



INTER-PARLIAMENTARY UNION
110th Assembly and related meetings
Mexico City, 15 - 23 April 2004



A/110/C.1
18 December 2003

CONVOCAATION OF THE 110th ASSEMBLY OF THE INTER-PARLIAMENTARY UNION

Madam President,
Mr. President,

We have pleasure in informing you that, at the kind invitation of the Parliament of Mexico, the 110th Assembly of the Inter-Parliamentary Union and related meetings will be held in Mexico City from Sunday, 18 to Friday, 23 April 2004.

1. AGENDA

The agenda of the Assembly, as established by the 109th Assembly at its session in October 2003 in Geneva, is as follows:

1. Election of the President and Vice-Presidents of the 110th Assembly
2. Consideration of possible requests for the inclusion of an emergency item in the Assembly agenda
3. General debate on the political, economic and social situation in the world with the overall theme of "Reconciliation and Partnership."
4. Promoting international reconciliation, helping to bring stability to regions of conflict, and assisting with post-conflict reconstruction
Under this item, the First Committee will debate the responsibilities of the IPU and the broader international community in peace-making and peace-building, with particular reference to the IPU's mission to help build and strengthen representative institutions
(Committee on Peace and International Security)
5. Working towards an equitable environment for international commerce: the issues of trade in agricultural products and the access to basic medicines
Under this item, the Second Committee will debate the role of the IPU and parliaments in following up the parliamentary declaration adopted in Cancun on the occasion of the Fifth WTO Ministerial Meeting
(Committee on Sustainable Development, Finance and Trade)

6. Furthering parliamentary democracy in order to protect human rights and encourage reconciliation among peoples and partnership among nations
Under this item, the Third Committee will discuss the role of parliamentary democracy in defending human rights and promoting reconciliation. It will also look at issues relating to justice, truth commissions, amnesties, pardons, reparations and other means to bring reconciliation to parties riven by conflict
(Committee on Democracy and Human Rights)
7. Amendments to the Statutes and Rules of the Inter-Parliamentary Union
8. Approval of the agenda of the 111th IPU Assembly and appointment of the rapporteurs

2. TIMETABLE *

The debate on any emergency item will be held in plenary sittings of the Assembly and the three subject items (items 4, 5 and 6) 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 agenda approved in Geneva, the 110th Assembly and related meetings will complete its proceedings with a closing sitting on Friday, 23 April, scheduled to start at 4 p.m.

During this sitting, the reports of the Standing Committees presented will be heard and the draft resolutions will be submitted for adoption. This sitting will also consider the amendments proposed by the Executive Committee to Articles 10.3 and 15.2(c) of the Statutes. The Assembly will finish its work with the adoption of the agenda of the 111th Assembly and the appointment of the rapporteurs.

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.*

*

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

- (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.*"

4. PLACE OF MEETINGS

The 110th Assembly will take place in the *Centro de Convenciones del Sheraton Centro Histórico de la Ciudad de México* from 18 to 23 April 2004.

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 and its interpretative clauses.

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 (173rd session, October 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 Standing Committees (items 4, 5 and 6) will be debated by the following Committees:

- Item 4:** Standing Committee I on Peace and International Security
- Item 5:** Standing Committee II on Sustainable Development, Finance and Trade
- Item 6:** Standing Committee III on Democracy and Human Rights

The Standing Committees will be convened separately and will meet during the 110th 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 (Standing Committees Rule 15).

Should the Assembly decide to include an emergency item in its agenda, it will be debated within the framework of the General Debate.

8. DOCUMENTS RELATING TO ITEMS CONSIDERED BY THE STANDING COMMITTEES

The 109th Assembly in Geneva appointed two rapporteurs for each Standing Committee. These co-rapporteurs have been entrusted with preparing a report and a 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>
20 December 2003	IPU Secretariat will circulate the draft reports and draft resolutions to all IPU Member Parliaments
7 February 2004	Deadline for the submission of suggestions and/or comments on the draft reports
23 February 2004	IPU Secretariat will submit the Final Reports to all Members
11 April 2004	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 7 February 2004 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 or French).

Moreover, the deadline for the submission of amendments to the draft resolutions is 11 April 2004.

- ▶ 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. GENERAL DEBATE WITH THE OVERALL THEME OF "RECONCILIATION AND PARTNERSHIP" (Item 3 of the agenda)

Speaking time for the General Debate

The provisions of the Assembly Rules with regard to speaking time in the General Debate are as follows:

▶ Delegations of Members and Associate Members

Rule 22

- "1. No more than two representatives of each delegation may speak in the General Debate. For this debate, every delegation shall be entitled to 8 minutes' speaking time unless the Steering Committee decides otherwise. When two speakers from the same delegation are registered for this debate, they shall share the speaking time in the most appropriate way.
2. With a view to ensuring the normal running of the debates, the Steering Committee may alter the above speaking time to suit the circumstances.
3. Notwithstanding the provisions of paragraph 1 above, the President may, at the end of the corresponding sitting, give the floor briefly to a delegation wishing to exercise its right of reply."

▶ Delegations of Observers

According to the decisions adopted at the 164th session of the Council in Brussels (April 1999), the speaking time of observers will be limited to five minutes. Only the delegation of Palestine will be entitled to the same speaking time as Members and Associate Members (10 minutes). Flexibility will be shown in the case of executive heads of organisations of the United Nations system who wish to address the Union.

Registration of speakers for the General Debate

The procedure for registering speakers is as follows:

▶ Place and time

- Registration will take place on the Assembly premises and only at the speakers' registration desk. No requests may be sent in advance by mail or e-mail
- Registration will be opened 24 hours before the beginning of the first plenary of the Assembly, as from 9.45 a.m. on Sunday, 18 April.
- Unless changes are announced at the Assembly, the registration service is open from 9 a.m. to 1 p.m. and 2 p.m. to 6.30 p.m.

▶ Delegations of Members and Associate Members

The Secretariat will record the names of delegates who wish to take the floor, distinguishing between first and second speakers from delegations of Members and Associate Members. Registration may be made personally or through another member of the delegation.

▶ Delegation of Palestine

Pursuant to the decision adopted by the Council at its 163rd session in Moscow (September 1998), the delegation of Palestine will be entitled to register the same number of delegates as Members and Associate Members.

▶ Delegations of other observers

- According to the decision adopted at the 164th session of the Council in Brussels (April 1999), observers will be entitled to register one speaker only in plenary debates of the IPU statutory Assembly and its Standing Committees.
- Each programme and organ of the United Nations will be allowed to register one speaker.

List of speakers

- ▶ At 6 p.m. on Sunday, 18 April, the Secretariat will determine by a public drawing of lots the final order of speakers belonging to the above categories who have registered by that time. The complete list will be made public as soon as possible after the drawing of lots so that delegates have sufficient advance notice of when they will be called to address the Assembly.
- ▶ Speakers registering after the drawing of lots will be added to the list (in their respective categories) in the order in which they have registered, until the Assembly closes the list of speakers. A revised list containing such additions will be issued in due course.
- ▶ Delegates may exchange their place on the list with other speakers. In order to avoid any incident during the meeting they are kindly requested to advise, in advance, the Assembly Secretary, Mr. Marcelo Bustos, of any such changes.

10. TABLE SHOWING THE ALLOCATION OF VOTES

A provisional table showing the votes allocated to delegations at the 110th 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.

11. 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.

12. 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 (19 and 23 April, *public sittings*);
- ▶ the Executive Committee (15, 16, 17 and 22 April, *in camera*);
- ▶ the Meeting of Women Parliamentarians (18 April, *public sittings*);
- ▶ the Coordinating Committee of the Meeting of Women Parliamentarians (18, 22 and 23 April, *in camera*);
- ▶ the Gender Partnership Group (16 and 17 April, *in camera*);
- ▶ the Meeting of Parties to the CSCM Process (22 April, *public sitting*);
- ▶ the CSCM Coordinating Committee (20 April, *in camera*);
- ▶ the Mediterranean Women Parliamentarians' Task Force (20 April, *public sitting*);
- ▶ the Committee on the Human Rights of Parliamentarians (18 – 22 April, *in camera*);
- ▶ the Committee on Middle East Questions (19 and 22 April, *in camera*);
- ▶ the Committee to promote respect for International Humanitarian Law (21 April, *in camera*);
- ▶ the Group of Facilitators for Cyprus (20 April, *in camera*);

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

13. ADDITIONAL INFORMATION ON THE SESSION

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

Journal

Every day during the Assembly, participants will find in all meeting rooms and in their pigeonholes the "Journal" giving the latest updates on the programme of meetings and other important information designed to facilitate their participation in the proceedings of the session.

14. RESULTS OF THE ASSEMBLY

All delegations will receive two printed copies of the *Results* of the 110th 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.

15. DELEGATES' STAY IN MEXICO CITY

The General Information document together with the invitation sent by the Mexican Parliament contains all necessary details concerning delegates' stay in Mexico City, procedures for obtaining visas and the programme of receptions.

16. REGISTRATION AND ACCOMMODATION OF DELEGATES

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

Registration of delegates

It would be appreciated if all participants could adhere strictly to the registration deadline of 18 February 2004. Please return the registration form for delegations annexed to the invitation to both the Mexican Parliament and the IPU Secretariat by that date. The addresses are as follows:

Mexican Senate	Telephone : (+52-55) 5130 1503 / 5130 1504
Gante N. 4, Piso 4	Fax : (+52-55) 5130 1588
Col. Centro Histórico	E-mail : ipu110mexico@senado.gob.mx
Delegación Cuauhtémoc	Web site: www.ipu110mexico.org
06018, México, D.F.	

► Inter-Parliamentary Union	Telephone : + (41 22) 919 41 50
Chemin du Pommier, N°5	Fax : + (41 22) 919 41 60
P.O. Box 330	E-mail : registration@mail.ipu.org
1218 Le Grand-Saconnex / Genève	Web site: www.ipu.org
Suisse	

Hotel reservations and visas

The hotel reservation forms annexed to the invitation from the Mexican Parliament, which will handle all hotel reservations, must be returned to the following address by 15 March 2004:

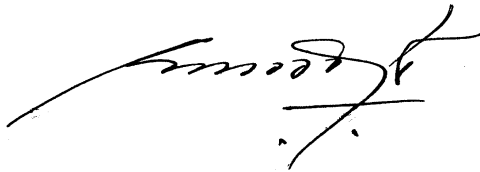
Exitur Turístico	Telephone : (+52-55) 55 40 20 20
Xavier Soberani	Fax : (+52-55) 55 20 28 83
Palmas N. 735, Piso 7	E-mail : exitur@exitur.com.mx
México, D.F., C.P. 11000	

The Mexican Parliament has sole responsibility for all matters relating to delegations' accommodation, visas and travel. It is therefore important that any communication concerning these matters be sent directly to the host Parliament (see address above), and not to the IPU Secretariat.

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We hope that your Parliament will be represented at the 110th 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. JOHANSSON
Secretary General
of the Inter-Parliamentary Union