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# PARLIAMENTARY CONFERENCE ON THE WTO

Geneva, 17-18 February 2003

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*Organised jointly by the Inter-Parliamentary Union and the European Parliament*

## ORGANISATION OF THE CONFERENCE WORK ADDITIONAL INFORMATION

This document is designed to supplement the Practical Information note for delegates, which was distributed together with the invitation letter.

### **Seating arrangements in the Conference room**

As usual, lots have been drawn among the parliamentary delegations participating in the Conference to determine the order of seating in the sector allocated for participants.

The name of the delegation of **Romania** was drawn, and this parliamentary delegation has accordingly been placed in the front row, on the left-hand side of the room facing the podium. Other parliamentary delegations follow in English alphabetical order.

The number of seats allocated to each parliamentary delegation in the Conference room will depend on the number of members of parliament in each delegation and on the room's seating capacity.

The sector for observer delegations, including representatives of Governments of sovereign States that are members of WTO, is situated behind the one for parliamentary delegations.

The seats of each parliamentary delegation as well as those of observers from among international organisations will be marked by country/organisation sign-boards. Seats for representatives of Governments of sovereign States that are members of WTO will be marked by "WTO members" sign-board.

### **Debates**

As indicated in the Practical Information note, all debates will take place **in plenary** and all participants and observers have **equal speaking rights**. To enable the Conference to achieve its expected goal and to facilitate the necessary interplay of ideas, the Steering Committee has made the following arrangements:

(a) There will be **no pre-established list of speakers** on any agenda item. Delegates wishing to take the floor should use special **registration forms** to notify the President of the Conference of the specific point they wish to address. The forms will be available in the Conference room;

(b) The debate will be interactive, no formal statements will be delivered and the speakers shall use microphones available at each seat. Both participants and observers are invited to participate in the debate either by making brief statements or by asking questions and should **refrain from reading out pre-prepared statements**;

- (c) Subject to any other arrangements made by the President in the light of the circumstances, **statements may not exceed three minutes**. Delegates may, however, speak **several times** on each item, particularly in response to other statements;
- (d) The President will give the floor to delegates in an **order that is conducive to a real exchange of opinions**. When calling on speakers, the President will announce the subsequent speaker;
- (e) There will be **no formal record** of the debate.

### **Draft Final Declaration**

At the concluding session of the Conference, delegates will consider a draft Final Declaration, the text of which will be worked out by the Steering Committee on 16 February 2003 and circulated to all delegates the following day. There will be no reopening of the substantive debate on that occasion. Delegates will consider only the draft Final Declaration proposed by the Steering Committee, and possible amendments to the text.

### **Documents**

The only official documents of the Conference will be its programme and agenda, the draft Final Declaration, discussion papers prepared by the rapporteurs, the List of Participants and the information notes prepared by the Conference Secretariat.

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

### **List of delegates**

A provisional list of delegates will be distributed together with information kits on registration. In order to enable the Secretariat of the Conference to issue the final list in time for distribution on Tuesday, 18 February and to ensure the accuracy of its contents, participants and observers are requested to advise the Information and Registration Desk of any **corrections** to be made to the provisional list to **by 3 p.m. on Monday, 17 February 2003** at the latest.

### **Reception**

All participants and observers are kindly invited to a reception which will take place at 6.45 p.m. on 17 February 2003 at CICG. Invitation cards are included in information kits distributed on registration.