



SECOND WORLD CONFERENCE OF SPEAKERS OF PARLIAMENTS

United Nations Headquarters, New York, 7 to 9 September 2005



CONF-2005/Inf.rev.
6 July 2005

INFORMATION FOR DELEGATES

Further to the Information Note circulated to all parliaments on 16 March 2005, the following practical information is provided to delegations attending the Second World Conference of Speakers of Parliaments (New York, 7 to 9 September 2005).

Any question of a logistical or procedural nature that may arise from this note may be directed to the IPU Office of the Permanent Observer to the United Nations in New York.¹

Access to the United Nations compound

Access to the Conference site is restricted to United Nations pass holders. Delegations are reminded that in order to obtain United Nations grounds passes, they must submit a letter to the United Nations Protocol and Liaison Service well in advance. The letter must be signed by the Administrative Officer or Head of Chancery of a Permanent Mission, and must contain the names of all delegates and accompanying staff; it should be accompanied by a completed SG.6 form (*Registration of Members of Delegations to Temporary Meetings*).

Speakers and their accompanying spouses are entitled to Protocol passes that will be prepared before their arrival in New York. For these passes to be issued, two colour passport-size photos of each Speaker and accompanying spouse must be sent to their Permanent Missions to the United Nations by 30 July 2005.

All other delegates (members of parliament and accompanying persons) must collect their authorized application for a United Nations grounds pass from their respective Permanent Missions. Delegates will then bring this form to the Pass and ID Office of the United Nations to have their photos taken and passes processed. A valid passport is required as proof of identity.

The office hours for the Pass and ID Office, on weekdays up to and including Monday, 5 September (Labour Day), are 9.30 a.m. to 5.30 p.m. From 6 to 9 September, the office will be open from 9 a.m. to 7 p.m. Delegates are advised that the processing times may be long due to the considerable amount of activities taking place during the week of the Conference.

To assist delegations with information about the Conference and any last-minute concerns, an IPU Information Desk will be open in the lobby of the Visitors' Entrance to the United Nations from 10 a.m. to 6 p.m. on 6 and 7 September.

¹ The IPU Office in New York can be reached by phone (+1 212 557 5880), Fax (+1 212 557 3954), or e-mail (ny-office@mail.ipu.org).

Arrival at the General Assembly Hall

In order to give delegations enough time to arrive and take their seats, the doors of the General Assembly Hall (also known as the GA Hall) will open for delegates on 7 September at 2 p.m., i.e., one hour before the official opening of the Conference. Inside the room, country nameplates will designate the seating area for each delegation.

To facilitate the entry of delegates at the opening of the Conference in the afternoon of 7 September, all delegates - with the exception of Speakers – are invited to enter the building through the Visitors' Entrance only. Delegates are welcome to use all available entrances at any other time for the duration of the Conference.²

Speakers are requested to arrive at the United Nations building as from 2 p.m., through the Delegates' Entrance.³ IPU protocol officers will be at the door to receive the Speakers and show them to the North Delegates' Lounge, adjacent to the General Assembly Hall, where the IPU President and the IPU Secretary General will greet them. Refreshments will be served.

At 2:50 p.m., the Speakers will be escorted into the General Assembly Hall for the beginning of the Conference. By this time, all other delegates should be at their seats awaiting the arrival of their heads of delegation. Any delegates additional to the recommended number of six will be requested to find a seat on the 3rd floor gallery of the General Assembly Hall.⁴

Plenary sittings

The Conference will open at 3 p.m. sharp with an Inaugural Ceremony presided over by the President of the IPU. After delivering his inaugural address, the IPU President will invite the Secretary-General of the United Nations to give a speech. The Conference will then proceed to adopt its agenda and rules of procedure prior to the commencement of the general debate.

The first sitting of the plenary, on 7 September, will conclude at 6 p.m. Subsequent sittings will take place on 8 and 9 September from 10 a.m. to 1 p.m., and from 3 p.m. to 6 p.m. each day. In view of the large number of participants, sitting hours may have to be extended.

All plenary meetings of the Conference will have simultaneous interpretation in the six official languages of the United Nations: Arabic, Chinese, English, French, Spanish and Russian. For speeches delivered to the Conference in any other language, translations (in English or French) will need to be provided to the interpreters well in advance, and an official interpreter for the delegation should assist the interpreters in the booth.⁵ In keeping with IPU practice,

² There are two main entrances to the General Assembly Hall: a Visitors' Entrance, accessible through the esplanade at 1st Avenue and 46th Street, and a Delegates' Entrance, accessible through the gate at the corner of 1st Avenue and 45th Street.

³ Only official vehicles (with diplomatic licence plates) can enter the United Nations compound. Non-official vehicles can be used only if equipped with a special access permit for the vehicle and its driver. This permit must be obtained in advance through the IPU Office in New York. Non-official vehicles are not allowed to park inside the United Nations compound.

⁴ Seats in this area are not assigned, and are taken on a first come, first served basis.

⁵ For directions to the interpretation booths, interpreters must enquire at the conference room staff table located near the podium inside the General Assembly Hall.

the seventh booth in the General Assembly Hall will be made available to the Japanese delegation.

Each Speaker of parliament shall be entitled to five minutes' speaking time. When both presiding officers from a bicameral parliament wish to address the Conference, each will be entitled to speak for four minutes. Further information on speaking rights can be found in Rules 8 and 9 of the Rules of the Conference.

Panel discussions

Alongside the plenary of the Conference, two panel discussions featuring eminent persons will take place on 8 September respectively from 10 a.m. to 1 p.m., and from 3 p.m. to 6 p.m. (see pages 6 and 7). The venue for both panels will be Conference Room 1, located one floor down from the General Assembly Hall, in the United Nations Conference Building. Participation in these debates will be open to all delegates, including diplomats and members of the NGO community. There will be no particular seating order.

Interpretation for the two panel meetings will be provided in the following four languages: Arabic, English, French, and Spanish. In keeping with IPU practice, the following languages will be given priority in allocating three of the seven interpretation booths in this room to interpreters accompanying delegations: Russian, Chinese and Japanese.

Other meetings

Bilateral meetings can be held in the private booths specially set up on the second and third floor balconies overlooking the Visitors' Entrance, just outside the General Assembly Hall (10 booths, each with up to 10 seats). Bilateral meetings can also be accommodated in one of the public lounges around the General Assembly Hall (West Foyer or the North Delegates' Lounge).

Delegations wishing to organize geopolitical group meetings may do so in Conference Room 1, located on the lower level of the main United Nations Conference Building. A written request for use of the room should be received by the Office of the Permanent Observer of the IPU to the United Nations in New York no later than 31 August. The request should indicate the preferred time and the approximate length of the meeting. The meeting room will be allocated on a first come, first served basis.

On 6 and 7 September 2005, further requests for these meeting rooms should be made at the IPU Information Desk in the Visitors' Entrance, which will oversee all such arrangements. As of 8 September, requests should be directed to the IPU Office located in the offices adjacent to Conference Room 1.

A meeting of the Association of Secretaries General of Parliaments (ASGP) will be held in Conference Room 1 on Wednesday, 7 September; from 10 a.m. to 1 p.m. Interpretation at this meeting will be provided in English, French and Spanish only.

Documents and speeches

The official documents of the Conference will be available to delegates at the document distribution centre located in the General Assembly Hall. The provisional Agenda, the draft declaration, and the draft rules will be available in all six official languages of the United Nations. All other official documents will be available in English and French, the two working languages of the IPU.⁶

The Conference's *Daily Journal* will be placed on the delegates' desks inside the General Assembly Hall at the beginning of each day. The *Daily Journal* will announce the list of speakers for the day, group meetings, programme changes, media events and other information.

At least 30 advance copies of each official statement should be prepared for the interpreters before the start of each sitting and handed to one of the Conference Room Officers in the General Assembly Hall (located at the table by the main podium). Speakers wishing to have their statements distributed to all delegations during the meeting must provide 250 copies of the statement to the Conference Room Officer. Delegations are encouraged to the extent possible to provide such copies in either English or French.

Official statements may also be distributed to the media at the Media Documentation Centre (3rd floor of the Secretariat Building, Room S-394). In order to reach all interested journalists, some 75 to 100 copies of each statement should be made available.

Official reception

The President of the IPU, Senator Sergio Páez, will host a reception for all delegates on 7 September from 6.30 p.m. to 8.30 p.m. in the Delegates' Dining Room on the 4th floor of the United Nations Secretariat Building.

Official photos

A group photo of Speakers only will be taken at 9 a.m. on Thursday, 8 September. The venue and procedures for the photo session will be provided in due course.

A second group photo with all heads of delegations (from national parliaments, regional organizations, and observer entities) will be taken at the same location soon after the group photo of Speakers.

In addition, digital photos of each speaker at the rostrum of the General Assembly Hall will be available upon request from the United Nations Photo Unit.⁷

⁶ Other official documents are: The report on *Parliamentary Involvement in International Affairs*, the report on *Parliaments' Contribution to Democracy*, the List of Participants and the *Daily Journal*.

⁷ The Photo Unit can be reached by e-mail at photolibr@un.org, or phone (+1 212 963 0034).

Media

All media representatives not already accredited to the United Nations will require appropriate accreditation and grounds passes to enter the United Nations compound. To apply for proper accreditation, media representatives will have to fax the Chief of the United Nations Media Accreditation and Liaison Unit, by 6 September, a letter of assignment signed by the editor or bureau chief. Grounds passes for the media will have to be collected from the United Nations Media Pass and ID Office.⁸ Once inside the building, accredited media representatives can seek further guidance on media coverage from the Media Accreditation and Liaison Unit.⁹

Further information about the media accreditation process, criteria, and liaison services is available online at <http://www.un.org/media/accreditation>.

All print journalists can follow the Conference from the 4th floor gallery of the General Assembly Hall; visual media (camera crews and photo journalists) will have access to special booths overlooking the General Assembly Hall.

The first sitting of the plenary of the Conference, on 7 September, will be broadcast on United Nations TV and webcast on the United Nations website (to which the IPU website will also be linked). Broadcast media interested in linking up to the televised proceedings are requested to arrange for this directly with the United Nations.¹⁰

Security

Security at United Nations Headquarters is the responsibility of the United Nations. The most important security norms that all delegates will be asked to adhere to are to wear the United Nations grounds pass visibly and at all times while on United Nations premises, and not to bring any firearm or other deadly weapon inside the United Nations compound. Armed bodyguards accompanying a Speaker will require advance clearance from the Chief of Security. No food or beverage is allowed inside the conference rooms.

⁸ The United Nations Media Pass and ID Office is normally located in Room U-100 at 807 United Nations Plaza. However, during the month of September 2005 the office may be relocated to a larger site in order to accommodate the expected large number of media representatives. The Pass and ID Office is open on weekdays from 9 a.m. to 4 p.m. To enquire about accreditation status or the exact location of the office during the month of September, media representatives can call the office at +1 212 963 7164.

⁹ The Media Accreditation and Liaison Unit is located in room S-250 in the United Nations Secretariat Building. The Unit's fax number (to which letters of assignments must be sent) is: +1 212 963 4642. The phone number for general inquiries is: +1 212 963 6934.

¹⁰ Broadcast media not already familiar with the United Nations TV facility may contact Jim Ludlam by phone (+1 212 963 7650) to enquire about broadcasting services.

Panel discussion on

Parliaments' contribution to democracy

to be held during the Second World Conference of Speakers of Parliaments,
New York, 8 September 2005

While parliament is widely acknowledged as a key institution of democracy and the international community generally agrees on what its broad functions are, deeper reflection is required on how parliaments exercise or should exercise that role.

This panel discussion should help to broaden the plenary debate and provide further thoughts for the project which the IPU has launched to clarify the contribution parliaments make to democracy. The project analyses the various functions of parliaments and the institutional practices and requirements for the institution to function effectively. It is expected to identify a set of good parliamentary practices which should be encouraged and supported not only by parliaments themselves but also by the donor community and the community of democracy practitioners in general.

The panel discussion will be open to the participants in the Second World Conference of Speakers of Parliaments and to the diplomatic and NGO community at the United Nations in New York. Leading figures from these three backgrounds will deliver keynote statements at the opening of the panel discussion, to be followed by an open debate.

No outcome document will be issued. Rather, the rapporteur of the working group on the above-mentioned project will summarize the highlights of the proceedings. He will use the inputs from the participants to enrich the text of the manual on parliamentary good practice that will be issued in March 2006 in the context of this project.

The panel discussion will take place on 8 September 2005 from 10 a.m. to 1 p.m. in Conference Room 1, located in the United Nations Conference Building, one floor down from the General Assembly Hall. Interpretation will be provided in Arabic, English, French and Spanish.

Panel discussion on the

**Role and responsibilities of parliaments
as regards the work of the United Nations**

to be held during the Second World Conference of Speakers of Parliaments,
New York, 8 September 2005

At a time when the United Nations is in the throes of reform, it is natural that parliaments should wish to help make the exercise a success. At the same time, the argument is increasingly heard that the United Nations needs to consolidate its links with the people for whom it works. The world body, it is said, should be more democratic and more attuned to the wishes of the voiceless masses. The people's elected representatives in parliament seem to have a legitimate place in the business of the United Nations, but what is their role? Is there an argument for a more assertive presence? To what extent should the relationship be channeled through the IPU? What, in sum, are the responsibilities that the legislatures of the world should be shouldering in the multilateral arena?

The panel discussion will be open to the participants in the Second World Conference of Speakers of Parliaments and to the diplomatic and NGO community at the United Nations in New York. Leading figures from these three backgrounds will deliver keynote statements at the opening of the panel discussion, to be followed by an open debate.

The panel discussion will take place on 8 September 2005 from 3 p.m. to 6 p.m. in Conference Room 1, located in the United Nations Conference Building, one floor down from the General Assembly Hall. Interpretation will be provided in Arabic, English, French and Spanish.