



INTER-PARLIAMENTARY UNION

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THE ROLE OF PARLIAMENTARY COMMITTEES IN MAINSTREAMING GENDER AND PROMOTING THE STATUS OF WOMEN

Geneva, 4-6 December 2006

INFORMATION DOCUMENT

1. OBJECTIVES OF THE SEMINAR

The seminar will seek to identify ways in which the functioning of parliamentary committees dealing with gender equality and the status of women can be enhanced and policy and legislative outcomes bolstered to promote gender equality. It will provide a forum for chairpersons and members of these committees to share national experiences and debate issues relating to:

- The functioning of these parliamentary bodies, including their mandates, membership and working methods;
- Best practices and recommendations on how parliaments and committees can effectively address gender issues at the national level;
- Lessons learned regarding the development of policy and legislation to promote gender equality and support mainstreaming; and
- Relations between committees and other partners to enhance their work.

2. PROVISIONAL PROGRAMME

The provisional programme of the Seminar is attached.

3. ORGANIZATION OF PROCEEDINGS

Members of parliament and/or experts and representatives of international organizations will introduce the topics on the agenda. The emphasis will be on discussion, and everything will be done to leave ample time for a free exchange of views.

In accordance with IPU practice, all participants will have equal speaking rights. In order for the discussions to be as fruitful and diverse as possible, the following arrangements will be made:

- (a) There will be no list of speakers on any agenda item. After an agenda item has been introduced by the resource persons, the floor will be open to participants for questions and comments.
- (b) Experience has shown that pre-prepared statements are not suited to this kind of event. Subject to arrangements that the Chair may decide to make depending on the circumstances, oral

statements may be allowed but should not exceed five minutes. Participants may, however, speak several times on each item, particularly to respond to other statements.

- (c) The IPU Secretariat will prepare a report on the proceedings of the Seminar, for distribution to the participating parliaments, the IPU governing bodies and interested organizations.

4. PARTICIPATION

The Seminar is open to chairpersons and members of parliamentary bodies dealing with gender equality and the status of women. These comprise both formal committees in parliament which have an exclusive gender mandate and those which deal with gender matters in addition to other questions. Each delegation should be composed of a maximum of three persons, including advisers.

5. LANGUAGES

The Secretariat of the Inter-Parliamentary Union will provide simultaneous interpretation into and from Arabic, English, French and Spanish.

6. VENUE AND DATES

The Seminar will be held from 4 to 6 December 2006 at IPU Headquarters in Geneva.

7. REGISTRATION OF DELEGATES

The parliaments participating in the Seminar **are kindly requested to make known the composition of their delegations before 3 November 2006. on the attached Seminar registration form.**

This information should be sent to the following address:

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|---------------------------------|--|
| ► Inter-Parliamentary Union | Telephone: +41 22 919 41 50 |
| Chemin du Pommier, N° 5 | Fax: +41 22 919 41 60 |
| Case postale 330 | E-mail: postbox@mail.ipu.org |
| 1218 Le Grand-Saconnex / Geneva | |
| Switzerland | |

8. TRAVEL ARRANGEMENTS

Delegates will be responsible for making their own travel arrangements.

9. VISAS

Strict provisions are in force regarding entry into Switzerland and entry is refused to any person who does not hold the required visa. Delegates requiring an entry visa must obtain one from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in their country of residence.

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

10. HOTEL RESERVATIONS

Matters concerning hotel accommodations are to be handled by the participants, either through their country's mission in Geneva, through their preferred tourist operator or through the Geneva Tourist Office. Should delegations wish to use the services offered by the Geneva Tourist Office, they are kindly requested to use the attached hotel reservation form. However, attention is drawn to the fact that, in keeping with the practice of all hotels in Geneva, only reservation forms returned with details of a credit card as a guarantee will be confirmed. The hotel reservation form should be returned directly to the Geneva Tourist Office by no later than **20 October 2006**, with copy to the IPU Secretariat.

11. TRANSPORTATION IN GENEVA

No transportation services will be provided by the Inter-Parliamentary Union.

12. RECEPTION

Details to be confirmed.