



A./109/C.1  
2 June 2003

## **CONVOCAATION**

### **OF THE 109<sup>th</sup> ASSEMBLY OF THE INTER-PARLIAMENTARY UNION**

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Madam President,  
Mr. President,

We have pleasure in informing you that, in accordance with the decision taken by the Governing Council at its 172<sup>nd</sup> session (April 2003), the 109<sup>th</sup> Assembly of the Inter-Parliamentary Union and related meetings will be held in Geneva (Switzerland), from Wednesday, 1<sup>st</sup> October to Friday, 3 October 2003.

#### **1. AGENDA**

The agenda of the Assembly, as established by the Governing Council at its session in April 2003 in Santiago de Chile, is as follows:

1. Election of the President and Vice-Presidents of the 109<sup>th</sup> Assembly
2. Consideration of possible requests for the inclusion of an emergency item in the Assembly agenda
3. The role of parliaments in assisting multilateral organisations in ensuring peace and security and in building an international coalition for peace (*First Standing Committee on Peace and International Security*)
4. Global public goods: a new challenge for parliaments (*Second Standing Committee on Sustainable Development, Finance and Trade*)
5. The contribution of new information and communication technologies to good governance, the improvement of parliamentary democracy and the management of globalisation (*Third Standing Committee on Democracy and Human Rights*)

## 2. TIMETABLE \*

The debate on any emergency item will be held in plenary sittings of the Assembly and the three subject items (items 3, 4 and 5) will be debated within the competent Standing Committees.

### ⇒ IMPORTANT REMINDER (Travel arrangements)

The Secretariat wishes to remind all IPU Members that, in accordance with the wish expressed by the Governing Council in Santiago de Chile, the 109<sup>th</sup> Assembly and related meetings will finish its work with a closing sitting on Friday, 3 October, scheduled to start at 4 p.m.

During this sitting, the reports of the Standing Committees presented by the rapporteurs will be heard and the draft resolutions will be submitted for adoption.

When making their travel arrangements, delegates are kindly requested to bear in mind that the closing sitting of this important session of the Assembly is not expected to finish before 6 p.m.

## 3. EMERGENCY ITEM

The relevant provisions of the Statutes and Rules are as follows:

*Statutes - Article 14.2*

"2. The Assembly may include one emergency item in its agenda (cf. Assembly Rule 11)."

*Assembly Rule 11*

"1. Any Member of the Union may request the inclusion of an emergency item in the Assembly agenda. Such a request may be accompanied by a brief explanatory memorandum and a draft resolution. The Secretariat shall communicate the request and any such documents immediately to all Members.

2. Consideration and acceptance by the Assembly of a request for the inclusion of an emergency item in its agenda shall be subject to the following provisions:

- (a) A request for the inclusion of an emergency item must relate to a major event of international concern on which it appears necessary for the IPU to express its opinion. Such a request must receive a two-thirds majority of the votes cast in order to be accepted.
- (b) The Assembly may place only one emergency item on its agenda. Should several requests obtain the requisite majority, the one having received the largest number of positive votes shall be accepted."

Any emergency item included in its agenda will be debated by the Assembly on Wednesday, 1<sup>st</sup> October. Provision has been made for a meeting of a drafting committee to prepare a draft resolution on Thursday, 2 October.

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See detailed General Programme of the Assembly and related meetings in Annex I.

#### 4. PLACE OF MEETINGS

The 109<sup>th</sup> Assembly and the meetings of its Standing Committees, the Governing Council and all other related meetings will take place in the Centre international de Conférences de Genève (CICG).

#### 5. PARTICIPATION

Article 10 of the Statutes of the Union stipulates that:

- "1. *The Assembly shall be composed of parliamentarians designated as delegates by the Members of the Union. Members shall include male and female parliamentarians in their delegation and shall strive to ensure equal representation of men and women.*
2. *The number of members of Parliament appointed as delegates to the first annual session of the Assembly by a Member of the Union shall in no case exceed eight in respect of Parliaments of countries with a population of less than one hundred million inhabitants, or ten in respect of Parliaments of countries with a population of one hundred million inhabitants or more. **The number of delegates to the second annual session shall not exceed five, or seven for Parliaments of countries with a population of one hundred million inhabitants or more.***
3. *Any delegation composed exclusively of parliamentarians of the same sex shall automatically be reduced by one person."*

The Governing Council has repeatedly drawn attention to the need to abide by the terms of Article 10.1 of the Statutes. Moreover, Members' kind attention is drawn to the provisions of the new Article 10.3.

As regards Article 10.2 of the Statutes, the Union's governing bodies have repeatedly stated that this statutory provision will be strictly applied when the list of delegates is prepared. No more than two further MPs may accompany delegations and be listed as advisers.

Pursuant to Article 5.2 of the Statutes, IPU Members whose arrears equal or exceed the amount of the contributions due from them for the preceding two full years may not be represented by more than two delegates at meetings of the Union.

Associate Members may participate in the Assembly and its Standing Committees with the same rights as Members, with the exception of the right to vote and to present candidates for elective office.

International organisations of an intergovernmental or inter-parliamentary nature and other bodies included in a list established by the Governing Council (172<sup>nd</sup> session, April 2003) have been invited to be represented at the Assembly as observers.

#### 6. STEERING COMMITTEE

Assembly Rule 9 states that the Steering Committee of the Assembly shall be composed of the President of the Assembly, the President of the Inter-Parliamentary Union and the Vice-President of the Executive Committee. The Presidents of the Standing Committees may take part in its work in an advisory capacity.

The Steering Committee, assisted by the IPU Secretary General, is mandated to take all appropriate measures to ensure the effective organisation and normal functioning of the Assembly proceedings.

## 7. MEETINGS OF STANDING COMMITTEES

In accordance with Assembly Rule 15.3 the subject items placed on the Assembly agenda by the Governing Council (items 3, 4 and 5) will be debated by the Standing Committees as follows:

- Item 3:** First Standing Committee on Peace and International Security
- Item 4:** Second Standing Committee on Sustainable Development, Finance and Trade
- Item 5:** Third Standing Committee on Democracy and Human Rights

The Standing Committees will be convened separately and will meet during the 109<sup>th</sup> Assembly (see General Programme in Annex I) and will be required to debate the report prepared by the co-rapporteurs and adopt a draft resolution on the subject item within their purview. To assist them in this task, Standing Committees may set up drafting committees (Committee Rule 15).

Should the Assembly decide to include an emergency item in its agenda, it will be debated in the afternoon of Wednesday, 1<sup>st</sup> October.

## 8. DOCUMENTS RELATING TO ITEMS CONSIDERED BY THE STANDING COMMITTEES

At its 172<sup>nd</sup> session in Santiago de Chile, the Governing Council appointed two rapporteurs for each of the Standing Committees. These co-rapporteurs have been entrusted with preparing a report and draft resolution on the item placed on their Committee's agenda.

The relevant provisions of the Rules are as follows:

### *Assembly – Rule 17*

*"1. Any delegate may submit **amendments** relating to the draft resolutions prepared by the rapporteurs on the subject item included in the agenda approved by the Assembly. They shall be deposited with the Secretariat of the Assembly **no later than one week before the opening of the Assembly** (c.f. Committee Rule 12.2).*

*2. **Sub-amendments** relating to these draft resolutions may be submitted until the Standing Committee adopts the draft resolution intended for the Assembly."*

### *Standing Committees – Rule 12*

*"1. ... Members of the Union may contribute to such reports by submitting their suggestions and comments to the rapporteurs. The arrangements for the submission of such suggestions and comments shall be indicated in the convocation of the Assembly. The final report shall remain the responsibility of its authors (c.f. Assembly Rule 13).*

*"2. The rapporteurs shall also prepare a draft resolution on the subject to be debated in their Committee, which the Secretariat of the IPU shall send to the Members in advance of the session. Members may propose **amendments** to the draft resolution **until one week before the opening of the Assembly**. The Committee will finalise the draft resolution and submit it to the Assembly for adoption (c.f. Assembly Rule 17.1)."*

Members are therefore kindly requested to take note of the following timetable for the circulation of the co-rapporteurs' draft reports and draft resolutions, as well as the deadlines for the submission of suggestions and/or comments on the draft report and of amendments to the draft resolutions:

<u>Date</u>	<u>Action</u>
30 June 2003	IPU Secretariat will circulate the draft reports to all IPU Member Parliaments
1 <sup>st</sup> August 2003	IPU Secretariat will circulate the draft resolutions to all Members
15 August 2003	Deadline for the submission of suggestions and/or comments to the draft reports
1 <sup>st</sup> September 2003	IPU Secretariat will submit the Final Reports to all Members
23 September 2003	Deadline for the submission of amendments to the draft resolutions

The Members of the Union are therefore kindly requested to take due note of the deadline of 15 August 2003 for the submission of suggestions and/or comments to the draft reports.

The length of such documents should not exceed two to three double-spaced typewritten pages (750 – 1,000 words). The authors are requested to submit them in one of the Union's official languages (English and French).

Moreover, the deadline for the submission of amendments to the draft resolutions is 23 September 2003.

► Texts may be sent to the Secretariat by e-mail (postbox@mail.ipu.org).

## **Amendments**

When the Assembly is called on to take a decision at its final plenary sitting on the draft resolutions prepared by the Standing Committees, the only amendments in order - apart from those of a purely editorial nature - shall be those incorporating the content of earlier proposals submitted within the statutory time-limits but not accepted by the relevant Standing Committee (cf. Assembly Rule 17.4).

## **9. TABLE SHOWING THE ALLOCATION OF VOTES**

A provisional table showing the votes allocated to delegations at the 109<sup>th</sup> Assembly is contained in Annex II.

Members are kindly requested to check the figures concerning them and, if necessary, inform in writing the IPU Secretariat in Geneva of any modifications required, preferably in advance. The final table for the allocation of votes at the Assembly will be distributed at the opening of the session.

## 10. LANGUAGES

The Secretariat of the Inter-Parliamentary Union will provide simultaneous interpretation into and from the two official languages of the Union, English and French, as well as Spanish and Arabic, at the meetings of all statutory bodies.

Three other interpretation channels have been reserved for the Chinese, Japanese and Russian languages at sittings of the Assembly, Governing Council, and Standing Committees.

Delegates may, exceptionally, use another language provided that they arrange for their speech to be interpreted into one or other of the Union's official languages, and that copies of the speech be given to the Chief Interpreter (Mrs. F. Steinig-Huang) well in advance and no later than two hours before it is to be delivered.

## 11. MEETINGS OF OTHER BODIES

Other bodies will hold meetings during the Assembly; their members will be convened by special letter. They include:

- ▶ the Governing Council (1<sup>st</sup> and 3 October, public sittings);
- ▶ the Executive Committee (28, 29, 30 September and 2 October, *in camera*);
- ▶ the Coordinating Committee of the Meeting of Women Parliamentarians (30 September, *in camera*);
- ▶ the Gender Partnership Group (28 and 29 September, *in camera*);
- ▶ Joint meeting of the Gender Partnership Group and the Coordinating Committee of Women Parliamentarians (2 October, *in camera*);
- ▶ the CSCM Coordinating Committee open to all members of the CSCM Process (1<sup>st</sup> October, *in camera*);
- ▶ the Committee on the Human Rights of Parliamentarians (28, 29, 30 September and 1<sup>st</sup> and 2 October, *in camera*);
- ▶ the Committee on Middle East Questions (2 October, *in camera*).

The Association of Secretaries General of Parliaments (ASGP) will also meet at the CICG at the time of the Assembly. It will be convened by its President.

## 12. ADDITIONAL INFORMATION ON THE SESSION

Further information concerning the session will be provided in the "Practical Information" document (available before the opening of the Assembly) and the "Additional information concerning the organisation of the Assembly" document (distributed to delegations on registering).

## 13. RESULTS OF THE ASSEMBLY

All delegations will receive two printed copies of the *Results* of the 109<sup>th</sup> Assembly and a diskette will be sent on request. In addition, the document is accessible on the IPU Web site (<http://www.ipu.org>) 10 days after the Assembly when a complete electronic version of the "Results" can be downloaded from the IPU site in PDF Format.

## 14. REGISTRATION, HOTEL ACCOMMODATION AND VISAS

Delegations are kindly requested to note the following deadlines for the registration of delegates and for hotel reservations.

### Registration of delegates

All participants must adhere strictly to the registration deadline of 1<sup>st</sup> September 2003. Please return the registration form for delegations annexed to this Convocation to the IPU Secretariat by that date. The address is as follows:

► Inter-Parliamentary Union	Telephone: + (41 22) 919 41 50
Chemin du Pommier, N°5	Fax: + (41 22) 919 41 60
Case postale 330	E-mail: <a href="mailto:registration@mail.ipu.org">registration@mail.ipu.org</a>
1218 Le Grand-Saconnex / Geneva	
Switzerland	

### ⇒ IMPORTANT

#### Hotel reservations

The attention of all IPU Member Parliaments is drawn to the following paragraphs of the circular letter (GRP/2003/Inf.2) sent on 12 May 2003:

*"... it has been recommended to the IPU Secretariat by the Geneva Tourist Office that hotel reservations should be made as soon as possible to avoid any last minute difficulties. Those delegations that will request their Permanent Missions in Geneva to handle their hotel reservations are therefore advised to contact them at their earliest convenience.*

*For those Member Parliaments which do not have Permanent Missions in Geneva the IPU Secretariat has requested the Geneva Tourist Office to make some provisional hotel block bookings, full details of which will be sent out with the Convocation of the 109<sup>th</sup> Assembly on 1<sup>st</sup> June 2003."*

Therefore, delegations from countries having a Permanent Mission in Geneva are kindly requested to make their hotel reservations through their respective Mission. The Permanent Missions in Geneva will all be duly informed of the holding of 109<sup>th</sup> Assembly. Most Missions are used to receiving national delegations to UN meetings and to handling hotel reservations for them, and many have signed agreements and obtained preferential rates with hotels close to the Palais des Nations area and the CICC.

Delegations from countries that do not have a diplomatic representation in Geneva may reserve their rooms either via their preferred tourist operator or through the Geneva Tourist Office. Should delegations wish to use the services offered by the Geneva Tourist Office, they are kindly requested to contact the IPU Secretariat, which will duly send them a Hotel Reservation Form. The Hotel Reservation Form should be returned directly to the Geneva Tourist Office by no later than **18 August 2002**, with copy to the IPU Secretariat.

## Visas

Attention is drawn to the strict provisions in force regarding entry into Switzerland, which refuses entry to persons who do not hold the required visa. Delegates requiring an entry visa must obtain it from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in their country of residence.

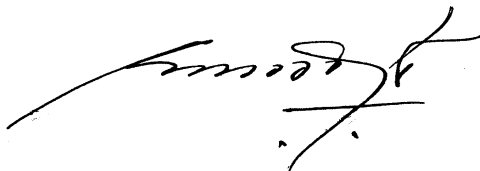
In exceptional cases, a visa may be obtained upon arrival at Geneva Airport, provided that the IPU Secretariat in Geneva has been advised of this by e-mail (postbox@mail.ipu.org) or via facsimile (+4122 919 41 60) **two weeks prior** to the date of arrival. The following details should be provided in such case: full name, date and place of birth, nationality, type of national passport and its number (date of issue and expiry), date of arrival and flight number.

We wish to draw your attention to the fact that Geneva Airport is located on the Swiss-French border and also has a French entry. Some flights coming from Paris or other French airports to Geneva are considered as internal flights. Therefore, delegates may wish to check if a French visa is required for certain nationalities when passing through a French airport en route to Geneva.

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We hope that your Parliament will be represented at the 109<sup>th</sup> Assembly of the Inter-Parliamentary Union and that the delegation, under your leadership, will take an active part in the proceedings.

Yours sincerely,



Sergio PAEZ VERDUGO  
President  
of the Inter-Parliamentary Union



Anders B. JOHNSSON  
Secretary General  
of the Inter-Parliamentary Union