



# 3<sup>rd</sup> WORLD CONFERENCE OF SPEAKERS OF PARLIAMENT

United Nations, Geneva, 19-21 July 2010



SP-CONF/2010/1-Inf.2  
20 May 2010

## ADDITIONAL EXPLANATORY NOTE

*The 3<sup>rd</sup> World Conference of Speakers of Parliament will be held in the Assembly Hall of the United Nations in Geneva from 19 to 21 July 2010. The overall theme of the Conference is Parliaments in a world of crisis: securing global democratic accountability for the common good.*

*The Conference is convened by the Inter-Parliamentary Union and will be chaired by its President, Dr. Theo-Ben Gurirab. All arrangements relating to the holding of the event are being made under the direction of a Preparatory Committee composed of Speakers of Parliament and members of the IPU Executive Committee.*

*This Note provides additional information regarding the programme and practical arrangements. It is accompanied by a revised draft agenda and programme.*

### Schedule of meetings

On Monday 19 July, the Conference will meet from 10 a.m. to 12.30 p.m. and from 3 to 6 p.m. The proceedings will begin with an opening ceremony, in the presence of the United Nations Secretary-General. A group photo of the Speakers will be taken at 12.30 p.m.

On Tuesday, 20 July, the Speakers will convene from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

On Wednesday, 21 July, they will convene from 10 a.m. to 1 p.m. and, if necessary, from 3 to 6 p.m.

There will be two parallel events on Tuesday 20 July:

- 10 a.m. to 1 p.m. (Room XVI)  
Panel discussion on *Countdown to 2015: Keeping our collective promise on the Millennium Development Goals*
- 3 p.m. to 6 p.m. (Room XVI)  
Panel discussion on *Strengthening trust between parliament and the people*

### Receptions

#### Sunday 18 July

- 6 - 9 p.m. Evening reception and boat excursion on Lake Geneva for Speakers of parliament, spouses and accompanying members of parliament, offered by the Council of State of the Republic and Canton of Geneva

### Monday 19 July

- 1 p.m. Luncheon hosted by the President of the IPU for Speakers of Parliament (Delegates' Restaurant, 8<sup>th</sup> floor, United Nations)
- 7 p.m. Cultural evening and cocktails for all delegates hosted by the Parliament of Switzerland  
Bâtiment des Forces Motrices, Geneva  
(Transport from the Palais des Nations will be arranged for delegates at the close of the afternoon sitting.)

### Tuesday 20 July

- 1 p.m. Informal buffet luncheon and private screening of the documentary film "Countdown to Zero"

### **Tour for accompanying persons**

The Council of State of the Republic and Canton of Geneva is inviting accompanying persons for a panoramic tour of the region of Geneva on Tuesday 20 July, from 9 a.m. to 4 p.m.

### **Participation**

The Conference will include the following categories of participants and observers:

#### Participants

Speakers of all national parliaments are invited, including in the case of bicameral parliaments the Speakers of both chambers. The Speaker of the Parliament of Palestine is also invited to participate in the Conference.

#### Observers

- Presidents of international parliamentary assemblies that are Associate Members of the IPU or that enjoy observer status at IPU meetings;
- Heads of Programmes and Agencies of the United Nations system and the WTO;
- Permanent Representatives to the United Nations in Geneva.

### **Size and composition of delegations**

The size of the delegation from each Parliament and Associate Member should in principle not exceed six persons (ten persons in the case of bicameral parliaments). Each delegation will be allotted four seats (two at desks and two behind) in the Assembly Hall. Delegations composed of both Speakers from bicameral parliaments will be allotted eight seats (four at desks and four behind). Additional seating is available in the room and the galleries of the Assembly Hall for persons accompanying parliamentary delegations.

Observer delegations, which should be composed of no more than two persons, will be allotted one seat at a desk and one seat behind.

## **Speaking rights**

Only Speakers of parliaments (and in the case of bicameral parliaments, the Speakers of both chambers), Presidents of the official parliamentary assemblies that are Associate Members of the IPU and guest speakers will be invited to address the meeting.

Each Speaker of parliament shall be entitled to five minutes' speaking time. In instances where both Speakers from a bicameral parliament wish to address the Conference, each of them will be entitled to speak for four minutes.

The Presidents of official parliamentary assemblies that are Associate Members of the IPU shall be entitled to three minutes' speaking time.

A speaker's registration form is attached to this note. Parliaments are reminded to indicate in writing, **by 15 June 2010**, at which sitting the Speaker would like to take the floor. The IPU Secretariat will establish the order of the speakers by taking into account, as far as possible and on a "first-come, first-served" basis, the preferences that have been indicated.

## **Final Declaration**

At the end of the Conference, the Speakers will be invited to adopt a Final Declaration. The Preparatory Committee has revised the draft declaration in light of the comments received from parliaments. The revised text was sent to all parliaments on 20 May.

## **Languages**

The plenary meetings of the Conference will take place in the Assembly Hall. There will be interpretation in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish); a booth has also been reserved for Japanese as is customary at IPU Meetings.

Speakers addressing the Conference in any other language will need to have their individual statements translated into one of the six official languages and should provide his or her own interpreter. Two interpretation booths will be available, on a rotating basis, for the interpretation of individual statements from any other language. The interpreter should contact the Conference Officer inside the Assembly Hall 30 minutes before the beginning of the sitting in order to receive appropriate instructions.

There are also three other booths available on a "first-come, first-served" basis. Delegations which wish to use one of these booths, for the duration of the Conference, should send an official written request to the IPU Secretariat. The interpreters working in the additional booths will work in relay from the language of their choice (probably English or French) and only work into their national language for their delegation. There will not be any relay from these booths to the six official languages. When the address to the Conference is made by the Speaker of one of the delegations allocated a booth for their national language, the national interpreter will leave "their" booth and go to the "rotating" booth to interpret into English or French the Speaker's address, which will then be relayed by the UN interpreters into the other 5 official languages.

For the panel discussions, there will be interpretation in the four languages customarily used at IPU meetings, namely Arabic, English, French and Spanish. An interpretation booth will also be available, on a rotating basis, for the interpretation of individual statements from any other language. Interpreters wishing to use this booth should contact the Conference Officer inside the meeting room 30 minutes before the beginning of the panel in order to receive appropriate instructions.

### **Registration and accommodation of delegations**

Participants and observers are urged to complete the enclosed registration form and return it to the IPU Secretariat **by 7 June at the latest**. The form may be submitted by fax or e-mail, as follows:

Fax : +41 22 919 41 60  
e-mail : [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)

Delegations are advised to contact their Permanent Missions in Geneva as soon as possible in regard to travel and accommodation needs. They are accustomed to handling hotel reservations and other requirements on behalf of national delegations to United Nations meetings.

Delegations from countries that do not have a diplomatic representation in Geneva may wish to reserve their rooms through the Geneva Tourist Office:

Fax : +41 22 909 70 21  
e-mail : [reservation@geneve-tourisme.ch](mailto:reservation@geneve-tourisme.ch)

It is also possible to make reservations on-line via the Tourist Office's website:

[http://www.geneve-tourisme.ch/?rubrique=0000000253&lang=\\_eng](http://www.geneve-tourisme.ch/?rubrique=0000000253&lang=_eng)

In keeping with the practice of all hotels in Geneva, only reservations made with details of a credit card as a guarantee will be confirmed. Since July is a very busy period for Geneva hotels, it is highly recommended that hotel reservations be made as soon as possible.

It would be greatly appreciated if delegations could inform the IPU Secretariat, either by fax or e-mail, in which hotel they will be staying during the Conference. This information will not be made public. It will however be useful to the Swiss authorities in organizing the reception on Monday, 19 July.

### **Identity badges for the Conference**

Due to strict security measures in effect at the United Nations, every delegate to the Conference will be issued a special Speaker's Conference badge by the United Nations Security to enter the UN compound

All persons who have officially registered to participate in the Conference will receive accreditation, through the IPU Secretariat, from the UN Security Identification Unit and be given a Conference identity badge. Badges will be available for collection by Permanent Missions as of 8.30 a.m. on Thursday, 15 July. Permanent Missions should bring the usual official documentation with them so that they can receive the badges.

As the Conference badges do not have photos, delegates are kindly informed that they should only enter the UN compound through the Pregny Gate, where instructions have been given to the guards to allow access to the Conference through this entry point. Delegates must carry, at all times, some form of official identification bearing a photo (passport, national identity card, etc.) when entering the UN grounds. Without such identification, entry into the UN grounds may be refused.

The UN Security Identification Unit (Pregny Gate) will be open, exceptionally, between 12 noon and 8 p.m. on Sunday 18 July to allow Permanent Missions and participants without diplomatic representation in Switzerland to collect the badges in advance of the opening of the Conference. This Unit is open non-stop from Monday to Friday between 8 a.m. and 5 p.m.

Due to the large number of persons entering the UN compound through the Pregny Gate, Permanent Missions and delegates are advised to leave ample time for badge collection on the Monday morning, should they not already have their Speakers' Conference badge.

### **IPU Information Service**

All other tasks (reservation of informal and bilateral meeting rooms, messages and documentation in delegates' pigeon holes, information on the Conference venue, Information Kits containing documentation and invitations to official receptions, etc.) will be handled by the IPU Information Service, situated on the second floor of Building A, close to Door 15.

This Service will be operational from Monday, 19 July to Wednesday, 21 July at the following times:

- 08.00 – 19.00 on Monday, 19 and Tuesday, 20 July 2010;
- 08.00 – 18.00 on Wednesday, 21 July 2010.

Delegations will also receive from the Information Service a provisional List of Delegates, as well as a paper containing to the composition of their delegation. Any modification to be made to this list, which was not indicated upon registration, should be signed by the Head of the delegation and handed over to Ms. Marina Filippin at the Registration Desk by 12 noon on Tuesday, 20 July 2010.

### **Media**

Facilities at the Palais des Nations will include an IPU Information office, an Internet café for delegates and journalists, and two locations outside the Assembly Room for interviews of Speakers. Working space will be provided for journalists accompanying delegations. Photographers and camera crews belonging to delegations will be permitted to film in the meetings.

### **Welcome service**

The Permanent Missions in Geneva and, where necessary, the Embassies in Bern, are advised to request welcome facilities for Speakers of Parliament (high-ranking personalities or VIPs) upon arrival and departure, in keeping with usual practice. Welcome facilities will be limited to one or two high-ranking personalities and five accompanying persons. The diplomatic representations are kindly invited to liaise with the welcome service at the Geneva and Zurich airports in order to finalize arrival and departure details.

Participants from States which do not have diplomatic representation in Switzerland are asked to send to the IPU Secretariat the detailed flight itinerary of their Speaker so that the information can be duly transmitted to the Protocol service at Geneva international airport, which will make the necessary arrangements for the Speaker's arrival.

There will also be an IPU Information counter in the Arrivals Hall of Geneva airport to assist those delegates that do not have access to the VIP Lounge.

## **Transport**

The Permanent Missions and, where necessary, the Embassies in Bern, are kindly requested to welcome their respective delegations and provide them with ground transfers. Those States that do not have diplomatic representation in Switzerland are kindly asked to notify the IPU Secretariat.

Those delegations without diplomatic representation in Geneva and which need a UN vehicle grounds pass are invited to contact the IPU Secretariat.

## **IMPORTANT REMINDER: Immigration formalities - visas**

Switzerland is an associate member of the Schengen Agreement and is part of the Schengen area. For those persons who require a visa, the Swiss authorities can issue a visa for a maximum stay of three months, which is generally valid for the entire Schengen area.

Schengen regulations impose longer deadlines for the issuance of a visa. That is why delegations are requested to submit their applications **before 7 June 2010**.

The Swiss authorities will endeavour to process applications as soon as possible but cannot guarantee that visas will be issued in cases of late applications.

## **Security**

Security at United Nations is the responsibility of the United Nations, which will apply its own regulations. As a general rule, only UN security guards and Swiss police are allowed to carry weapons on the UN premises.

Security outside the United Nations falls within the purview of the competent federal and cantonal authorities in charge of security.

Persons accompanied by armed security detail are kindly asked to apply to the Swiss authorities for a permit to carry weapons in keeping with the usual procedure.

## **IPU contact persons**

- (a) For matters relating to protocol, Mr. Marcelo Bustos Letelier, Director of Assembly Affairs and Relations with Member Parliaments (tel. +41 22 919 41 37, fax +41 22 919 41 60, e-mail: [mb1@mail.ipu.org](mailto:mb1@mail.ipu.org))
- (b) For enquiries directed to the President and Secretary General of the IPU, Ms. Jill Toedtli (tel. +41 22 919 41 11, fax +41 22 919 41 60, e-mail: [jt@mail.ipu.org](mailto:jt@mail.ipu.org))
- (c) For practical arrangements, Ms. Sally-Anne Sader, Conference Services Officer (tel. +41 22 919 41 14, fax +41 22 919 41 60, e-mail: [sas@mail.ipu.org](mailto:sas@mail.ipu.org)).