



INTER-PARLIAMENTARY UNION

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PRACTICAL NOTE ON THE ORGANISATION OF THE PARLIAMENTARY MEETING ON THE OCCASION OF THE 58TH SESSION OF THE UNITED NATIONS COMMISSION ON HUMAN RIGHTS

GENEVA, 8 APRIL 2002

Hotels, transport and visa

Delegates are expected to contact their diplomatic or consular representatives in Geneva or Bern for practical assistance regarding hotel reservations, reception at airport and transport in Geneva. In exceptional instances where no diplomatic or consular representation is in Switzerland, the IPU Secretariat can facilitate contact with the Geneva Tourism Office.

Regarding visas, the IPU has concluded a headquarters agreement with the Swiss authorities on the basis of which Swiss Embassy's abroad will issue entry visas to participants upon presentation of necessary documents, including the convocation of the Parliamentary Meeting.

As the visa-granting procedure in certain instances can take several weeks, delegates requiring visas are encouraged to request them well in advance of the Meeting.

Venue of the Parliamentary Meeting

The Parliamentary Meeting will take place in Room XXV of the *Palais des Nations*, which is situated at the Place des Nations in Geneva. Please note that the session of the UN Commission on Human Rights will take place opposite in Room XVII.

Registration and access to the Parliamentary Meeting

All participants in the Parliamentary Meeting are kindly requested to return the IPU registration form to the IPU Secretariat in due course. Please note that the form requests participants to indicate whether they will already be accredited to the Commission's session as a member of their national delegation or in another capacity, as this will give them access to the Room of the Parliamentary Meeting. This information will allow us to notify the Office of the UN High Commissioner for Human Rights of the names of those who will still need to be accredited so as to ensure their access to the premises.

This being said, all parliamentarians, whether already accredited or not, who wish to enter the *Palais des Nations* will have to collect their badge in person at the Villa "Les Feuillantines" opposite the *Palais des Nations*. The Villa will open as from Thursday, 14 March 2002, and will remain open from 8.30 a.m. to 5.00 p.m. throughout the session. Those who are not accredited already in another capacity will be provided, on presentation of an ID and a copy of the IPU invitation, with a temporary courtesy badge which will ensure access to the rooms of the Parliamentary Meeting and the Commission.

Those who will collect their badges in the morning of 8 April are encouraged to do so as early as possible as the procedure may take up to 30 minutes, with a further quarter of an hour to be added for the walk up to Room XXV, where the Meeting will take place.

Interpretation

Interpretation will be provided in English, French, Spanish and Arabic.

Participants and seating arrangements

The Meeting will be open to MPs and observers, such as Permanent Missions, IGOs, NGOs and UN staff, who are interested in following the Meeting. There will be no country sign-boards. However, parliamentarians will be assigned with a specific seating section in the Room.

List of participants

A provisional list of MPs who have registered for the Meeting will be made available in the morning of 8 April in Room XXV. In order to enable the IPU Secretariat to issue the final list before the closure of the event and to ensure the accuracy of its contents, parliamentarians are requested to inform members of the IPU Secretariat present in the room before mid-day of any **corrections** to be made. Observers may register their attendance on a separate list which will be made available after the session.

Debates

All the debates will take place **in plenary**. Only parliamentarians will have **speaking rights**. To enable the Meeting to achieve its expected goal and to facilitate the necessary interplay of ideas, the following arrangements will apply:

- (a) There will be **no pre-established list of speakers** on any agenda item. Participants wishing to take the floor should use special **registration forms** to notify the Chairperson of the Meeting of the specific issue of the programme they wish to address. The forms will be made available in the meeting room;
- (b) The Chairperson will give the floor to MPs in an order that is both logical and conducive to a real exchange of opinions. When calling on speakers, the Chairperson will announce the name and delegation of the next speaker;
- (c) Participants are requested to **refrain from reading out pre-prepared statements** as far as possible;
- (d) Subject to any other arrangements made by the Chairperson in the light of the circumstances, **statements may not exceed four minutes**. Participants may, however, speak **several times** on each item, particularly in response to other statements;
- (e) There will be **no formal record** of the debate.

Documents

The only official documents of the Parliamentary Meeting will be its programme, the list of parliamentarians attending and relevant IPU and UN documentation.

Should delegates and observers wish to distribute their own documents and other material pertaining to themes of the Meeting, they may use a table provided for that purpose in the immediate vicinity of the room.

Geneva, 25 February 2002