



Parliamentary Meeting

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*Organised by the Inter-Parliamentary Union
Geneva, 8 and 9 June 2001*

PRACTICAL INFORMATION

PARLIAMENTARY MEETING ON INTERNATIONAL TRADE: PRACTICAL INFORMATION

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Annex: International Conference Centre of Geneva, map of the area

Date and venue

1. The Parliamentary Meeting on International Trade will be held on 8 and 9 June 2001 at the International Conference Centre of Geneva (CICG), located in close proximity to the Palais des Nations in Geneva (see map in the Annex).

2. The address of the Conference Centre is as follows:

CICG, International Conference Centre, Geneva
15, rue de Varembeé
1211 Genève 20

3. An inaugural ceremony will be held in the morning of 8 June, followed by three working sessions and a closing session in the afternoon of 9 June. In order to allow sufficient time for deliberations, morning sessions will start at 9.30 a.m. and finish at 1 p.m., whereas afternoon sessions will start at 2.30 p.m. and finish at 6.30 p.m.

Participation

4. In accordance with the decision taken by the Meeting's Preparatory Committee at its first session in Geneva on 23-24 February 2001, **participants** in the Meeting will be:

- Delegations designated by IPU member Parliaments
- Delegations designated by Parliaments of sovereign States that are members of WTO but are not represented in IPU
- Delegations designated by IPU Associate Members

5. The Preparatory Committee decided that **observers** in the Meeting will be

- Palestine
- International organisations and official regional parliamentary associations and assemblies normally invited to IPU meetings as observers
- Representatives of Governments of sovereign States that are members of WTO

6. The number of MPs in each national delegation should not exceed four. Observer delegations should be limited to two persons, with the exception of Palestine which is entitled to send a delegation of four.

7. In order to ensure the success of the Meeting, it is of paramount importance that each parliament nominate MPs who deal with international trade issues in their respective parliament.

Registration

8. Delegations to the Parliamentary Meeting are kindly requested to complete and submit the enclosed registration forms for participating delegates and accompanying persons as soon as possible, and no later than **15 May 2001**. The registration forms should be returned to the following address:

Inter-Parliamentary Union
Place du Petit-Saconnex
Case Postale 438
CH-1211 Geneva 19
Switzerland
Fax: +4122 919 41 60
E-mail: registration@mail.ipu.org

Any modifications concerning the composition of the delegation should likewise be communicated to the above address.

9. The Registration Desk, located on the ground floor of the CICG, will be open from 8.30 a.m. to 7 p.m. on Thursday, 7 June, and from 8 a.m. to 6.30 p.m. on Friday and Saturday, 8 and 9 June.

10. For identification and security reasons, all delegates are requested to wear their identification badges at all times during the meeting and at social functions.

List of Delegates

11. A provisional List of Delegates will be distributed at the beginning of the Meeting. This list will be issued on the basis of confirmations received by the IPU Secretariat up to 6 p.m. on Wednesday, 6 June. A revised list will be issued in the afternoon of 9 June as part of the documents distribution. Delegations are kindly requested to report any changes in the provisional list to the Registration Desk preferably at the time of registration and no later than 6 p.m. on Friday, 8 June.

Meeting rooms and offices

12. Allocation of meeting rooms and offices at the CIGC during the Parliamentary Meeting will be as follows:

| Activity | Date | Venue |
|---|----------|------------------------------|
| Registration and information | 7-9 June | Welcome desk 1, Ground floor |
| Preparatory Committee (in camera meeting) | 7 June | Room B, Annex building (CCV) |
| Inaugural and working sessions | 8-9 June | Plenary Room |
| Office of the IPU Council President | 7-9 June | VIP Lounge, 3rd floor |
| Office of the IPU Secretary General | 7-9 June | Room 213, 2nd floor |
| IPU Secretariat | 7-9 June | 2nd floor |
| Press office | 7-9 June | 2nd floor |

Arrangements for conduct of the Meeting

13. The President of the IPU Council, Dr. Najma Heptulla, will chair the Meeting and address the inaugural session.

14. The WTO Director-General, Mr. Mike Moore, will speak at the inaugural session and will make a special presentation at 2.30 p.m. on 8 June, when he will also respond to questions from the delegates.

15. The meeting will hold three separate sessions to discuss the three substantive themes agreed upon by the Preparatory Committee (see annotated provisional agenda of the Meeting). Debate in each of the substantive sessions will be launched by a keynote speaker who will have 15 minutes for an introductory statement. Each keynote speaker will be followed by two panellists who will have 10 minutes each to present their responses.

16. Both participants and observers will participate in the debate either by making brief statements or by asking questions. The debate will be interactive, no formal statements will be delivered and the speakers shall use microphones available at each seat. In view of the largely informal nature of the debate, no list of speakers will be drawn up in advance. The order of interventions and questions will be decided by the Chair.

Languages

17. Simultaneous interpretation will be provided in English, French, Spanish and Arabic. Four additional channels have been assigned for interpretation into other languages by interpreters brought by national delegations at their own expense. Official written documentation of the Meeting (see paragraph 18) will be made available in English and French only.

Documents

18. The only official documents of the Meeting will be its programme, agenda, the List of Delegates, a possible draft Final Document elaborated by the Preparatory Committee and the information notes prepared by the Meeting Secretariat. WTO will provide background documents for distribution to delegates during registration.

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

Information Desk

20. The Registration Desk (see paragraph 9) will also serve as an Information Desk and will handle messages for delegates. Lost property may be turned in or claimed at this Desk.

Press office

21. A Press office will be set up at the CICG for representatives of national and international press, radio and TV. This service will organise press conferences and be responsible for press releases. Journalists wishing to cover the Meeting must be duly accredited through the Registration Desk.

Post office

22. A post office is available on the premises of the CCIG. It will be open from 8 a.m. to 6.30 p.m. on Friday, 8 June and from 8 a.m. to 11.30 a.m. on Saturday, 9 June.

Official reception

23. Details concerning the official reception for delegates, to be held in the evening of 8 June 2001, will be provided on registration.

Visas

24. Attention is drawn to the strict provisions in force regarding entry into Switzerland, which refuses entry to those not having the required visa. Delegates requiring an entry visa must obtain it from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in their country of residence.

25. In exceptional cases, a visa may be obtained upon arrival at Geneva Airport, provided that the IPU Secretariat in Geneva has been advised of this by e-mail (registration@mail.ipu.org) or via facsimile (+4122 919 41 60) **two weeks prior** to the date of arrival. The following details should be provided in such case: full name, date and place of birth, nationality, type of national passport and its number (date of issue and expiry), date of arrival and flight number.

26. French entry (not transit) visas are required for certain nationalities when transiting a French airport en route to Geneva. Those delegates who wish, upon arrival in Geneva, to cross the border into France must obtain visas in their country of residence before departure, as they are not obtainable in Geneva.

Health requirements

27. Vaccination certificates are not required for admission to either Switzerland or France.

Arrival in Geneva

28. A welcome desk in the Arrivals Hall of Cointrin Airport will be available to delegates. This service will be indicated by the Meeting title and will provide general information to delegates. However, this service will **not** be in a position to make hotel reservations. Taxis are available directly outside the airport.

29. Delegates arriving in Geneva by train at Cornavin railway station should proceed to their hotels directly.

Hotel accommodation

30. Delegates will be responsible for their own hotel expenses. In view of the fact that several major international meetings are taking place in Geneva in the month of June, **it is crucial to make hotel reservations as soon as possible.**

31. Delegations from countries having a Permanent Mission in Geneva are kindly requested to make their hotel reservations through their respective Mission. The Permanent Missions in Geneva have all been informed of the holding of the Parliamentary Meeting. Most Missions are used to receiving national delegations to UN meetings and to handling hotel reservations for them and many have signed agreements with hotels close to the Palais des Nations area and the CICG.

32. Delegations from countries that do not have a diplomatic representation in Geneva may reserve their rooms either via their preferred tourist operator or through the Geneva Tourist Office. Please use the enclosed Hotel Reservation Form to send requests to the latter. The Hotel Reservation Form should be returned directly to the Geneva Tourist Office no later than **26 April 2001.**

Catering services

33. A 50-place restaurant, a 450-place self-service restaurant and two bars are available on the CICG premises.

Travel services

34. A travel desk will be set up in the CICG where delegates will be able to reconfirm their flights.

Medical services

35. A First Aid station will be open on the CICG premises. Delegates requiring urgent medical attention outside of the conference buildings are advised to contact the "Service d'urgence de l'Association des Médecins de Genève" (tel. 320 25 11).

Local transport and taxis

36. The CICG can be reached by bus no. 8 which runs from Veyrier to Avenue Appia, passing through Rive (town centre), Place Cornavin (railway station), Place des Nations (Palais des Nations), and UIT (ITU), which is located just next to the CICG. Bus no. 5 runs from Place Neuve to Grand-Saconnex with stops at Place Cornavin, Place des Nations and Varembé, next to the CICG building. In addition, bus "F" runs from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Varembé.

37. Tickets must be purchased and validated **before** entering buses. Individual tickets are available from vending machines at main bus stops, and cards for multiple trips at reduced price from newsagents in town bearing the "TPG" sign.

38. In Geneva, taxis are only available on call and cannot be hailed in the streets. Geneva taxi drivers know the Conference venue as "CICG" (Rue Varembé). There are taxi ranks in almost all main squares in Geneva and outside the Palais des Nations. Taxis can be called by telephone by dialling the following numbers: 320 20 20, 320 22 02 and 33 141 33.

Climate

39. The weather in June is quite variable with warm sunny days and occasional rain showers. The average temperature for the month is 17°C and there is an average monthly rainfall of 80 mm. It is therefore recommended that delegates bring lightweight clothing, but also an umbrella and raincoat.

Currency

40. The currency in Switzerland is the Swiss Franc which consists of notes (10, 20, 50, 100, 200 and 1,000) and coins (5, 10, 20, and 50 centime coins as well as 1, 2 and 5 Franc coins). In March 2001, the exchange rate was 1.72 Swiss Francs per \$US 1.00.

41. Most major international currencies can be exchanged at local banks, exchange offices and hotels. Moreover, major credit cards are widely accepted throughout both Switzerland and France.

Voltage

42. The voltage in Switzerland is 220 volts, 50 Hz.

Requests for further information

43. Requests for further information concerning the Parliamentary Meeting on International Trade should be addressed to:

Inter-Parliamentary Union
Place du Petit-Saconnex
Case Postale 438
CH-1211 Geneva 19
Switzerland
Phone: +4122 919 41 50
Fax: +4122 919 41 60
E-mail: postbox@mail.ipu.org

Annex

INTERNATIONAL CONFERENCE CENTER OF GENEVA (CICG) MAP OF THE AREA

