

UNION INTERPARLEMENTAIRE



INTER-PARLIAMENTARY UNION

5, CHEMIN DU POMMIER  
CASE POSTALE 330  
1218 LE GRAND-SACONNEX / GENÈVE (SUISSE)

TELEPHONE (41.22) 919 41 50  
FAX (41.22) 919 41 60  
E-MAIL [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)  
ADR. TELEGR. INTERPARLEMENT GENEVE

UNCTAD XI/04/C.1  
Geneva, 30 March 2004

CONVOCAZIONE OF THE PARLIAMENTARY MEETING  
ON THE OCCASION OF UNCTAD XI  
(São Paulo, 11-12 June 2004)

Dear Madam President,  
Dear Mr. President,

I am writing to you to follow up on the advance notice of 26 January 2004 (UNCTAD\_XI/04/Inf.1) regarding the Parliamentary Meeting to be held on the occasion of the eleventh session of the United Nations Conference on Trade and Development (UNCTAD XI). As decided by the IPU Governing Council at its 173<sup>rd</sup> session (Geneva, October 2003), the Parliamentary Meeting will take place on **11 and 12 June 2004** on the premises of the **Latin American Parliament** in São Paulo. It will be organised by the IPU and the Brazilian National Congress in cooperation with the UNCTAD Secretariat.

The Meeting will be open to all MPs attending UNCTAD XI as part of their national delegations, as well as to any other MPs delegated by IPU members to take part in the parliamentary event. Participation in the Meeting will permit them to obtain first-hand information about the main issues and thrusts of the intergovernmental Conference, to contribute to the elaboration of parliamentary recommendations to UNCTAD XI, and to lay foundations for concerted parliamentary follow-up action at the national and international levels after UNCTAD XI.

You will find enclosed the Meeting's provisional agenda, an invitation letter signed by the President of the host Parliament, a practical information note and IPU registration form, along with an accommodation application form prepared by the Ministry of Foreign Affairs of Brazil.

As you will recall from the advance notice letter circulated two months ago, it is our hope that as many members of parliament as possible will not only take part in the Parliamentary Meeting on 11 and 12 June 2004 but also attend the proceedings of UNCTAD XI in an official capacity as members of their country's delegation to the intergovernmental Conference. Among other things, this will allow them to have their travel, visa, accommodation and accreditation to UNCTAD XI taken care of in a centralized way by the competent governmental authorities and the host country's National UNCTAD XI Committee.

It is possible however that some members of your Parliament will travel to São Paulo outside the framework of official delegations to UNCTAD XI. We have received assurances that such parliamentarians will also be able to follow the proceedings of the intergovernmental Conference. To this end, they should obtain special parliamentary passes. Please see relevant details in the practical information note.

Moreover, parliamentary delegates can book rooms in official UNCTAD XI hotels in São Paulo listed in the practical information note and will benefit from the special tariffs provided for all UNCTAD delegates. However, bookings must be made urgently using the enclosed accommodation application forms that ought to be returned directly to the Ministry of Foreign Affairs of Brazil. Once again, see practical information note for details.

All sittings of the Parliamentary Meeting will take place on the premises of the Latin American Parliament. Registration of delegates will take place from 10 a.m. to 7 p.m. on 10 June (the day preceding the Meeting) and from 8.30 a.m. to 6 p.m. on 11 June 2004. The Meeting itself will start its work at 10 a.m. on Friday, 11 June 2004, hold three sittings, and should be finished by 1 p.m. the following day. Detailed timetable of the Meeting will be posted on the IPU Web site at <http://www.ipu.org/splz-e/unctadxi.htm>.

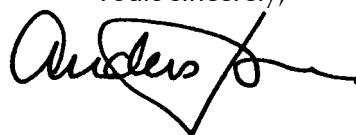
All debates will be held in plenary, with simultaneous interpretation provided into English, French, Spanish and Portuguese. At the end of its proceedings, the Meeting is expected to adopt an outcome document containing concrete recommendations for the attention of UNCTAD XI and the international media. The preliminary draft of this document will be elaborated by the Preparatory Committee composed of members of the Bureau of the IPU Standing Committee on Sustainable Development, Finance and Trade, representatives of the Brazilian National Congress, the Thai National Assembly, the Latin American Parliament, and the UNCTAD and IPU Secretariats. The preliminary draft will be distributed to all delegates soon after the start of the Meeting. Upon its adoption at the closing session, the outcome document will be submitted to the intergovernmental Conference.

As is customary for this kind of parliamentary meetings, IPU members are not expected to submit any memoranda or draft resolutions. However, should delegates and observers wish to distribute their documents and occasional materials pertaining to the Meeting, they will be able to use a table provided to this end in the immediate vicinity of the meeting room.

As suggested in the advance notice, it is important to take urgent steps to ensure that members of your Parliament who are active on trade and development issues are included in your national delegation to UNCTAD XI and arrive in São Paulo in time for the Parliamentary Meeting. I am confident that you will wish to attend personally to this important matter.

I look forward to receiving the duly completed registration form with the names of your delegates by 25 May 2004 at the latest.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anders B. Johnsson', written over a large, stylized, handwritten 'X' or similar mark.

Anders B. Johnsson  
Secretary General