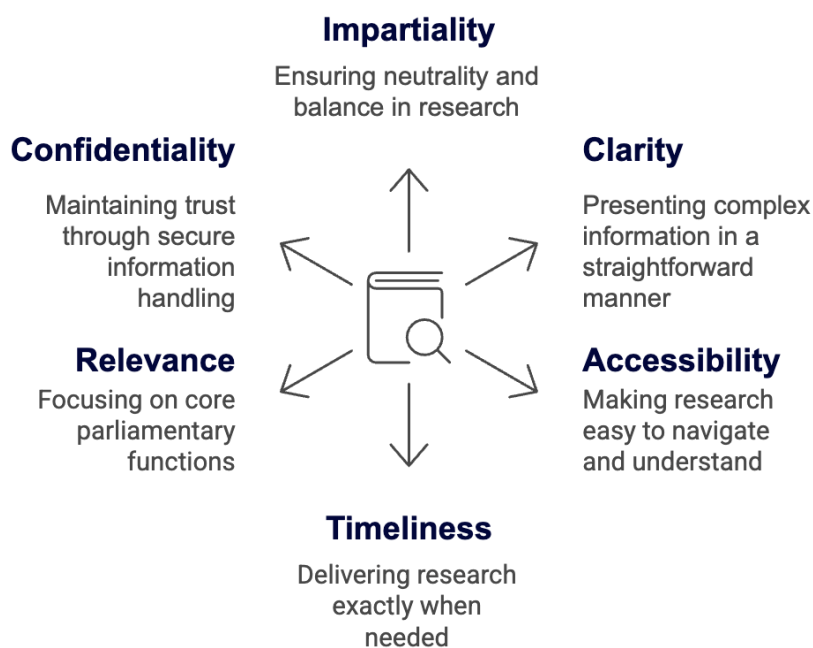
Parliament's core functions are to enact, amend, and repeal federal laws; to scrutinise government policies and actions; and to approve the federal 's budget and taxation measures.

## Section 2: Parliamentary Research

Research in support of parliamentary functions involves the production of evidence-based analysis to enable Parliament to legislate, scrutinise the Executive, and represent the public effectively. Undertaken by the Research and Library Division, this work supports Members of Parliament from both Houses across debates, enquiries, and budget deliberations by synthesising data, benchmarking international practices, assessing policy options, and translating complex issues into clear, accessible analysis to support informed and accountable decision-making.

Regardless of format and subject matter, every output should demonstrate the following elements within the Parliament of Malaysia's context:

### Parliamentary Research Elements



A constant challenge for the parliamentary researcher is balancing these criteria. For example, the need for impartiality by including all viewpoints can sometimes conflict with the need for a clear, authoritative conclusion. The need for accessibility may require simplification that could risk sacrificing technical accuracy. Navigating these tensions through professional judgement is a core skill of the parliamentary researcher.

## Section 3: The Research & Library Division

This organisational chart of the Parliament of Malaysia presents a two-wing administrative structure, with **Dewan Negara (the Senate)** on the left and **Dewan Rakyat (the House of Representatives)** on the right, each led by the *Yang di-Pertua* and supported by the *Deputy Yang di-Pertua*. Both wings operate in parallel under the overall coordination of the **Chief Administrator of Parliament**, who sits at the centre of the governance structure and oversees the Parliament's core administrative functions.

Within this framework, the **Research and Library Division** is positioned as a key strategic division that supports parliamentary work by providing research input, analysis, and authoritative reference materials for institutional needs, including Members of Parliament, committees, and parliamentary administration. Its placement in the chart reflects its role as a knowledge-support backbone, helping to connect the demands of legislative business in both Houses with accurate, structured, and evidence-based information.

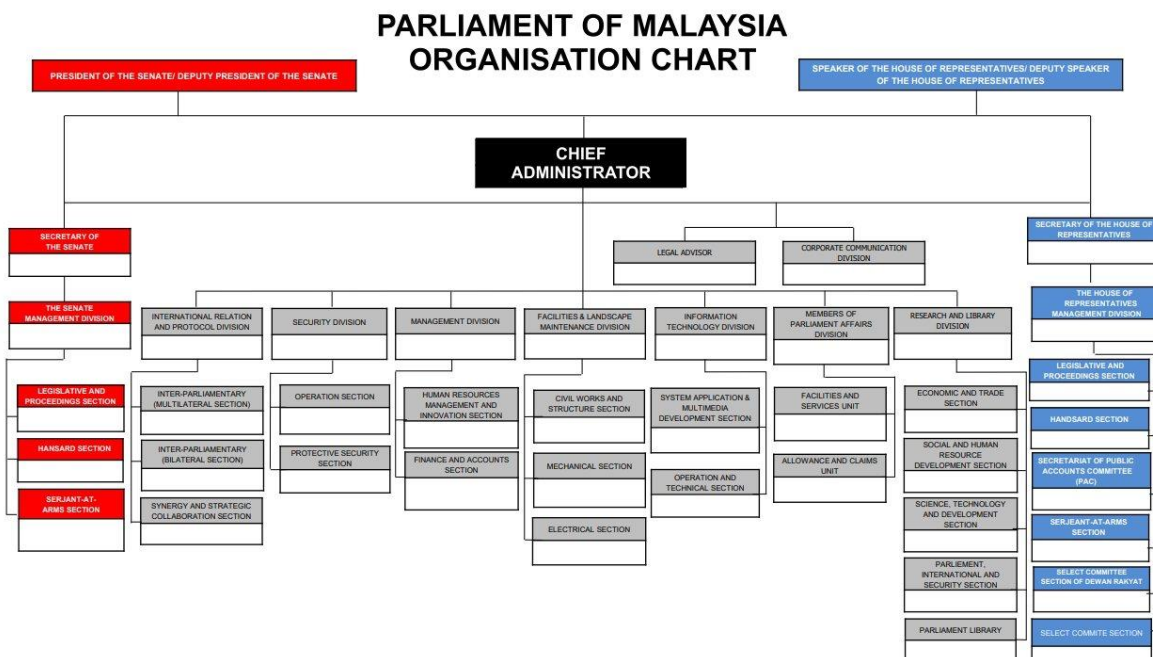


Figure 2 Parliament of Malaysia's Organisation Chart

The Research & Library Division forms part of the Parliament of Malaysia's administrative structure. The following are the core functions of the Research and Library Division at the Parliament of Malaysia.

Sector	Research Field
Economy	Finance, Economy, Investment, Trade and Industry, Domestic Trade and Cost of Living, Agriculture and Food Security, Plantation and Commodities, and relevant statutory bodies and regulators (e.g., BNM, DOSM).
Science	Science, Technology and Innovation, Digital, Communications, Energy Transition and Water Transformation, Transport & Natural Resources and Environmental Sustainability.
Security	Parliament, Legal Affairs, Governance, Defence, Home Affairs, Foreign Affairs, National Security Council & Attorney General's Chambers.
Social	Women, Family and Community Development, Youth and Sports, Health, Education, Higher Education, National Unity & Tourism, Arts and Culture.

## Part 1: Foundation Skills and Knowledge Checklist

This section sets out the foundational skills and knowledge required for effective parliamentary research. While this handbook provides guidance on core research tasks, researchers may enter the role with different levels of experience and expertise.

The checklist below is intended to help researchers identify gaps in their understanding of parliamentary and governmental systems, as well as essential research and technical skills. Identified gaps may be addressed through mentoring, peer learning, targeted reading, job shadowing, or formal training, as appropriate.

### Legislative Knowledge

(Tick)	Criteria
	Understanding the Federal Constitution of Malaysia.
	Understanding the legislative process: from pre-parliamentary drafting of a bill to royal assent.
	Understanding the structure, roles, and functions of the Dewan Rakyat and Dewan Negara.
	Understanding the Standing Orders of both Houses.
	Understanding parliamentary business, including debates, Question time, motions, and petitions.

(Tick)	Criteria
	Understanding the roles and functions of parliamentary committees, including Standing Committees (e.g., the Public Accounts Committee (PAC)).
	Awareness of parliamentary scheduling, including how to track the parliamentary calendar and current parliamentary business.

### Executive Knowledge

	Understanding the structure of the Federal Government, including the roles of the Prime Minister, Cabinet, Ministries and agencies.
	Understanding the separation of powers between the Federal and State Governments as provided under the Federal Constitution.
	Keeping familiar with key national policies and government frameworks (e.g., national budgets, long-term economic plans).

### Subject Knowledge

	Acquiring working knowledge of a new subject area efficiently.
	Applying methods to keep subject knowledge current.
	Ability to use key online resources and hard-copy materials available.

### IT and Digital Skills

	Proficient with Microsoft Office (Word, Excel, PowerPoint, etc.).
	Ability to use online databases.
	Ethically use the AI tools according to institutional regulations.

### General Research Skills

	Clarifying research enquiries, including confirming scope and deadlines.
	Scoping briefings by identifying key research questions.
	Locating, evaluating and synthesising information from diverse sources.
	Identifying key information efficiently in lengthy documents.
	Engaging with external stakeholders, such as government officials, academics, and civil society organisations, where appropriate.
	Ability to write research output clearly and concisely.
	Editing and proofreading written work for accuracy and clarity

## Chapter 2: Parliamentary Research Output

The primary objective of parliamentary research is to provide Members of Parliament with accurate, reliable, and relevant information to support their parliamentary work.

Researchers must assess the nature of each request (factual, statistical, comparative, or analytical) and select appropriate sources, structure, and methodology to ensure the output is fit for purpose.

### Section 1: Types of Output

Output	Description
1. MPs' Request ( <i>Permohonan Ahli Parlimen</i> )	Responding to requests from Members of Parliament with regards to factual information, data, background analysis, or comparative references to support parliamentary debates, committee work, and policy deliberation.
2. Bill Overview ( <i>Nota RUU</i> )	Core parliamentary research task that provides Members of Parliament with a clear and structured explanation of the content of a bill.
3. Research Brief ( <i>Isu Khusus</i> )	An analytical output prepared to provide Members of Parliament with a concise and evidence-based understanding of a specific policy, legislative, or governance issue.
4. Briefs & Talking Points ( <i>Nota Ikhtisar &amp; Percakapan</i> )	Research outputs prepared to support Members of Parliament (MPs) when representing Malaysia in conferences, inter-parliamentary meetings, and other formal engagements. Talking points are concise, ready-to-use speech notes derived from the brief.
5. Resolution for Conference	A specialised research task that supports Malaysia's participation in regional and international parliamentary forums
6. Speech Writing	A task undertaken to assist Members of Parliament and parliamentary office holders in delivering a speech.
7. Infographics	A visual research output is prepared to present key information, data, or findings in a clear and accessible format.
8. Internal Request for Information & Analysis	Research tasks undertaken to support the work of parliamentary bodies such as select committees, the Public Accounts Committee (PAC), and other parliamentary departments.

## Section 2: Parliamentary Research Services System (e-PRS)

**Sistem e-Perkhidmatan Penyelidikan Parlimen Malaysia (e-PRS)**

e-PRS adalah sistem untuk mengurus dan menyampaikan maklumat penyelidikan kepada Ahli Parlimen. Sistem ini bertindak sebagai medium utama penyampaian maklumat kepada Ahli Parlimen bagi membantu tugas mereka sebagai Ahli Parlimen dengan lebih berkesan dan efisien

**BAHAGIAN PENYELIDIKAN DAN PERPUSTAKAAN**  
PARLIMEN MALAYSIA

Nama Pengguna

Kata Laluan

Laman Utama

**Notis Makluman:**  
Sebarang masalah berkaitan Daftar Masuk, sila hubungi pentadbir sistem di e-mel admin.eprs@parlimen.my

Link to access: <https://e-prs.parlimen.gov.my/eprs/login>

The **Parliamentary Research Services System (e-PRS)** is a platform designed to manage and deliver research information to Members of Parliament. It serves as the primary channel through which research outputs are provided to support Members in carrying out their parliamentary duties effectively and efficiently.

The e-PRS system enables the systematic management, documentation, and dissemination of parliamentary research materials. It also strengthens research service delivery by allowing authorised users to access information remotely, regardless of location.

The system provides services to:

- Senators (Dewan Negara),
- Members of the House of Representatives (Dewan Rakyat),
- The International Relations and Protocol Division, Parliament of Malaysia.

Through e-PRS, parliamentary research documentation is streamlined and made more accessible, supporting timely and coordinated research assistance across Parliament.

The information provided is subject to the Standing Orders of the Dewan Negara and the Dewan Rakyat of the Parliament of Malaysia, as well as any other applicable laws and regulations.

# Chapter 3: Evaluating Sources for Parliamentary Research

Parliamentary research relies on the ability to locate, assess, and synthesise reliable information within limited timeframes. The task is not to generate primary data but to identify and analyse the best available evidence to support Members of Parliament in legislation, scrutiny, and representation. This chapter outlines key information sources and practical approaches to evaluate evidence in the Parliament of Malaysia’s context.

## Section 1: Sourcing Information

### Part 1: Internal Parliamentary Resources

Researchers should begin with **internal parliamentary resources**, which provide institutional memory and procedural continuity.

Reference	Resources
Parliament Library	Hansards (Penyata Rasmi), Bills, Order Papers, Votes and Proceedings, Committee Reports, Statute and Command Papers.
Legislation of Malaysia	Federal Acts, State Enactments, subsidiary legislation (P.U.(A), P.U.(B)), and Government Gazettes.
Library Databases	Legal databases such as LawNet, Malaysia Law Journal (MLJ), Current Law Journal (CLJ), All Malaysia Report (AMR), etc.
Colleagues and Past Research	Previous briefings and outputs, internal records, and consultations within the Research and Library Division.

### Part 2: Official Government and Legal Sources

For authoritative information on government policy and the law, researchers must turn to official sources.

- ▶ **Attorney General's Chambers (AGC) Portals:** The AGC is responsible for drafting legislation and provides public access to the official text of laws. The E-Federal Legislation portal is a key resource for downloading current Federal Acts and subsidiary legislation.

- ▶ **Ministry and Agency Websites:** Each federal ministry and government agency maintains a website that is an essential source for policy documents, annual reports, strategic plans, official statistics, and press statements clarifying the government's position on various issues.
- ▶ **Department of Statistics Malaysia (DOSM) and Bank Negara Malaysia (BNM):** For official economic and social official statistics, the websites of DOSM and the central bank, BNM, are the most authoritative sources.

### Part 3: External and Specialist Resources

To ensure a balanced and comprehensive analysis, researchers must look beyond official sources to gather a wide range of perspectives and evidence.

- ▶ **Malaysian Think Tanks and Academia**
  - Independent think tanks provide a crucial source of non-governmental policy analysis and research independently. Key organisations in Malaysia include:

Think Tank	Description
<b>Khazanah Research Institute (KRI)</b>	A policy research institute that advances evidence-based analysis on Malaysia's key economic, social, and structural challenges affecting the daily lives of the rakyat.
<b>Institute for Democracy and Economic Affairs (IDEAS)</b>	To conduct evidence-based public policy research to stimulate critical discourse.
<b>IMAN Research</b>	To work on security, peacebuilding, and sustainable development.
<b>Institute of Strategic &amp; International Studies (ISIS) Malaysia</b>	Focuses on foreign policy, security studies, economy, nation-building, social policy, technology, innovation and environmental studies.
<b>PNB Research Institute</b>	Finding solutions to the nation's complex social and economic challenges.

- Journal articles, newspaper articles, and report briefs by the academicians at Malaysian universities are also valuable sources of specialist expertise.

► **Civil Society, Professional Bodies, and Industry Associations**

- Non-governmental organisations (NGOs), such as the CSO Platform for Reform, provide critical perspectives on issues like human rights and governance.
- Professional bodies, like the Malaysian Bar, offer expert legal analysis. Industry and trade associations provide insights into the business impact of government policies.
- Contacting these organisations directly can often yield detailed reports, submissions, and expert opinions.

The following table provides a consolidated reference for the most critical information sources.

Source Type	Example	Primary Use
<b>Internal Parliamentary</b>	Parliament Library, Hansards, Bills, Committee Reports, past research output/briefings, and colleagues.	Institutional memory, procedural information, and precedent research.
<b>Official Government</b>	Ministry websites, AGC portals, DOSM, Bank Negara Malaysia, policy documents, and annual reports.	Authoritative data on government policy, law, and official statistics.
<b>Legal Databases</b>	LawNet, MLJ, CLJ, AMR	Access to up-to-date legislation, case law, and legal commentary.
<b>Statistical Sources</b>	Department of Statistics Malaysia (DOSM), Bank Negara Malaysia (BNM).	Official national data on economic, social, and demographic trends.
<b>Think Tanks</b>	KRI, IDEAS, IMAN Research, ISIS, PNB Research Institute.	Independent policy analysis, alternative perspectives, and research reports.
<b>Civil Society</b>	NGOs (e.g., CSO Platform for Reform), professional bodies (e.g., Malaysian Bar), and industry associations.	Stakeholder views, advocacy positions, expert analysis, and impact assessments.

## Section 2: Evaluating Sources and Evidence

Finding information is not sufficient. Researchers must assess its quality and reliability. The **AORTA** framework provides a practical guide for assessing the quality of any source, evidence, or piece of information.

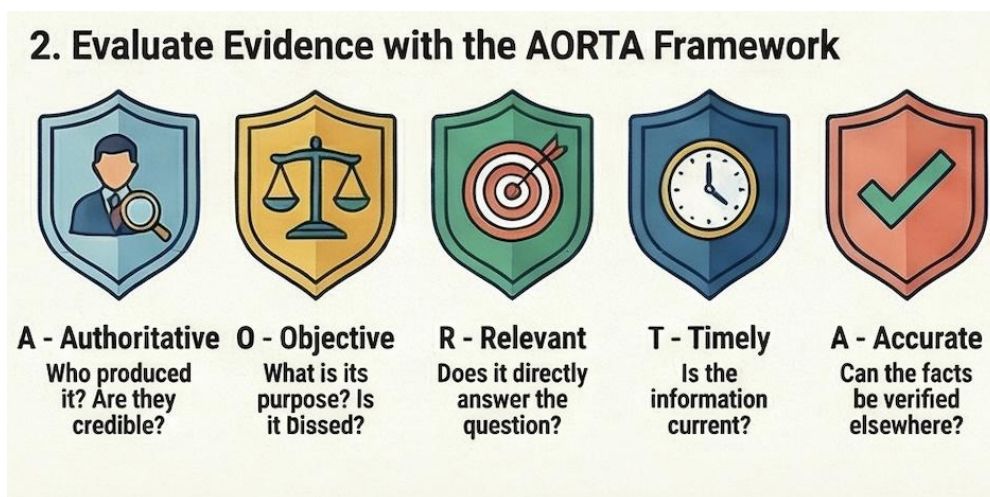


Figure 3 AORTA Framework

AORTA Framework	Explanation
Authoritative	<ul style="list-style-type: none"> <li>▪ Identify the source and its credibility.               <div style="border: 1px solid #a0c0ff; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p><i>Who produced this information? (Is it a government ministry, a university research centre, a political party, an advocacy group, or an anonymous blog?)</i></p> </div> </li> <li>▪ Understanding the author's or organisation's credentials, expertise, and reputation is the first step in judging the information's reliability.</li> <li>▪ Official government reports and peer-reviewed academic articles generally carry more weight than press releases, newspaper articles or opinion pieces.</li> <li>▪ Wherever possible, researchers should seek out primary sources (e.g., the original text of a law, a full research report) rather than relying on secondary interpretations (e.g., a news article about the law).</li> </ul>
Objective	<ul style="list-style-type: none"> <li>▪ It is crucial to be aware of the potential biases and vested interests inherent in any source. While a report from an industry</li> </ul>

AORTA Framework	Explanation
	<p>body can be a useful source for understanding the business perspective, it is unlikely to be a neutral assessment of a regulation's environmental impact.</p> <div data-bbox="544 416 1294 591" style="border: 1px solid blue; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p><i>What is the purpose of this information? (Is it intended to inform, persuade, or advocate for a particular position?)</i></p> </div> <ul style="list-style-type: none"> <li>▪ Similarly, while think tanks provide valuable analysis, it is important to understand their ideological leanings. Sources that argue a particular point of view are still valuable, but they must be presented as such and balanced with alternative perspectives to maintain impartiality.</li> </ul>
Relevant	<ul style="list-style-type: none"> <li>▪ A source may be interesting and authoritative, but ultimately not useful for the specific needs of the Member of Parliament.</li> <li>▪ Highly academic sources, for example, may need to be summarised and translated into plain language to be useful for a busy MP.</li> </ul> <div data-bbox="555 1155 1318 1480" style="border: 1px solid blue; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p><i>Is this information directly relevant to the question at hand?</i></p> <p><i>Does the evidence relate to the correct jurisdiction (federal vs. state level in Malaysia)?</i></p> <p><i>Is it at the appropriate level of detail?</i></p> </div>
Timely	<ul style="list-style-type: none"> <li>▪ Legislation, government policy, and statistics can change rapidly. It is essential to check the publication date of any source. Undated websites present a particular risk.</li> <li>▪ The importance of having the very latest information depends on the query, but for most parliamentary work, current and the most updated information is critical.</li> </ul> <div data-bbox="579 1850 1281 1989" style="border: 1px solid blue; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p><i>When was this information produced? Could events have superseded it?</i></p> </div>

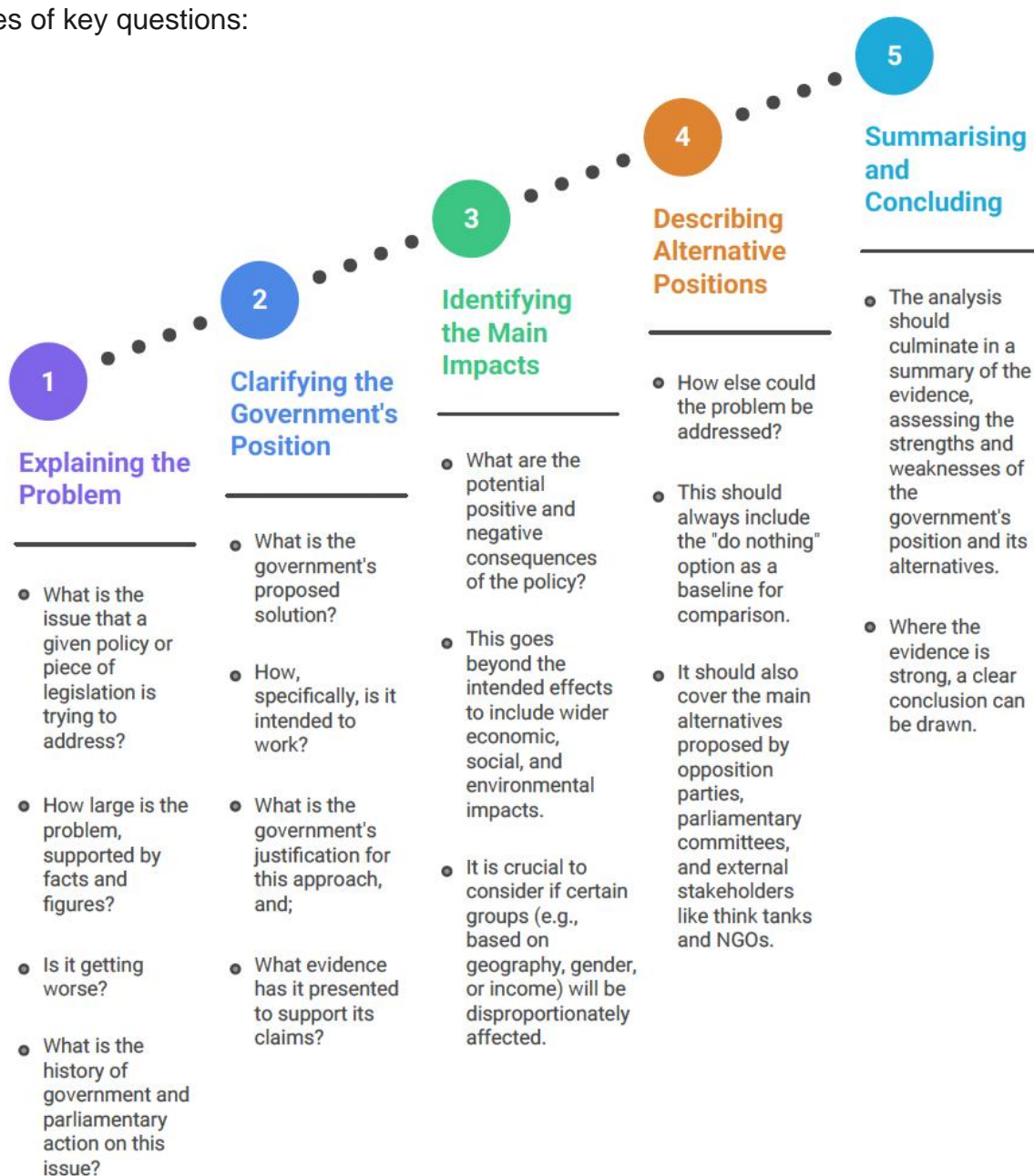
AORTA Framework	Explanation
Accurate	<ul style="list-style-type: none"> <li>▪ Cross-checking facts and figures with other independent sources are crucial steps in the research process.</li> </ul> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><i>Can the information be verified?</i></p> </div> <ul style="list-style-type: none"> <li>▪ Newspaper articles and online commentary can be valuable for gauging public opinion, but they can also contain inaccuracies or be incomplete.</li> <li>▪ If a researcher must use a source that is weak in one of these areas, for example, an older report because no newer data exists, or a clearly biased source because it represents a key stakeholder view, this weakness should be explicitly stated in the briefing. This transparency allows the Members of Parliament to judge for themselves what weight to place on the evidence.</li> </ul>

## Section 3: Analysis and Briefing

Once information has been gathered and evaluated, the next critical step is analysis. Simply presenting a collection of facts is often insufficient. Members of Parliament need help understanding the implications of the information. Analysis involves structuring the evidence to explain a problem, assessing the government's approach, and exploring potential alternatives. This process helps Members of Parliament move from information to insight, enabling them to perform their scrutiny and legislative roles more effectively.

### Standard Analytical Framework for Writing

A robust policy analysis for a parliamentary briefing typically involves addressing a series of key questions:



## Section 4: Working with Data and Statistics

This section focuses on practical strategies for translating data and statistics into clear, meaningful, and accessible information for non-expert audiences. It emphasises the importance of structured and simple writing, including the use of short sentences, clear headings, and the removal of unnecessary jargon to improve readability.

### Part 1: Why Do Data & Statistics Matter in Parliamentary Research?

Data and statistics strengthen parliamentary research by turning public issues into measurable evidence. However, numbers do not “speak for themselves”. If poorly presented, statistics can confuse readers, distort interpretation, and weaken trust in the credibility of the research.

### Part 2: How to Integrate Statistics into Your Narrative?

#### Do not isolate statistics as an afterthought

Numbers should sit inside the main argument of your writing,  
**NOT TO BE** hidden in footnotes or pushed to an appendix.

Do	Don't
<ul style="list-style-type: none"><li>▪ Explain the message of the data first</li></ul>	<ul style="list-style-type: none"><li>▪ Begin a paragraph with a number unless it is essential.</li></ul>
<ul style="list-style-type: none"><li>▪ Use short sentences and direct language</li></ul>	<ul style="list-style-type: none"><li>▪ Insert figures without explaining their meaning.</li></ul>
<ul style="list-style-type: none"><li>▪ Where suitable, express ratios clearly (e.g., “1 in 10” rather than “10%”)</li></ul>	<ul style="list-style-type: none"><li>▪ Assume the reader knows what the number represents.</li></ul>

## Communicate the Uncertainty Clearly

A common mistake in policy writing is treating statistical estimates as fixed facts. In reality, many figures used in parliamentary research are drawn from **surveys, forecasts, incomplete information, expert judgement, or provisional datasets**.

### Good Practice

- State when a number is an estimate.
- Use plain descriptions when data is weak or highly uncertain – estimated, projected, indicative, provisional, subject to revision.

## Quote Ranges, Not Single Numbers

Policy costing and forecasting often produce a **range** rather than a single “correct” figure. A professional research output should report that range openly.

**Example:** “The cost of the policy has been estimated at between £50 million and £100 million.”

## Charts and Tables: They Must Clarify, Not Decorate

Charts and tables should help the reader understand the argument quickly. However, poor visual design can confuse readers and undermine credibility.

### Good Practice

- Use charts and tables to reinforce key points, not to dump raw data.
- Ensure visuals follow the **official house style** (templates, fonts, colours, and formatting rules).
- Avoid copying or screenshotting charts directly from other sources unless unavoidable. Whenever possible, reproduce visuals in your house style and provide proper citation.

### **Always Provide Context (Historical, International, Geographical)**

Numbers become meaningful only when placed in context. Research outputs should help readers answer not only "What **is the number?**" but also "**So what?**"

#### **Context tools:**

- Historical comparison (e.g., change over time)
- International benchmarking (e.g., comparisons with similar countries)
- Geographic comparison (e.g., state-level vs national figures)
- Trend interpretation (e.g., "a sustained decline over 10 years")

### **Beware Unit Confusion: Millions vs Billions**

Many readers struggle to interpret very large numbers, and even professionals can mix up scale. Do not assume that "million" and "billion" are intuitively understood.

#### **Good Practice**

- Never mix millions and billions without explicitly stating units.
  - Use relatable comparisons where helpful.

# Chapter 4: Research Ethics & Professional Standards

## Section 1: Guidelines of Using Generative AI in Parliamentary Research

### Part 1. Purpose and Scope

- i. Generative Artificial Intelligence (AI) tools may be used by officers of the Research and Library Division to **support, but not to replace**, professional parliamentary research work.
- ii. These guidelines govern the use of publicly available third-party generative AI tools (e.g., text, image, or data-assistance tools) in the preparation of parliamentary research outputs.
- iii. They do not apply to internally developed systems or tools formally approved by Parliament.
- iv. At all times, responsibility for the accuracy, integrity, and appropriateness of research outputs remains with the Research Officer.

### Part 2. Non-Disclosure and Confidentiality

- i. Research Officers **MUST NOT UPLOAD** into any generative AI tool:
  - Non-public parliamentary documents.
  - Confidential committees' materials (***SULIT PM85 document***).
  - Any information obtained in the course of official duties that has not been made public and embargoed.
- ii. This obligation reflects parliamentary confidentiality, official secrecy requirements, and professional duty to safeguard institutional information.
- iii. In line with data governance and information security requirements, staff are required to use only government-verified AI tools that have been subscribed to and approved by the institutions.

### Part 3. Protection of Personal Data

- i. Generative AI tools must **not be used to process personal data**, including names, identifiers, interview material, or biographical information, regardless of whether such data is publicly available elsewhere.
- ii. Any disclosure of personal data through external AI tools risks loss of control over data usage and may expose Parliament to legal and reputational consequences.

### Part 4. Human Responsibility and Review

- i. Outputs generated with AI assistance **MUST NOT BE RELIED UPON** as standalone parliamentary research products.
- ii. All AI-assisted content must undergo:
  - Substantive human review
  - Fact-checking against reliable sources
  - Assessment for bias, inaccuracies, or fabricated information
- iii. Research Officers **REMAIN FULLY ACCOUNTABLE** for all content issued under Parliament's name.

### Part 5. Accuracy, Bias and Hallucinations

- i. Generative AI tools may produce:
  - Inaccurate or outdated information
  - Fabricated references or legal provisions
  - Biased or misleading framing of content
- ii. AI-generated material must therefore be treated as **unverified draft support**, not as an authoritative source.
- iii. Reliance on AI outputs without verification is inconsistent with parliamentary research standards.

#### Scenario 1: Improper Use of AI

A research officer uses a publicly available AI tool to generate a policy explanation. The output is copied verbatim and inserted into a parliamentary research note without verifying sources or checking factual accuracy. Several references cited by the AI cannot be traced, and one legislative provision mentioned does not exist. The output is circulated as an official research product, exposing Parliament to factual error and reputational risk.

### Scenario 2: Ethical Use of AI

A research officer uses an AI tool to assist with outlining and language refinement based on publicly available information. All facts are independently verified against authoritative sources, and the content is rewritten using the officer's own analysis and judgement. The final output reflects accurate sourcing, institutional context, and professional accountability, with AI used strictly as a support tool rather than a substitute for research responsibility.

#### Part 6. Intellectual Property and Copyright

Research Officers must ensure that AI-generated content does not infringe third-party copyright. Where the originality or legality of AI-generated material cannot be reasonably verified, such content must not be used in parliamentary outputs.

#### Part 7. Operational Reliability and Business Continuity

- i. Publicly available generative AI tools:
  - Offer no guarantee of availability
  - May experience service disruptions
  - May change functionality without notice
- ii. Research Officers must not rely exclusively on such tools for time-critical or mission-critical parliamentary work. AI use must never compromise delivery timelines or research quality.

#### Part 8. Institutional Position

- i. The Parliament of Malaysia recognises the potential of generative AI as a productivity-support tool. However, its use must remain **controlled, transparent, and subordinate to human expertise**.
- ii. Parliamentary research is an institutional function grounded in trust, impartiality, and accountability.
- iii. Generative AI may assist the research process, but it does not alter professional responsibility or parliamentary standards.

### **Permitted [with safeguard] (O)**

- Generating rough drafts based solely on public information
- Summarising or rephrasing public documents
- Language editing or grammar correction
- Structuring ideas for internal drafting

### **Prohibited (X)**

- Uploading confidential or internal parliamentary material
- Uploading personal or sensitive data
- Using AI outputs as final research products
- Generating content that substitutes professional judgement

By adhering to these guidelines, researchers can leverage the benefits of AI to enhance their efficiency and effectiveness while upholding the rigorous standards of quality and integrity expected by the Parliament of Malaysia.

This chapter is adapted from *European Parliament (2024), Guidelines on the Use of Publicly Available Generative AI Tools for Parliament Staff*, Version 16 April 2024.<sup>1</sup>

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<sup>1</sup> **For further information, see:**

University of Oxford, Generative AI at Oxford, available at: <https://www.ox.ac.uk/gen-ai>

European Commission, Directorate-General for Research and Innovation, *Living Guidelines on the Responsible Use of Generative AI in Research* (2nd ed., April 2025)

## Appendix A: Glossary of Malaysian Parliamentary Terms

This glossary provides definitions for key terms used in the context of the Parliament of Malaysia, drawing from official parliamentary usage.

Glossary	Definition
<b>Act of Parliament</b> ( <i>Akta Parlimen</i> )	A Bill that has been approved by both the Dewan Rakyat and the Dewan Negara and has received Royal Assent from His Majesty the Yang di-Pertuan Agong.
<b>Dewan Negara</b>	The Senate or the Upper House of the Parliament of Malaysia.
<b>Dewan Rakyat</b>	The House of Representatives or lower house of the Parliament of Malaysia.
<b>Special Chamber</b> ( <i>Kamar Khas</i> )	Special Chamber has been set up to allow matters of national importance or urgency to be discussed without interrupting the normal proceedings of the House of Representatives. It convenes for the first time on 16 May 2016.
<b>Ahli Dewan Negara</b>	Senator
<b>Ahli Dewan Rakyat</b>	Member of the House of Representatives (Dewan Rakyat)
<b>Bill</b> ( <i>Rang Undang-Undang</i> )	A proposal for a new law or a change to an existing law that is presented for debate before Parliament.
<b>Cabinet</b> ( <i>Jemaah Menteri</i> )	The executive branch of the government, led by the Prime Minister
<b>Select Committee</b>	Jawatankuasa Pilihan Berkaitan Kementerian
<b>Public Account Committee (PAC)</b> Jawatankuasa Kira-Kira Wang Negara	The committee is responsible, amongst others to examine the accounts of the government, reports of the Auditor-General and other bodies and public authorities administering public funds.

Glossary	Definition
<b>First Reading</b> <i>(Bacaan Kali Pertama)</i>	The formal introduction of a bill into a House, where its title is read out without any debate.
<b>Second Reading</b> <i>(Bacaan Kali Kedua)</i>	The stage where the general principles and merits of a Bill are debated by the House.
<b>Third Reading</b> <i>(Bacaan Kali Ketiga)</i>	The final stage of a Bill's consideration in a House, which includes a final debate before a vote is taken on its passage.
<b>Motion</b> <i>(Usul)</i>	A formal proposal is put forward for debate and decision in a House.
<b>Order Paper</b> <i>(Aturan Urusan Mesyuarat)</i>	The official agenda for a sitting of the House, listing all items of business to be considered.
<b>Standing Order</b> <i>(Peraturan-Peraturan Mesyuarat)</i>	The permanent rules that govern the procedures and conduct of business in each House of Parliament.
<b>Hansard</b> <i>(Penyata Rasmi)</i>	The official verbatim report of the proceedings and debates in the Dewan Rakyat and Dewan Negara.
<b>White Paper</b> <i>(Kertas Putih)</i>	A government report giving information or proposals on an issue.
<b>Government Gazette</b> <i>(Warta Kerajaan)</i>	The official publication of the Government of Malaysia in which new laws, appointments, and other official notices are published. A law does not come into force until it has been gazetted.

## Appendix B: Further Reading and Resources

This section provides a curated list of essential online resources for parliamentary researchers in Malaysia.

### ► PARLIAMENT OF MALAYSIA

**Official Portal of the Parliament of Malaysia:** The primary source for Hansards, Bills, Order Papers, committee information, and sitting calendars.

URL: <https://www.parlimen.gov.my/>

### ► LEGISLATION AND GOVERNMENT

**Attorney General's Chambers of Malaysia - E-Federal Legislation:** Official portal for accessing and downloading the text of Federal Acts and subsidiary legislation.

URL: <https://lom.agc.gov.my/>

**Official Portal of the Government of Malaysia (MyGovernment):** A central portal for information on all government ministries and agencies.

URL: <https://www.malaysia.gov.my/>

### ► REGULATORY POLICY AND ANALYSIS

**Malaysia Productivity Corporation (MPC) - Good Regulatory Practice:** The main resource for information on the National Policy on Good Regulatory Practice (NPGRP) and Regulatory Impact Analysis (RIA), including guidelines and templates.

URL: <https://grp.mpc.gov.my/>

### ► STATISTICS

**Department of Statistics Malaysia (DOSM):** The primary source for official national statistics on population, economy, and social matters.

URL: <https://www.dosm.gov.my/>

**Bank Negara Malaysia (BNM):** The central bank, providing key economic and financial statistics.

URL: <https://www.bnm.gov.my/>

## ► ESTABLISHED PUBLIC POLICY THINK TANKS IN MALAYSIA

### **Khazanah Research Institute (KRI)**

URL: <https://www.krinstitute.org/>

### **Institute of Strategic & International Studies (ISIS) Malaysia**

URL: <https://www.isis.org.my/>

### **Institute for Democracy and Economic Affairs (IDEAS):**

URL: <https://www.ideas.org.my/>

### **IMAN Research:**

URL: <https://www.imanresearch.com/>

### **Institute of Strategic Analysis and Policy Research (INSAP):**

URL: <https://insap.org.my/>

### **Socioeconomic Development and Research (SEDAR) Institute:**

URL: <https://www.isedar.my/>

### **Penang Institute**

URL: <https://penanginstitute.org/>

## ► OTHER PARLIAMENTARY RESEARCH OUTPUT

The Inter-parliamentary Union (IPU) | <https://www.ipu.org/resources/publications>

The Commonwealth Parliamentary Association (CPA) | <https://www.cpahq.org/>

### **UK Parliament**

House of Lords Library | <https://lordslibrary.parliament.uk/>

House of Commons Library | <https://commonslibrary.parliament.uk/>

**Parliament of Australia** | The Parliamentary Library & Research  
[https://www.aph.gov.au/About\\_Parliament/Parliamentary\\_departments/Parliamentary\\_Library](https://www.aph.gov.au/About_Parliament/Parliamentary_departments/Parliamentary_Library)

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