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# ANNUAL 2011 SESSION OF THE PARLIAMENTARY CONFERENCE ON THE WTO

Geneva, 21-22 September 2011

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

## ADDITIONAL INFORMATION ORGANIZATION OF WORK

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

### Seating arrangements in the meeting room

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

The name of the delegation of **Latvia** 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 delegations follow in English alphabetical order.

The number of seats allocated to each delegation in the meeting room depend on the number of members in each delegation and on the room's seating capacity. The sector for observer delegations is situated in the right-hand corner of the room.

The seats of each parliamentary delegation as well as those of observers from among international organisations will be marked by country/organization sign-boards.

### 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 session 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 session of the specific point they wish to address or question they wish to ask. The forms will be available in the meeting 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 outcome document**

The preliminary draft outcome document, prepared by the co-rapporteurs of the Conference Steering Committee, was posted on the IPU website on 16 February 2011. Parliaments were invited to submit their amendments to the preliminary draft in writing by 16 March. The Steering Committee will review the proposed amendments at its meeting on 21 March and elaborate a revised draft, to be submitted for adoption by the Conference as a whole at its concluding sitting on 22 March. There will be no reopening of the substantive debate during this sitting.

### **Documents**

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

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

### **List of delegates**

A provisional list of delegates will be distributed together with information kits. For technical reasons, it will not be possible to publish a revised list on the spot. The final list will be made available on the IPU website (<http://www.ipu.org/splz-e/trade11.htm>) soon after the session. In order to ensure its accuracy, participants and observers are requested to advise the Registration Desk of any corrections to be made to the provisional list to by **3 p.m. on Tuesday, 22 March**, at the latest.

### **Reception**

All participants and observers are kindly invited to a cocktail reception which will take place at **6 p.m. on Monday, 21 March** on WTO premises. No special transport service is envisaged after the end of the reception, except for a bus that will transport members of the Steering Committee to the IPU to continue their work on the draft outcome document.