



Inter-Parliamentary Union

For democracy. For everyone.

Assembly Guidebook

135th IPU Assembly
23 to 27 October 2016
Geneva – Switzerland

Contents

Official opening and meeting places	3
Timetable of the session	4
Seating arrangements in meeting rooms	14
Agenda of the Assembly	14
Agendas of the Standing Committees	15
Other events	16
Registration of speakers and speaking time for the general debate	17
Additional information	19
Registration and Information Desk	19
Table of votes at the Assembly	20
Assembly documents	21
Distribution of messages and communications	21
Results of the Assembly and related meetings	22
Summary records of the debates	22
Submission and control of documents	22
Distribution of documents	22
Simultaneous interpretation	23
Press Office	23
Social media	24
Informal and bilateral meeting rooms	24
Typing Pool, Photocopying and Print-on-demand service	24
Internet and Wi-Fi access	24
Assembly App	25
Medical service	25
Prayer room	25
No smoking policy	25
Coffee bar and cafeteria	25
Statutory bodies	26
Assembly of the Inter-Parliamentary Union	26
Governing Council of the Inter-Parliamentary Union	27
Executive Committee	27
Secretariat of the Inter-Parliamentary Union	27
Presidency of the IPU and Assembly secretariat	30
Association of Secretaries General of Parliaments (ASGP)	32

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

	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events, including in camera sessions 	ASGP 
08.00				
09.00			Assembly Steering Committee* Board of the Forum of Young Parliamentarians*	
10.00	Governing Council			
11.00		Standing Committee on Democracy and Human Rights Forum of Young Parliamentarians of the IPU		
12.00	Assembly: Start of the General Debate on <i>Human rights abuses as precursors of conflict: parliamentarians as early responders</i>			ASGP Meeting
13.00				
14.00				
15.00				
16.00	Assembly: General Debate	Standing Committee on Peace and International Security Standing Committee on Democracy and Human Rights	Committee on the Human Rights of Parliamentarians* Advisory Group on HIV/AIDS and Maternal, Newborn and Child Health*	ASGP Meeting
17.00				
18.00	Assembly: Decision on the emergency item			
19.00	Reception offered by Switzerland			

* In camera meetings

	08.00 – 09.00	Assembly Steering Committee* - VIP Lounge, level 3, CIGG
	08.00 – 09.00	Board of the Forum of Young Parliamentarians of the IPU* - Room 18, level -1, CIGG
	09.00 – 10.45	Governing Council - Room 1, level 1, CIGG
	09.00 – 13.00	Forum of Young Parliamentarians of the IPU - Room 2, level 0, CIGG
	09.30 – 13.00	Standing Committee on Democracy and Human Rights Presentation and debate of draft resolution on <i>The freedom of women to participate in political processes fully, safely and without interference: Building partnerships between men and women to achieve this objective</i> - Rooms 3 & 4, level 0, CIGG
ASGP	11.00 – 12.30	ASGP Meeting - Rooms 5 & 6, level 3, CIGG
	11.00 – 13.00	Assembly: Start of the General Debate on <i>Human rights abuses as precursors of conflict: parliaments as early responders</i> - Room 1, level 1, CIGG
	14.30 – 17.00	Assembly: General Debate - Room 1, level 1, CIGG
	14.30 – 17.30	Standing Committee on Peace and International Security Experts hearing on <i>The role of parliament in preventing outside interference in the internal affairs of sovereign States</i> - Room 2, level 0, CIGG
	14.30 – 17.30	Advisory Group on HIV/AIDS and Maternal, Newborn and Child Health (ENGLISH ONLY)* Room 15, level -1, CIGG
ASGP	14.30 – 17.30	ASGP Meeting - Rooms 5 & 6, level 3, CIGG
	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* - Salle Lausanne, CCV Annexe, CIGG
	14.30 – 18.30	Standing Committee on Democracy and Human Rights Drafting in plenary of the draft resolution - Rooms 3 & 4, level 0, CIGG
	17.00 – 18.30	Assembly: Decision on the emergency item - Room 1, level 1, CIGG
	18.30	Reception offered by Switzerland Events area, level 1, CIGG

Tuesday, 25 October 2016

	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events, including in camera sessions 	ASGP
09.00	Assembly	Information Session on IPU's work and activities	Bureau - Sustainable Devt, Finance and Trade Standing Comm.	ASGP Meeting
10.00				
11.00				
12.00				
13.00				
14.00				
15.00	Assembly: Continuation of the General Debate	Standing Committee on Sustainable Development, Finance and Trade	Bureau of the Standing Committee on United Nations Affairs* Bureau of the Standing Committee on Democracy and Human Rights*	ASGP Meeting
16.00				
17.00				
18.00				
19.00			Possible drafting committee on the emergency item*	

* In camera meetings

	09.00 – 10.30	Bureau of the Standing Committee on Sustainable Development, Finance and Trade* <i>Room 18, level -1, C/IG</i>
	09.00 – 13.00	Assembly <ul style="list-style-type: none"> • Debate on the emergency item, and • Continuation of the General Debate <i>Room 1, level 1, C/IG</i>
	09.30 – 12.30	Information Session on IPU's work and activities Open to all delegates (English and French only) - <i>Room 2, level 0, C/IG</i>
	09.30 – 13.00	Standing Committee on Democracy and Human Rights Conclusion of drafting in plenary of the draft resolution - <i>Rooms 3 & 4, level 0, C/IG</i>
	09.30 – 13.00	Committee on the Human Rights of Parliamentarians* - <i>Salle Lausanne, CCV Annexe, C/IG</i>
ASGP	10.00 – 12.30	ASGP Meeting - <i>Rooms 5 & 6, level 3, C/IG</i>
	11.00 – 13.00	Committee on Middle East Questions* - <i>Salle Genève, CCV Annexe, C/IG</i>
	14.30 – 16.00	Bureau of the Standing Committee on United Nations Affairs* - <i>Room 18, level -1, C/IG</i>
ASGP	14.30 – 17.30	ASGP Meeting - <i>Rooms 5 & 6, level 3, C/IG</i>
	14.30 – 18.00	Standing Committee on Sustainable Development, Finance and Trade <ul style="list-style-type: none"> • Segment on the <i>Parliamentary contribution to the 2016 UN Climate Change Conference</i>, and • Debate on <i>Promoting enhanced international cooperation on the SDGs, in particular on the financial inclusion of women as a driver of development</i> <i>Room 2, level 0, C/IG</i>
	14.30 – 18.30	Assembly: Continuation of the General Debate - <i>Room 1, level 1, C/IG</i>
	14.30 – 18.30	Possible drafting committee on the emergency item* - <i>Salle Genève, CCV Annexe, C/IG</i>
	14.30 – 18.30	Informal Panel Discussions (English and French only) - <i>Rooms 3 & 4, level 0, C/IG</i>
	16.30 – 18.30	Bureau of the Standing Committee on Democracy and Human Rights* - <i>Room 18, level -1, C/IG</i>

Wednesday, 26 October 2016

	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events, including in camera sessions 	ASGP 
09.00				
10.00		Standing Committee on Peace and International Security	Gender Partnership Group*	
11.00				
12.00		Parity debate organized by the Forum of Women Parliamentarians	Executive Committee*	ASGP Meeting
13.00				
14.00				
15.00		Open session of the Committee to Promote Respect for International Humanitarian Law		
16.00		Standing Committee on Democracy and Human Rights	Committee on the Human Rights of Parliamentarians*	ASGP Meeting
17.00	Assembly	Standing Committee on Sustainable Development, Finance and Trade	Middle East Committee*	
18.00				
19.00				

* In camera meetings

	09.00 – 10.00	Gender Partnership Group* - Salle Genève, CCV Annexe, CICG
	09.00 – 12.00	Standing Committee on Peace and International Security Panel discussions on: <ul style="list-style-type: none"> • Promoting democratic accountability of the private security sector and on • Comprehensive Disarmament Room 1, level 1, CICG
	09.00 – 13.00	Standing Committee on United Nations Affairs <ul style="list-style-type: none"> • Debate on <i>Funding the United Nations</i> and • Panel discussion on <i>The UN response to allegations of sexual exploitation and sexual abuse by UN peacekeepers</i> Rooms 3 & 4, level 0, CICG
	10.00 – 12.30	ASGP Meeting - Rooms 5 & 6, level 3, CICG
	10.30 – 13.00	Executive Committee* - Salle Genève, CCV Annexe, CICG
	11.00 – 13.00	Parity debate organized by the Forum of Women Parliamentarians - Room 2, level 0, CICG
	14.30 – 16.00	Standing Committee on Democracy and Human Rights Adoption of the draft resolution - Rooms 3 & 4, level 0, CICG
	14.30 – 16.30	Open session of the Committee to Promote Respect for International Humanitarian Law Salle Genève, CCV Annexe, CICG
	14.30 – 17.30	ASGP Meeting - Rooms 5 & 6, level 3, CICG
	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* - Salle Lausanne, CCV Annexe, CICG
	14.30 – 18.30	Assembly <ul style="list-style-type: none"> • Adoption of the resolution on the emergency item, and • Conclusion of the General Debate Room 1, level 1, CICG
	16.30 – 18.30	Standing Committee on Sustainable Development, Finance and Trade Panel discussion on <i>The role of parliaments in countering the activities of culture funds</i> Room 2, level 0, CICG
	17.00 – 18.30	Middle East Committee* - Salle Genève, CCV Annexe, CICG

Thursday, 27 October 2016

	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events, including in camera sessions 	ASGP
08.00				
09.00			Bureau of Women Parliamentarians*	
10.00				
11.00	Governing Council	Joint IPU-ASGP Panel discussion: <i>How parliaments change: developing recommendations for strengthening parliamentary oversight</i>		
12.00				
13.00				
14.00				
15.00	Governing Council		Bureau of the Standing Committee on Peace and International Security*	
16.00				
17.00	Assembly			
18.00				
19.00				

* In camera meetings

	08.00 – 10.00	Bureau of Women Parliamentarians* Salle Genève, CCV/Annexe, C/CG
	09.00 – 13.00	Governing Council Room 1, level 1, C/CG
	10.30 – 12.30	Panel discussion: <i>How parliaments change: developing recommendations for strengthening parliamentary oversight</i> Jointly organized by the IPU and ASGP Rooms 3 & 4, level 0, C/CG
	14.00 – 16.00	Bureau of the Standing Committee on Peace and International Security* Room 15, level-1, C/CG
	14.30	Governing Council Room 1, level 1, C/CG
	At the end of the Governing Council	Assembly <ul style="list-style-type: none"> • Adoption of resolutions • Reports of the Standing Committees • Outcome document of the General debate, and • Closing sitting Room 1, level 1, C/CG
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.

Venue	Registration desk, outside the main entrance of the Plenary Hall (Room 1, level 1, CICG)
Opening hours	<ul style="list-style-type: none"> • Sunday, 23 October from 11.00 to 18.00 • Monday, 24 October from 9.00 – 13.00 and from 14.00 to 18.30
Officer in charge	Mr. Ed Cooper
Number of speakers	<ul style="list-style-type: none"> • IPU Members & Associate Members: up to 2 speakers • Observers: only 1 speaker* <p>* <i>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.</i></p>
Speaking time	<ul style="list-style-type: none"> • IPU Members and Associate Members: 8 minutes per delegation** • Observers: 5 minutes** <p>** <i>(depending on the number of persons registered to speak, the Assembly Steering Committee may decide to reduce speaking time)</i></p>

- 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:

Categories of participants	Colour
Delegates, Members of Parliament	Dark blue
Delegation Secretaries, Advisers	Green
Observers	Grey
ASGP	Brown
Diplomatic Corps	Mauve
IPU Special Guests	Red
Accompanying Persons	Pink
Assembly Secretariat	Sky blue
Public	White
Press	Yellow

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:

From 1	to	5	million inhabitants:	1 vote
From more than 5	“	10	“	2 “
From more than 10	“	20	“	3 “
From more than 20	“	30	“	4 “
From more than 30	“	40	“	5 “
From more than 40	“	50	“	6 “
From more than 50	“	60	“	7 “
From more than 60	“	80	“	8 “
From more than 80	“	100	“	9 “
From more than 100	“	150	“	10 “
From more than 150	“	200	“	11 “
From more than 200	“	300	“	12 “
From		300	“	13 “

- (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. Compagnon, 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.

	Location	Telephone
President of the Inter-Parliamentary Union Mr. Saber Chowdhury	IPU President's Office VIP Lounge - Level 3	022 791 95 00
President's Secretariat Ms. N. Michaud-Chiovetta	Secretariat area outside VIP Lounge Level 3	022 791 94 27
Secretary General of the Inter-Parliamentary Union Mr. Martin Chungong	Room 12 Level 2	022 791 96 12
Executive Office Senior Adviser Mr. Mokhtar Omar Chief of Staff Ms. Stara Ahmidouch Executive Assistant Ms. Sharon Varturk	Room 8 Level 2	022 791 96 08
Secretary of the Assembly, Director Ms. Anda Filip Head of the IPU Office to the UN Ms. Paddy Torsney	Office 219 Level 2	022 791 97 19
Director of Programmes Ms. Kareen Jabre Programme Officer Ms. Zeina Hilal	Office 218 Level 2	022 791 97 18
Support Services and Finance Ms. Andrée Lorber-Willis, Director Mr. Ed Cooper, Senior Finance Officer	Office 217 Level 2	022 791 97 17

	Location	Telephone
Director of Communications Ms. Jemini Pandya	Office 212/213 Level 2	022 791 97 12
Secretaries of the Standing Committees Ms. Aleksandra Blagojevic Ms. Laurence Marzal Mr. Andy Richardson	Office 216 Level 2	022 791 97 16
French translation Mr. Hervé Compagnion	Office 222/223 Level 2	022 791 97 22
English translation Mr. Nick Sandars	Office 220 Level 2	022 791 97 20
Submission and control of documents Officer-in-charge Ms. Catherine Bon	Office 224/225 Level 2	022 791 97 24
Interpreters' room	Office 209 Level 2	
Distribution of documents Officer-in-charge Mr. Mohamed Amani	Lobby (ground floor)	
Registration and Information Desk Ms. Marina Filippin	Lobby (ground floor)	
Typing pool and photocopying service for delegates	Office 101 Level -1	
President of the ASGP Ms. Doris Katai Katebe Mwinga	Room 20 Level 3	022 791 96 20
Joint Secretaries of the ASGP Ms. Emily Commander Ms. Inés Fauconnier	Room 19 Level 3	022 791 96 19
Internet Corner for Delegates	Level -1	
Medical Service	Level -1	

Association of Secretaries General of Parliaments (ASGP)

Timetable

Monday, 24 October 2016

- | | |
|-------|---|
| 9.30 | Executive Committee
<i>Room 20 (level 3)</i> |
| 11.00 | Plenary sitting
<i>Rooms 5 and 6 (level 3)</i> |
| 14.30 | Plenary sitting
<i>Rooms 5 and 6 (level 3)</i> |

Tuesday, 25 October 2016

- | | |
|-------|---|
| 9.30 | Executive Committee
<i>Room 20 (level 3)</i> |
| 10.00 | Plenary sitting
<i>Rooms 5 and 6 (level 3)</i> |
| 14.30 | Plenary sitting
<i>Rooms 5 and 6 (level 3)</i> |

Wednesday, 26 October 2016

- | | |
|-------|---|
| 9.30 | Executive Committee
<i>Room 20 (level 3)</i> |
| 10.00 | Plenary sitting
<i>Rooms 5 and 6 (level 3)</i> |
| 14.30 | Plenary sitting
<i>Rooms 5 and 6 (level 3)</i> |

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)

