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**Official opening and meeting places**

The 135th Assembly will be opened by the President of the Inter-Parliamentary Union, Mr. Saber Chowdhury, in Room 1 of the *Centre international de Conférences de Genève* (CICG) at its first sitting on Monday, 24 October at 11 a.m.

The plenary sittings of the Assembly and its Standing Committees, as well as the meetings of the IPU Governing Council, the Forum of Women Parliamentarians, the Committee on the Human Rights of Parliamentarians, and the meetings of the Association of Secretaries General of Parliaments (ASGP) will also be held at the *Centre international de Conférences de Genève* and its Annexe building – the CCV.

The meeting of the Sub-Committee on Finance as well as the first two days of the Executive Committee meetings will take place at IPU Headquarters.

For admission to the CICG and IPU Headquarters, participants are kindly requested to wear their identity badges. Those members of the diplomatic corps attending the Assembly will be admitted to the CICG upon presentation of their UN pass and do not require another badge.
General timetable of the 135th Assembly and related meetings

Thursday, 20 October 2016

11:00 - 13:00  Sub-Committee on Finance*  
15:00 - 18:00  Main meeting room, IPU Headquarters

Friday, 21 October 2016

10:00 - 13:00  Executive Committee*  
15:00 - 18:00  Main meeting room, IPU Headquarters

Saturday, 22 October 2016

09.00 – 10.00  Gender Partnership Group*  
  Main meeting room, IPU Headquarters  
09.00 – 19.00  Beginning of Registration  
  Lobby, CICG  
09.30 – 13.00  Committee on the Human Rights of Parliamentarians*  
  Salle Lausanne, CCV Annexe, CICG  
10.00 - 13.00  Executive Committee*  
  Main meeting room, IPU Headquarters  
14.00 – 17.30  Committee on the Human Rights of Parliamentarians*  
  Salle Lausanne, CCV Annexe, CICG  
15.00 - 18.00  Executive Committee*  
  Main meeting room, IPU Headquarters

*in camera
Sunday, 23 October 2016

08.30 – 10.30  Bureau of Women Parliamentarians*
Salle Genève, CCV Annexe, CICG

11.00 – 13.00  Forum of Women Parliamentarians
Room 2, level 0, CICG

11.30 – 13.00  Meeting with the Chairpersons of the Geopolitical Groups
and the Presidents of the Standing Committees*
Salle Genève, CCV Annexe, CICG

14.00 – 15.30  Committee to Promote Respect for International Humanitarian Law*
Salle Genève, CCV Annexe, CICG

14.30 – 17.30  Forum of Women Parliamentarians
Room 2, level 0, CICG

14.30 – 18.00  Committee on the Human Rights of Parliamentarians*
Salle Lausanne, CCV Annexe, CICG

16.30 – 17.30  Meeting of Advisers and Secretaries to delegations
Rooms 5 & 6, level 3, CICG
### Monday, 24 October 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Assembly / Governing Council</th>
<th>Committees / Panel discussions</th>
<th>Other Assembly events, including in camera sessions</th>
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<tbody>
<tr>
<td>08.00</td>
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<td>Assembly Steering Committee*</td>
<td>ASGP</td>
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<td>09.00</td>
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<td>Board of the Forum of Young Parliamentarians*</td>
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<td>Governing Council</td>
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<td>ASGP Meeting</td>
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<td>12.00</td>
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<td>Standing Committee on Democracy and Human Rights</td>
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<td>ASGP Meeting</td>
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<td>13.00</td>
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<td>Forum of Young Parliamentarians of the IPU</td>
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<tr>
<td>16.00</td>
<td>Assembly: General Debate</td>
<td>Standing Committee on Peace and International Security</td>
<td>Standing Committee on Democracy and Human Rights</td>
<td>Advisory Group on HIV/AIDS and Maternal, Newborn and Child Health*</td>
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<tr>
<td>17.00</td>
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<td>Committee on the Human Rights of Parliamentarians*</td>
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<td>ASGP Meeting</td>
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<tr>
<td>18.00</td>
<td>Assembly: Decision on the emergency item</td>
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<td>19.00</td>
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<td>Reception offered by Switzerland</td>
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* In camera meetings
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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>08.00 – 09.00</td>
<td><strong>Assembly Steering Committee</strong> - VIP Lounge, level 3, CICG</td>
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<tr>
<td>08.00 – 09.00</td>
<td>Board of the Forum of Young Parliamentarians of the IPU - Room 18, level -1, CICG</td>
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<td>09.00 – 10.45</td>
<td><strong>Governing Council</strong> - Room 1, level 1, CICG</td>
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<tr>
<td>09.00 – 13.00</td>
<td><strong>Forum of Young Parliamentarians of the IPU</strong> - Room 2, level 0, CICG</td>
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<tr>
<td>09.30 – 13.00</td>
<td><strong>Standing Committee on Democracy and Human Rights</strong></td>
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<td></td>
<td>Presentation and debate of draft resolution on <em>The freedom of women to participate in political processes fully, safely and without interference: Building partnerships between men and women to achieve this objective</em> - Rooms 3 &amp; 4, level 0, CICG</td>
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<tr>
<td>11.00 – 12.30</td>
<td><strong>ASGP</strong> Meeting - Rooms 5 &amp; 6, level 3, CICG</td>
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<tr>
<td>11.00 – 13.00</td>
<td><strong>Assembly</strong> - Start of the General Debate on <em>Human rights abuses as precursors of conflict: parliaments as early responders</em> - Room 1, level 1, CICG</td>
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<tr>
<td>14.30 – 17.00</td>
<td><strong>Assembly</strong> - General Debate - Room 1, level 1, CICG</td>
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<tr>
<td>14.30 – 17.30</td>
<td><strong>Standing Committee on Peace and International Security</strong></td>
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<td>Experts hearing on <em>The role of parliament in preventing outside interference in the internal affairs of sovereign States</em> - Room 2, level 0, CICG</td>
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<tr>
<td>14.30 – 17.30</td>
<td><strong>ASGP</strong> Meeting - Rooms 5 &amp; 6, level 3, CICG</td>
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<tr>
<td>14.30 – 18.00</td>
<td><strong>Committee on the Human Rights of Parliamentarians</strong> - Salle Lausanne, CCV Annexe, CICG</td>
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<tr>
<td>14.30 – 18.30</td>
<td><strong>Standing Committee on Democracy and Human Rights</strong></td>
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<td></td>
<td>Drafting in plenary of the draft resolution - Rooms 3 &amp; 4, level 0, CICG</td>
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<tr>
<td>17.00 – 18.30</td>
<td><strong>Assembly</strong> - Decision on the emergency item - Room 1, level 1, CICG</td>
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<tr>
<td>18.30</td>
<td><strong>Reception offered by Switzerland</strong></td>
<td>Events area, level 1, CICG</td>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Assembly / Governing Council</th>
<th>Committees / Panel discussions</th>
<th>Other Assembly events, including in camera sessions</th>
<th>ASGP</th>
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</thead>
<tbody>
<tr>
<td>09.00</td>
<td><strong>Assembly</strong></td>
<td><em>Standing Committee on Democracy and Human Rights</em></td>
<td>Bureau - Sustainable Devt, Finance and Trade Standing Comm.</td>
<td><strong>ASGP</strong></td>
</tr>
<tr>
<td>10.00</td>
<td></td>
<td><em>Information Session on IPU’s work and activities</em></td>
<td>Committee on the Human Rights of Parliamentarians*</td>
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<tr>
<td>11.00</td>
<td>Assembly</td>
<td><em>Standing Committee on Democracy and Human Rights</em></td>
<td>Committee on Middle East Questions*</td>
<td>ASGP Meeting</td>
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<td>14.00</td>
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<tr>
<td>15.00</td>
<td>Assembly: Continuation of the General Debate</td>
<td><em>Standing Committee on Sustainable Development, Finance and Trade</em></td>
<td>Bureau of the Standing Committee on United Nations Affairs*</td>
<td>ASGP Meeting</td>
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<tr>
<td>16.00</td>
<td></td>
<td><em>Informal Panel Discussions</em></td>
<td>Possible drafting committee on the emergency item*</td>
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<tr>
<td>17.00</td>
<td>Assembly: Continuation of the General Debate</td>
<td><em>Standing Committee on Sustainable Development, Finance and Trade</em></td>
<td>Bureau of the Standing Committee on Democracy and Human Rights*</td>
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<td>18.00</td>
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* In camera meetings
09.00 – 10.30 Bureau of the Standing Committee on Sustainable Development, Finance and Trade*  
Room 18, level -1, CICG

09.00 – 13.00 **Assembly**  
- Debate on the emergency item, and  
- Continuation of the General Debate  
Room 1, level 1, CICG

09.30 – 12.30 Information Session on IPU’s work and activities  
Open to all delegates (English and French only) - Room 2, level 0, CICG

09.30 – 13.00 **Standing Committee on Democracy and Human Rights**  
Conclusion of drafting in plenary of the draft resolution - Rooms 3 & 4, level 0, CICG

09.30 – 13.00 Committee on the Human Rights of Parliamentarians* - Salle Lausanne, CCV Annexe, CICG

ASGP 10.00 – 12.30 ASGP Meeting - Rooms 5 & 6, level 3, CICG

11.00 – 13.00 Committee on Middle East Questions* - Salle Genève, CCV Annexe, CICG

14.30 – 16.00 Bureau of the Standing Committee on United Nations Affairs* - Room 18, level -1, CICG

ASGP 14.30 – 17.30 ASGP Meeting - Rooms 5 & 6, level 3, CICG

14.30 – 18.00 **Standing Committee on Sustainable Development, Finance and Trade**  
- Segment on the Parliamentary contribution to the 2016 UN Climate Change Conference, and  
- Debate on Promoting enhanced international cooperation on the SDGs, in particular on the financial inclusion of women as a driver of development  
Room 2, level 0, CICG

14.30 – 18.30 **Assembly**: Continuation of the General Debate - Room 1, level 1, CICG

14.30 – 18.30 Possible drafting committee on the emergency item* - Salle Genève, CCV Annexe, CICG

14.30 – 18.30 Informal Panel Discussions (English and French only) - Rooms 3 & 4, level 0, CICG

16.30 – 18.30 Bureau of the Standing Committee on Democracy and Human Rights* - Room 18, level -1, CICG
**Wednesday, 26 October 2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Assembly / Governing Council</th>
<th>Committees / Panel discussions</th>
<th>Other Assembly events, including in camera sessions</th>
<th>Time</th>
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<tbody>
<tr>
<td>09.00</td>
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<td>ASGP</td>
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<tr>
<td>10.00</td>
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<td>Standing Committee on Peace and International Security</td>
<td>Gender Partnership Group*</td>
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<tr>
<td>11.00</td>
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<td>Parity debate organized by the Forum of Women Parliamentarians</td>
<td>Executive Committee*</td>
<td>ASGP Meeting</td>
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<td>12.00</td>
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<td>Standing Committee on United Nations Affairs</td>
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<td>15.00</td>
<td>Assembly</td>
<td>Open session of the Committee to Promote Respect for International Humanitarian Law</td>
<td>Committee on the Human Rights of Parliamentarians*</td>
<td>ASGP Meeting</td>
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<td>16.00</td>
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<td>Standing Committee on Democracy and Human Rights</td>
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<td>17.00</td>
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<td>Committee on the Human Rights of Parliamentarians*</td>
<td>Middle East Committee*</td>
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<td>18.00</td>
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<td>Standing Committee on Sustainable Development, Finance and Trade</td>
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<th>Time</th>
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<th>Location</th>
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<tr>
<td>09.00 – 10.00</td>
<td>Gender Partnership Group* - *Salle Genève, CCV Annexe, CICG</td>
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<tr>
<td>09.00 – 12.00</td>
<td><strong>Standing Committee on Peace and International Security</strong>&lt;br&gt;Panel discussions on:&lt;br&gt;• Promoting democratic accountability of the private security sector and on&lt;br&gt;• Comprehensive Disarmament&lt;br&gt;Room 1, level 1, CICG</td>
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<tr>
<td>09.00 – 13.00</td>
<td><strong>Standing Committee on United Nations Affairs</strong>&lt;br&gt;• Debate on <em>Funding the United Nations</em> and&lt;br&gt;• Panel discussion on *The UN response to allegations of sexual exploitation and sexual abuse by UN peacekeepers&lt;br&gt;Rooms 3 &amp; 4, level 0, CICG</td>
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<tr>
<td>09.00 – 12.30</td>
<td><strong>ASGP</strong>&lt;br&gt;ASGP Meeting - Rooms 5 &amp; 6, level 3, CICG</td>
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<tr>
<td>10.30 – 13.00</td>
<td>Executive Committee* - *Salle Genève, CCV Annexe, CICG</td>
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<tr>
<td>10.00 – 12.00</td>
<td><strong>Parity debate</strong> organized by the Forum of Women Parliamentarians - Room 2, level 0, CICG</td>
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<tr>
<td>11.00 – 13.00</td>
<td><strong>Standing Committee on Democracy and Human Rights</strong>&lt;br&gt;Adoption of the draft resolution - Rooms 3 &amp; 4, level 0, CICG</td>
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<td>14.30 – 16.00</td>
<td><strong>Standing Committee on Sustainability, Finance and Trade</strong>&lt;br&gt;Panel discussion on *The role of parliaments in countering the activities of vulture funds&lt;br&gt;Room 2, level 0, CICG</td>
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<tr>
<td>14.30 – 17.30</td>
<td>ASGP Meeting - Rooms 5 &amp; 6, level 3, CICG</td>
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<td>14.30 – 18.00</td>
<td>Committee on the Human Rights of Parliamentarians* - *Salle Lausanne, CCV Annexe, CICG</td>
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<tr>
<td>14.30 – 18.30</td>
<td><strong>Assembly</strong>&lt;br&gt;• Adoption of the resolution on the emergency item, and&lt;br&gt;• Conclusion of the General Debate&lt;br&gt;Room 1, level 1, CICG</td>
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<tr>
<td>16.30 – 18.30</td>
<td><strong>Standing Committee on Sustainability, Finance and Trade</strong>&lt;br&gt;Panel discussion on *The role of parliaments in countering the activities of vulture funds&lt;br&gt;Room 2, level 0, CICG</td>
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<tr>
<td>17.00 – 18.30</td>
<td>Middle East Committee* - *Salle Genève, CCV Annexe, CICG</td>
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### Other Assembly events, including in camera sessions

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<tr>
<th>Time</th>
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<tr>
<td>08.00</td>
<td>Assembly / Governing Council</td>
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<tr>
<td>09.00</td>
<td>Bureau of Women Parliamentarians*</td>
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<tr>
<td>10.00</td>
<td>Joint IPU-ASGP Panel discussion: How parliaments change developing recommendations for strengthening parliamentary oversight</td>
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<tr>
<td>11.00</td>
<td>Standing Committee on Peace and International Security*</td>
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<td>Governing Council</td>
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<td>Governing Council</td>
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<td>18.00</td>
<td>Assembly</td>
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* In camera meetings
08.00 – 10.00  Bureau of Women Parliamentarians*
*Salle Genève, CCV Annexe, CICG

09.00 – 13.00  **Governing Council**
*Room 1, level 1, CICG*

10.30 – 12.30  Panel discussion: *How parliaments change: developing recommendations for strengthening parliamentary oversight*
Jointly organized by the IPU and ASGP
*Roads 3 & 4, level 0, CICG*

14.00 – 16.00  Bureau of the Standing Committee on Peace and International Security*
*Room 15, level -1, CICG*

14.30  **Governing Council**
*Room 1, level 1, CICG*

At the end of the Governing Council  **Assembly**
- Adoption of resolutions
- Reports of the Standing Committees
- Outcome document of the General debate, and
- Closing sitting
*Room 1, level 1, CICG*

**Legend:** Assembly / Governing Council  Committees / Panel discussions  Other Assembly events, including in-camera sessions
Seating arrangements in meeting rooms

As usual, lots have been drawn among the delegations participating in the session to determine which will be seated in the first row of the Plenary Hall.

The name of the delegation from FIJI was drawn, and this delegation has accordingly been placed in the first row, on the left-hand side of the Chair. Other delegations follow in English alphabetical order.

Seats shall be allocated to each delegation in conformity with the Rules of the Assembly and of the Governing Council and shall be proportional to the number of parliamentarians in each delegation.

Delegations are reminded that each Member of the IPU shall be represented on the Governing Council by three parliamentarians, provided that its representation includes both men and women. Each representative will then have one vote. A member who is unable to attend may be replaced by another representative, duly authorized for that purpose.

The first and last seats of each delegation are marked by a country signboard.

For the Forum of Women Parliamentarians, Standing Committee plenary sessions and other meetings, delegates are invited to collect their country nameplate when entering the room and place it in front of them, clearly visible.

Agenda of the Assembly

1. Election of the President and Vice-Presidents of the 135th Assembly
2. Consideration of requests for the inclusion of an emergency item in the Assembly agenda
3. General Debate on Human rights abuses as precursors of conflict: Parliaments as early responders
4. The freedom of women to participate in political processes fully, safely and without interference: Building partnerships between men and women to achieve this objective (Standing Committee on Democracy and Human Rights)
5. Reports of the Standing Committees on Peace and International Security; Sustainable Development, Finance and Trade; and United Nations Affairs
6. Approval of the subject item for the Standing Committee on Democracy and Human Rights at the 137th IPU Assembly and appointment of Rapporteurs

Agendas of the Standing Committees

Standing Committee on Peace and International Security
1. Adoption of the agenda
2. Approval of the summary records of the Committee’s session held on the occasion of the 134th IPU Assembly in Lusaka (March 2016)
3. Elections to the Bureau
4. Expert hearing on The role of parliament in preventing outside interference in the internal affairs of sovereign States
5. Panel discussion on Promoting democratic accountability of the private security sector
6. Panel discussion on Comprehensive disarmament
7. Any other business

Standing Committee on Sustainable Development, Finance and Trade
1. Adoption of the agenda
2. Approval of the summary records of the Committee’s session held on the occasion of the 134th IPU Assembly in Lusaka (March 2016)
3. Elections to the Bureau
4. Parliamentary contribution to the 2016 United Nations Climate Change Conference
5. Debate on Promoting enhanced international cooperation on the SDGs, in particular on the financial inclusion of women as a driver of development
6. Panel discussion on The role of parliaments in countering the activities of vulture funds
7. Any other business
Standing Committee on Democracy and Human Rights

1. Adoption of the agenda
2. Approval of the summary records of the Committee’s session held on the occasion of the 134th IPU Assembly in Lusaka (March 2016)
3. Elections to the Bureau
4. Debate on and adoption of a resolution on The freedom of women to participate in political processes fully, safely and without interference: Building partnerships between men and women to achieve this objective
5. Any other business

Standing Committee on United Nations Affairs

1. Adoption of the agenda
2. Approval of the summary records of the Committee’s session held on the occasion of the 134th IPU Assembly in Lusaka (March 2016)
3. Elections to the Bureau
4. Panel discussion on Funding the United Nations
5. Panel discussion on The UN response to allegations of sexual exploitation and sexual abuse by UN peacekeepers
6. Any other business

Other events

• IPU-WHO-PMNCH side event on Leaving no one behind: parliaments at the forefront to protect women’s, children’s and adolescents’ health in humanitarian and fragile settings (Monday, 24 October, 12.00 to 14.00)
• Information Session on the IPU’s work and activities (Tuesday, 25 October, 9.30 to 12.30, English/French only)
• 12+ Group side event on: e-Parliament: Online voting in a parliamentary context (Tuesday, 25 October, 14.30 to 16.00 – English /French only)
• IPU-IPB side event on military spending: How to reconcile growing military expenditures with the realization of our sustainable development commitments? (Tuesday, 25 October, 16.30 to 18.30 – English /French only)
• IPU-ASGP Panel discussion: How parliaments change: Developing recommendations for strengthening parliamentary oversight (Thursday, 27 October, 10.30 – 12.30)
• Side event for African Parliaments: *Putting into practice the recommendations of the Abidjan seminar on the implementation of UN Security Council resolution 1540 (2004)* (Thursday, 27 October, 10.30 – 12.30)
• IPU-PNND-WFC side event: *Nuclear-weapon-free zones and regional security in the Middle East, North-East Asia and Europe* (Thursday, 27 October, 12.30 – 14.00)

Registration of speakers and speaking time for the general debate

Delegations may register at the speakers’ registration desk.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Registration desk, outside the main entrance of the Plenary Hall (Room 1, level 1, CICG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening hours</td>
<td>• Sunday, 23 October from 11.00 to 18.00</td>
</tr>
<tr>
<td></td>
<td>• Monday, 24 October from 9.00 – 13.00 and from 14.00 to 18.30</td>
</tr>
<tr>
<td>Officer in charge</td>
<td>Mr. Ed Cooper</td>
</tr>
<tr>
<td>Number of speakers</td>
<td>• IPU Members &amp; Associate Members: up to 2 speakers</td>
</tr>
<tr>
<td></td>
<td>• Observers: only 1 speaker*</td>
</tr>
<tr>
<td></td>
<td>* According to the decision adopted at the 164th session of the Council in Brussels (April 1999). Each programme and organ of the United Nations will be allowed to register one speaker each.</td>
</tr>
<tr>
<td>Speaking time</td>
<td>• IPU Members and Associate Members: 8 minutes per delegation**</td>
</tr>
<tr>
<td></td>
<td>• Observers: 5 minutes**</td>
</tr>
<tr>
<td></td>
<td>** (depending on the number of persons registered to speak, the Assembly Steering Committee may decide to reduce speaking time)</td>
</tr>
</tbody>
</table>
Segments in the list

The Secretariat will register speakers to the following three segments:

- Speakers of Parliament
- First speakers
- Second speakers (reserved for delegations of Members and Associate Members).

Final order of speakers

At 18.00 on Sunday, 23 October 2016, the Secretariat will determine the final order of speakers for each segment by the public drawing of lots.

Where to find the list?

The list of speakers will be available on the official documents table located in the plenary hall, at the Documents distribution service, as well as on the 135th Assembly webpage.

Can we register after the drawing of lots?

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 time.

How to change the order?

Delegates may exchange their place on the list with other speakers. In case of changes, please inform Ms. Anda Filip, Secretary of the Assembly.

Any bilateral arrangements made by delegations to exchange places in the list of speakers will not lead to a renumbering of the position held by speakers in the list.

Time-keeping

A green light will appear when the speaker commences; when the speaker has only one minute remaining, an orange light will appear; when the speaking time has been used up, a red light will flash.

Second speakers from a delegation may find it useful to consult the time-keepers to ascertain the precise amount of time available to them for their statements.
Additional information

Registration and Information Desk

The Registration and Information Desk is located in the Lobby of the CICG and will be open as follows:
• 9.00 to 19.00 on Saturday, 22 October;
• 8.00 to 19.00 from Sunday, 23 to Wednesday, 26 October; and
• 8.00 to 18.00 on Thursday, 27 October.

All participants are requested to register with this Service, which will distribute the identity badges. It will also handle messages for delegates.

The provisional list of participants has been posted on the IPU website and copies are available, upon request, from the Documents Distribution Service. In the afternoon of Tuesday, 25 October, delegations are kindly requested to collect from the Registration Desk, a document containing information relating to their delegation; any modification to be made to this list should be signed by the Head of the delegation and handed to Ms. M. Filippin at the Registration and Information Desk not later than 12 noon on Wednesday, 26 October 2016.

The colour of the identity badges corresponds to the following categories of participants:

<table>
<thead>
<tr>
<th>Categories of participants</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegates, Members of Parliament</td>
<td>Dark blue</td>
</tr>
<tr>
<td>Delegation Secretaries, Advisers</td>
<td>Green</td>
</tr>
<tr>
<td>Observers</td>
<td>Grey</td>
</tr>
<tr>
<td>ASGP</td>
<td>Brown</td>
</tr>
<tr>
<td>Diplomatic Corps</td>
<td>Mauve</td>
</tr>
<tr>
<td>IPU Special Guests</td>
<td>Red</td>
</tr>
<tr>
<td>Accompanying Persons</td>
<td>Pink</td>
</tr>
<tr>
<td>Assembly Secretariat</td>
<td>Sky blue</td>
</tr>
<tr>
<td>Public</td>
<td>White</td>
</tr>
<tr>
<td>Press</td>
<td>Yellow</td>
</tr>
</tbody>
</table>
For security reasons, admission to the Assembly facilities and to all programme activities will be limited to the persons wearing identity badges received at the time of registration. All participants are therefore requested to wear their identity badges at all times.

**Table of votes at the Assembly**

In conformity with Rule 29 of the Assembly Rules, the table indicating the number of votes to which delegations taking part in the session are entitled will be distributed at the opening of the Assembly. Delegates are reminded that votes are allocated in accordance with the provisions of Article 15 of the Statutes which reads as follows:

“**ARTICLE 15**

1. Only delegates present in person shall have the right to vote.

2. The number of votes to which each Member of the IPU is entitled shall be calculated on the following basis:
(a) Each Member of the IPU shall have a minimum of ten votes;
(b) Each Member of the IPU shall have the following additional number of votes in relation to the population of its country:

<table>
<thead>
<tr>
<th>From 1 to 5 million inhabitants:</th>
<th>1 vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 1 to 10</td>
<td>2</td>
</tr>
<tr>
<td>From more than 10</td>
<td>3</td>
</tr>
<tr>
<td>From more than 20</td>
<td>4</td>
</tr>
<tr>
<td>From more than 30</td>
<td>5</td>
</tr>
<tr>
<td>From more than 40</td>
<td>6</td>
</tr>
<tr>
<td>From more than 50</td>
<td>7</td>
</tr>
<tr>
<td>From more than 60</td>
<td>8</td>
</tr>
<tr>
<td>From more than 80</td>
<td>9</td>
</tr>
<tr>
<td>From more than 100</td>
<td>10</td>
</tr>
<tr>
<td>From more than 150</td>
<td>11</td>
</tr>
<tr>
<td>From more than 200</td>
<td>12</td>
</tr>
<tr>
<td>From over 300</td>
<td>13</td>
</tr>
</tbody>
</table>
(c) Any delegation composed exclusively of parliamentarians of the same sex shall have a minimum of eight votes (instead of the ten for mixed delegations) at the Assembly of the Inter-Parliamentary Union. For delegations entitled to a certain number of additional votes, the overall calculation will be made on the basis of eight votes instead of ten.

3. A delegation may split its votes so as to express the diverse views of its members. No one delegate may record more than ten votes.”

Assembly documents

The Secretary General has overall responsibility for the circulation of all official documents for the session; only such documents may be distributed in the meeting rooms.

Before the opening of each plenary session, all relevant documents for the meeting will be found on the tables inside the meeting rooms. Similarly, for Standing Committee meetings, the pertinent documents will be available in the Committee room.

Delegates will also find every day in all meeting rooms and at the Information Desk, as well as on the IPU website (www.ipu.org/conf-e/135agnd.htm) and Assembly App, the Journal giving them the latest updates on the programme of meetings and other important information.

Distribution of messages and communications

The sending of messages through the Information Desk is a service made available to delegations with a view to facilitating communications on matters relating to the Assembly and its proceedings.

Delegations which wish to make known to the members of the IPU their point of view on any question other than those related to the working of the sessions may do so, under their own responsibility, by leaving documentation on tables set aside for this purpose, on the ground floor of the CICG, behind room 3.
Results of the Assembly and related meetings

All Delegations will receive two printed copies of the Results of the 135th Assembly. Members of the IPU are also reminded that the different sections of the Brochure are accessible from the IPU website (http://www.ipu.org) and can be downloaded in PDF format two weeks after the Assembly.

Summary records of the debates

The Summary Records of the Governing Council, those of the Assembly, and of the four Standing Committees, will be prepared by the Secretariat and posted on the website within three months after the Assembly.

Submission and control of documents

Delegations wishing to submit a document on matters relating to the agenda of the Assembly and of the Governing Council of the Inter-Parliamentary Union or transmit any information to the Secretariat of the Assembly (change in their Executive Bureau, contact details, etc.) are requested to do so at this Service, located in Office 224/225 on level 2. The person in charge of this Service is Ms. C. Bon.

Distribution of documents

As usual, working documents will be available to delegates in the various meeting rooms. Delegates will also be able to obtain additional copies from the Documents Distribution Service, located in the Lobby area of the CICG. The person in charge of this Service is Mr. M. Amani.

However, in keeping with the decision by the IPU governing bodies to reduce the carbon footprint of the Organization and continue to diminish paper waste, only a limited number of documentation sets will be printed for the various sessions of the Assembly.

Delegates who wish to obtain additional copies of documents posted on the IPU website may use the print-on-demand service available at the Typing Pool and Photocopying service for delegates. Moreover, all documents on the IPU website may also be consulted via the Assembly App.
Simultaneous interpretation
The IPU Secretariat will provide simultaneous interpretation in English, French, Arabic and Spanish at the meetings of all statutory bodies.

Four other interpretation channels have been reserved for Chinese, Japanese, Portuguese and Russian at sittings of the Assembly and the Governing Council, and for some sessions of the Standing Committees. These booths are provided free of charge and may be used by the interpretation teams of these languages.

Delegates may, exceptionally, use another language provided that they arrange for their speech to be interpreted into one of the IPU’s official languages (English and French) by a member of their delegation who will be given access to an interpretation booth. To allow for all necessary arrangements to be made in good time, delegations should contact, well in advance, the Chief Interpreter (Ms. F. Steinig-Huang) or the English booth interpreters assigned to the meeting at which the speech will be delivered. Moreover, eight copies of a translation of the speech into one of the IPU’s official languages should be given to the Chief Interpreter or to the English booth for distribution to the other interpreters.

Electronic copies of speeches should be e-mailed in PDF format to speeches@ipu.org, a minimum of three hours before the speech is to be made so as to also ensure a high quality of simultaneous interpretation into the other working languages.

As far as possible, the texts of official statements delivered in the General Debate will be published on the Assembly webpage and will be part of the records of the Assembly. Due to technical limitations, only speeches in English, French and Spanish will be posted. Please note that the IPU Secretariat is not in a position to translate the texts of speeches.

Press Office
IPU press officers will be on hand throughout the Assembly to answer media enquiries and help facilitate press interviews. The person in charge of this service is Ms. J. Pandya, Director of Communications.
Journalists wishing to cover the Assembly must receive accreditation from the Press Service in order to obtain the necessary documentation and identity badges.

**Social media**

Get the latest information on the 135th IPU Assembly’s programme and events taking place by signing up for Twitter and following the Assembly’s official hashtag #ipu135: (www.twitter.com/ipuparliament)

Photos from the 135th Assembly of the IPU will be posted on Flickr (www.ipu.org/135pics). For information on the official photobank, please visit the Press Service in the Lobby.

**Informal and bilateral meeting rooms**

In addition to the two meeting rooms reserved for geopolitical and other group meetings, there are also some bilateral meeting rooms available on the premises of the CICG. Reservations for the informal meeting rooms are handled by the IPU Registration and Information desk, while any delegation wishing to reserve a bilateral meeting room may contact Ms. S.-A. Sader, through the Registration and Information Desk; all reservations are made on a first-come-first-served basis.

**Typing Pool, Photocopying and Print-on-demand service**

In order to facilitate the work of the delegates, a typing pool and photocopying service will be available from 23 to 27 October 2016. This service is located on level –1, close to the Internet Corner.

A print-on-demand service will also be available, where delegates may request additional copies of all documents posted on the IPU website.

**Internet and Wi-Fi access**

Free Internet access for delegates will be available from 22 to 27 October 2016, from 8.30 to 18.30; this service is on level -1 of the CICG. Wi-Fi access to the Internet is also available throughout the building, using the following codes: user name: ipu16; password: ipu16.
Assembly App

On 1 October 2016, the IPU launched, on a trial basis, its Assembly App. Initially, the core features will only be available in English, although all documents will be uploaded in both English and French. As of 2017, the core features will also exist in French and Spanish. With a view to helping non-native English speakers, a short user manual has been posted on the website and can be obtained, upon request, at the Registration Desk.

The purpose of the App is to facilitate the online consultation of official IPU documents, as part of the IPU’s paper smart policy, and to enhance delegates’ participation in IPU Assemblies.

Delegates are invited to provide feedback and comments, via the online survey, which will be published at the end of the 135th Assembly.

Medical service

A first-aid medical service will be available at the CICG located on level -1, close to the Internet corner.

Prayer room

Delegates are informed that Room 9, on level -1 of the CICG, has been reserved as a prayer room.

No smoking policy

There is a no smoking policy in effect in all areas of the CICG. Therefore, those delegates wishing to smoke are invited to use the outside areas of the CICG designated for this purpose.

Coffee bar and cafeteria

Assembly participants will have access to the coffee bar in the lobby and to the cafeteria on level 1 of the CICG.
Statutory bodies

Assembly of the Inter-Parliamentary Union

**President**
The Assembly will elect its President at the opening of its proceedings on Monday, 24 October 2016 at 11.00. It is customary for the IPU President to serve as President of IPU Assemblies held in Geneva.

**Steering Committee**
Under Assembly Rule 9, the Steering Committee is composed of the President of the Assembly, the President of the Inter-Parliamentary Union and the Vice-President of the IPU Executive Committee. The Presidents of the Standing Committees may take part in an advisory capacity in the work of the Steering Committee, which is assisted by the IPU Secretary General.

**Standing Committee - Peace and International Security**
President: Ms. L. Rojas (Mexico)
Vice-President: Mr. D. Pacheco (Portugal)
Secretary: Ms. Laurence Marzal

**Standing Committee - Sustainable Development, Finance and Trade**
President: Ms. S. Tioulong (Cambodia)
Vice-President: Mr. A. Cissé (Mali)
Secretary: Ms. Aleksandra Blagojevic

**Standing Committee - Democracy and Human Rights**
President: Vacancy
Vice-President: Vacancy
Secretary: Mr. Andy Richardson

**Standing Committee – United Nations Affairs**
President: Mr. A. Avsan (Sweden)
Vice-President: Mr. A.F.I. Al-Mansour (Sudan)
Secretary: Ms. Paddy Torsney
Governing Council of the Inter-Parliamentary Union
President: Mr. Saber Chowdhury (Bangladesh)

Executive Committee
President: Mr. Saber Chowdhury (Bangladesh)
Vice-President: Mr. I. Liddell-Grainger (United Kingdom)
IPU Vice-Presidents: Mr. A. Jasem Ahmed (United Arab Emirates)
Mr. S. Suzuki (Japan)
Mr. E. Ethuro (Kenya)
Mr. K. Kosachev (Russian Federation)
Mr. A. Lins (Brazil)

Members: Mr. D. Vivas (Venezuela)
Mr. R. del Picchia (France)
Ms. A. Habibou (Niger)
Mr. N. Schrijver (Netherlands)
Ms. G. Eldegard (Norway)
Mr. K. Jalali (Islamic Republic of Iran)
Ms. F. Benbadis (Algeria)
Ms. M. Mensah-Williams (Namibia)
Vacancy (Angola)
Vacancy (Viet Nam)

Secretariat of the Inter-Parliamentary Union
Secretary General
Mr. Martin Chungong

Assembly
Ms. A. Filip, Director for Member Parliaments and External Relations
Ms. A. Lorber-Willis, Director of Support Services
Mr. E. Cooper, Senior Finance Officer

Governing Council
Ms. S. Ahmidouch, Chief of Staff
Mr. A. Afouda, Programme Officer
Executive Committee
Ms. S. Ahmidouch, Chief of Staff
Ms. S. Varturk, Executive Assistant

Emergency item
Ms. N. Babic, Programme Manager, Technical cooperation
Ms. H. Yamaguchi, Research and Database Officer

Standing Committee on Peace and International Security
Ms. L. Marzal, Programme Officer
Mr. J. Lang, Project Officer

Standing Committee on Sustainable Development, Finance & Trade
Ms. A. Blagojevic, Programme Officer
Mr. E. Iaia, Consultant

Standing Committee on Democracy and Human Rights
Mr. A. Richardson, Information Specialist
Ms. M. Duarte Mutzenberg, Programme Specialist

Standing Committee on United Nations Affairs
Ms. P. Torsney, Head of the Office of the Permanent Observer to the United Nations
Mr. A. Motter, Senior Adviser

Committee on the Human Rights of Parliamentarians
Mr. R. Huizenga, Programme Manager
Ms. G. Laroque, Programme Officer
Mr. R. Rodriguez Valencia, Consultant

Committee on Middle East Questions
Mr. M. Chungong, IPU Secretary General
Mr. M. Omar, Senior Adviser
Ms. S. Varturk, Executive Assistant

Committee to Promote Respect for International Humanitarian Law
Ms. K. Jabre, Director of the Programmes Division
Forum of Women Parliamentarians  
Ms. K. Jabre, Director  
Ms. Z. Hilal, Programme Officer  
Ms. M. Duarte Mutzenberg, Programme Specialist  
Ms. B. Filion, Consultant

IPU Forum of Young Parliamentarians  
Ms. Z. Hilal, Programme Officer  
Mr. J. Lang, Project Officer

Support Services  
Ms. A. Lorber-Willis, Director  
Mr. E. Cooper, Senior Finance Officer

Communications  
Ms. J. Pandya, Director

Conference Services  
Ms. S.-A. Sader, Conference Services Officer

Submission and control of documents  
Ms. C. Bon, Documents Control Officer

Document reproduction and distribution service  
Mr. M. Amani, Chief, Chancellerie

Language services  
Ms. S. Ahmidouch, Head of Language Services and English translation  
Mr. H. Compagnion, Senior French Reviser  
Ms. F. Steinig-Huang, Chief Interpreter, Head of the English, French and Spanish teams  
Mr. C. Rayess, Chief Interpreter, Head of the Arabic team

Registration and Information desk  
Ms. M. Filippin, Officer-in-charge  
Ms. S. Ortiz, Registration Assistant
## Presidency of the IPU and Assembly secretariat

When calling from outside the CICG, please use the telephone numbers as indicated hereafter and for calls inside the CICG, please dial the last four digits.

<table>
<thead>
<tr>
<th>Position</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President of the Inter-Parliamentary Union Mr. Saber Chowdhury</td>
<td>IPU President’s Office VIP Lounge - Level 3</td>
<td>022 791 95 00</td>
</tr>
<tr>
<td>President’s Secretariat Ms. N. Michaud-Chiovetta</td>
<td>Secretariat area outside VIP Lounge Level 3</td>
<td>022 791 94 27</td>
</tr>
<tr>
<td>Secretary General of the Inter-Parliamentary Union Mr. Martin Chungong</td>
<td>Room 12 Level 2</td>
<td>022 791 96 12</td>
</tr>
<tr>
<td>Executive Office Senior Adviser Mr. Mokhtar Omar Chief of Staff Ms. Stara Ahmidouch Executive Assistant Ms. Sharon Varturk</td>
<td>Room 8 Level 2</td>
<td>022 791 96 08</td>
</tr>
<tr>
<td>Secretary of the Assembly, Director Ms. Anda Filip Head of the IPU Office to the UN Ms. Paddy Torsney</td>
<td>Office 219 Level 2</td>
<td>022 791 97 19</td>
</tr>
<tr>
<td>Director of Programmes Ms. Kareen Jabre Programme Officer Ms. Zeina Hilal</td>
<td>Office 218 Level 2</td>
<td>022 791 97 18</td>
</tr>
<tr>
<td>Support Services and Finance Ms. Andrée Lorber-Willis, Director Mr. Ed Cooper, Senior Finance Officer</td>
<td>Office 217 Level 2</td>
<td>022 791 97 17</td>
</tr>
<tr>
<td>Role</td>
<td>Location</td>
<td>Telephone</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Director of Communications Ms. Jemini Pandya</td>
<td>Office 212/213 Level 2</td>
<td>022 791 97 12</td>
</tr>
<tr>
<td>Secretaries of the Standing Committees Ms. Aleksandra Blagojevic Ms. Laurence Marzal Mr. Andy Richardson</td>
<td>Office 216 Level 2</td>
<td>022 791 97 16</td>
</tr>
<tr>
<td>French translation Mr. Hervé Compagnion</td>
<td>Office 222/223 Level 2</td>
<td>022 791 97 22</td>
</tr>
<tr>
<td>English translation Mr. Nick Sandars</td>
<td>Office 220 Level 2</td>
<td>022 791 97 20</td>
</tr>
<tr>
<td>Submission and control of documents Officer-in-charge Ms. Catherine Bon</td>
<td>Office 224/225 Level 2</td>
<td>022 791 97 24</td>
</tr>
<tr>
<td>Interpreters’ room</td>
<td>Office 209 Level 2</td>
<td></td>
</tr>
<tr>
<td>Distribution of documents Officer-in-charge Mr. Mohamed Amani</td>
<td>Lobby (ground floor)</td>
<td></td>
</tr>
<tr>
<td>Registration and Information Desk Ms. Marina Filippin</td>
<td>Lobby (ground floor)</td>
<td></td>
</tr>
<tr>
<td>Typing pool and photocopying service for delegates</td>
<td>Office 101 Level -1</td>
<td></td>
</tr>
<tr>
<td>President of the ASGP Ms. Doris Katai Katebe Mwinga</td>
<td>Room 20 Level 3</td>
<td>022 791 96 20</td>
</tr>
<tr>
<td>Joint Secretaries of the ASGP Ms. Emily Commander Ms. Inés Fauconnier</td>
<td>Room 19 Level 3</td>
<td>022 791 96 19</td>
</tr>
<tr>
<td>Internet Corner for Delegates</td>
<td>Level -1</td>
<td></td>
</tr>
<tr>
<td>Medical Service</td>
<td>Level -1</td>
<td></td>
</tr>
</tbody>
</table>
Association of Secretaries General of Parliaments (ASGP)

Timetable

Monday, 24 October 2016
9.30  Executive Committee
      Room 20 (level 3)
11.00 Plenary sitting
      Rooms 5 and 6 (level 3)
14.30 Plenary sitting
      Rooms 5 and 6 (level 3)

Tuesday, 25 October 2016
9.30  Executive Committee
      Room 20 (level 3)
10.00 Plenary sitting
      Rooms 5 and 6 (level 3)
14.30 Plenary sitting
      Rooms 5 and 6 (level 3)

Wednesday, 26 October 2016
9.30  Executive Committee
      Room 20 (level 3)
10.00 Plenary sitting
      Rooms 5 and 6 (level 3)
14.30 Plenary sitting
      Rooms 5 and 6 (level 3)
**Governing bodies of the ASGP**

**Executive Committee**
- **President:** Ms. Doris Katai Katebe Mwinga (Zambia)
- **Vice-Presidents:** Mr. Geert Jan A. Hamilton (Netherlands)  
  Mr. Philippe Schwab (Switzerland)
- **Members:** Ms. Maria Alajõe (Estonia)  
  Mr. José Manuel Araujo (Portugal)  
  Mr. Manohar Prasad Bhattarai (Nepal)  
  Mr. Najib El Khadi (Morocco)  
  Mr. Gali Massa Harou (Chad)  
  Mr. Shumsher K. Sheriff (India)  
  Ms. Claressa Surtees (Australia)  
  Mr. Winantuningtyas Titi Swasanany (Indonesia)

**Secretariat**
- Ms. Emily Commander (United Kingdom)  
- Ms. Inés Fauconnier (France)