



Inter-Parliamentary Union
for democracy for everyone

Regional Seminar on the Sustainable Development Goals for the Parliaments of Central and Eastern Europe



Chamber of Deputies
Romania

Seminar for Parliaments from Central and Eastern Europe organized jointly by the
Chamber of Deputies of the Romanian Parliament and the Inter-Parliamentary Union

15-16 June 2015, Bucharest (Romania)

GENERAL INFORMATION

Draft as of 20th April 2015

1. VENUE, DATE AND PROGRAMME

The seminar will be held from 15 to 16 June 2015 in the Parliament of Romania (Palace of Parliament), Human Rights Hall, level P (ground level). Access to the seminar venue is from the official entrance located on Constitution Square (entrance C1), where all badges and seminar documents should be collected. The draft programme of the seminar is attached.

2. PARTICIPATION

This seminar is open to the following parliaments of Central and Eastern Europe: Albania, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, Bulgaria, Czech Republic, Croatia, Estonia, Georgia, Latvia, Lithuania, FYR of Macedonia, Republic of Moldova, Montenegro, Poland, Russian Federation, Turkey, Serbia, Slovakia, Slovenia, Ukraine, Hungary and Romania. Each is invited to send a delegation of four members maximum, gender-balanced and reflecting the political representation within parliament. It is recommended that delegation members be persons working directly on development issues in parliament.

3. ORGANIZATION OF PROCEEDINGS

In keeping with IPU practice, all participants will have equal speaking rights. To make the discussions as fruitful and enriching as possible, the following rules will apply:

- (a) There will be no list of speakers on any agenda item. After the resource persons have introduced an agenda item, the floor will be open to participants for questions and comments.
- (b) Experience has shown that this kind of meeting does not lend itself to the reading out of prepared statements. Subject to arrangements that the Chair may make to suit the circumstances, oral contributions may not exceed three minutes. Participants may speak several times on each item, particularly to respond to other statements.

4. DOCUMENTS

Participants will receive hard copies of the resource persons' presentations as they become available. To the extent possible, the IPU Secretariat will make available background documentation on the topics under discussion for the information of participants.

Participants wishing to distribute relevant documentation to their colleagues will be required to provide it in sufficient quantities and place it on a table set aside for that purpose.

5. WORKING LANGUAGE

The working languages will be **English, French, Russian and Romanian**.

Delegations that wish to use interpretation facilities are kindly requested to inform the organisers no later than **1 June 2015**. Please note that only 4 additional interpretation booths are available and will be distributed on a first-come-first-served basis.

6. REGISTRATION

Invited parliaments are requested to send their list of participants attending the seminar **no later than 1 June 2015**, using the enclosed Registration Form, to the following addresses:

<p>Parliament of Romania Romanian Chamber of Deputies Mrs. Irina Alecu Secretary of the Romanian Delegation 2-4 Izvor str., District 5, Bucharest, Romania Email: ipu2015@cdep.ro Tel: +4021 414 22 26 Fax: +4021 414 18 77</p> <p>Mrs. Daniela Ghiță Protocol Service 2-4 Izvor str., District 5, Bucharest, Romania Email: dghita@cdep.ro Tel: +4021 414 14 84 Fax: +4021 414 19 54</p>	<p>With copy to: Inter-Parliamentary Union 5, chemin du Pomier case postale 330 1218 Grand-Saconnex Geneva, Switzerland Email: postbox@mail.ipu.org Tel: +41 22 919 41 50 Fax: +41 22 919 41 60</p>
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7. HOTEL ACCOMODATION AND RESERVATIONS

The Chamber of Deputies (Parliament of Romania) has made a block booking reservation for three nights (14, 15 and 16 June) at the hotels indicated bellow. Participants are kindly asked to complete the Hotel Registration Form and return it as soon as possible, and **no later than 1 June 2015**.

Hotels

- J.W. Marriott Bucharest Grand Hotel (5 *)
10 minutes' walk from the Palace of the Parliament
- Marshal Gardens Hotel (5*)
Transportation will be provided to and from the Palace of the Parliament

Reservations received after that date cannot be guaranteed and will depend on room availability. Requests for hotel reservations will be treated on a first-come-first-served basis. Participants are kindly asked to settle their bill directly with the hotel concerned.

Please be advised that several conferences have been scheduled in Bucharest during May.

8. TRAVEL, ARRIVAL AND DEPARTURE

All participants are kindly request to provide the details of their arrival and departure (date, time, flight number, etc.) on the Registration Form.

The Romanian Chamber of Deputies will welcome delegates upon their arrival at the International Airport Henri Coanda and arrange their transfers to and from the airport. Transfers for delegates between their hotels and the official seminar venue and related events will be provided by the host parliament.

Parliaments participating in the seminar should make their own travel arrangements and will bear the travel and other costs related to their delegates' participation.

Transport schedules will be available at the Host Information Desk in the Palace of Parliament and in the hotels mentioned above.

9. VISAS

A valid passport is required to enter Romania, except for nationals of EU countries, who may enter with a valid national ID card.

To obtain visas or further information on customs regulations, delegation secretaries/participants are advised to contact the Embassy of Romania in their respective countries.

10. REGISTRATION AND INFORMATION DESK

A Registration and Information Desk will be available to participants at the seminar venue, in front of Human Rights Hall (level P), from 15 to 16 June, according to the programme of the seminar.

11. SECURITY

The national authorities will take all the necessary security measures. Participants are required to wear their identity badges at all times while present at the seminar venue.

Participants are kindly required to show a valid ID (passport or identity card) when entering the Palace of the Parliament. For security reasons, participants should be prepared for identity checks.

12. WEATHER CONDITIONS

For information on weather in Bucharest please see www.accuweather.com.

13. CURRENCY REGULATIONS

The local currency is the Romanian lei (RON). The exchange rate is about 4.5 RON = 1 EURO.

Major international currencies can be exchanged at banks, exchange offices and hotels; most of the major credit cards are widely accepted.

14. MEDICAL FACILITIES

During the seminar, first aid facilities will be available at the venue. All other medical services and prescriptions will be at the participants' own expense.