



Eighth Meeting of Women Speakers of Parliament

GENDER EQUALITY: A SINE QUA NON FOR SDGS

Venue: Ballroom, ONE UN New York Hotel
New York City,
12-13 November 2013

GENERAL INFORMATION NOTE

This Note provides information about the Meeting and related arrangements

1. VENUE AND SCHEDULING

The Eighth Meeting of Women Speakers of Parliament will be held on 12 and 13 November 2013 at the ONE UN New York Hotel.

The Meeting will begin its work on 12 November, during a dinner hosted by the IPU in honour of the women Speakers. The dinner will be held in the Landmark Room of the hotel. On 13 November, the Meeting will address the themes of its agenda. The session will be held in the Ballroom.

2. PARTICIPATION

Women Speakers of Parliament of all National Parliaments are invited. In the case of bicameral parliaments, women Presiding Officers of each chamber are invited. Women Speakers of regional parliamentary Assemblies that are Associate Members of the IPU are also invited.

The size of the delegation from each parliament and associate Member should not exceed three persons per House.

3. ORGANIZATION OF PROCEEDINGS

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

Discussions on each of the agenda themes will be launched by a 10-minute introductory statement followed by presentations from two women Speakers. Once formal presentations are concluded, the floor will be opened for comments and an interactive debate among participants. Participants are not required to register to make comments and participate in the interactive debate. Observers will be able to intervene once the Speakers' requests to take the floor have been exhausted.

4. EXPECTED OUTCOME

At the close of the Meeting, a brief concluding document will be issued, highlighting gender dimensions and stressing the important role of Speakers of parliaments in taking forward the sustainable development goals (SDGs). The concluding document will contribute to the debates of the Parliamentary Hearing on SDGs (14 and 15 November).

5. DOCUMENTS

Written texts of the presentations will be distributed to participants as they become available. The Meeting Secretariat will strive to make these documents available in the Meeting's official languages.

To the extent possible and for the information of participants, the IPU Secretariat will make available background documentation relevant to the issues under discussion.

Participants wishing to distribute to their colleagues relevant documentation will be required to provide it in sufficient quantities and put it on a table set aside for that purpose.

6. LANGUAGES

Simultaneous interpretation will be provided into and from English, French and Spanish.

Two additional interpretation booths will be available for Speakers addressing the meeting in any other language. They should provide their own interpreter; the additional booths will be reserved on a first come-first served basis. These interpreters should contact a member of the Meeting staff ahead of time. If at all possible, individual statements written in languages other than the official ones should be translated and given to the IPU Secretariat for distribution.

7. SEATING ARRANGEMENTS

Each delegation will be allotted two seats at the meeting table. Delegations from bicameral parliaments composed of both Speakers will be allotted four seats. Additional seating will be made available in the meeting room for persons accompanying the parliamentary delegations.

Observer delegations, which should be composed of no more than two persons, will be allotted one seat.

8. REGISTRATION AND OTHER PRACTICAL INFORMATION

Invited parliaments are requested to send their list of participants attending the Meeting using the enclosed Registration form, to the following addresses:

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| Inter-Parliamentary Union 5 chemin du Pommier case postale 330 1218 Grand-Saconnex Geneva Switzerland Tel: +41 22 919 41 50 Fax: +41 22 919 41 60 E-mail: postbox@mail.pu.org | CC: Office of the Permanent Observer of the IPU to the United Nations 336 East 45th Street, Tenth Floor New York, NY, 10017 United States of America Tel: +1 212 557 58 80 Fax: +1 212 557 39 54 E-mail: ny-office@ipu.org |
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In keeping with normal practice, delegations and diplomatic missions in New York will be invited to attend to all matters relating to visas, hotel reservations and transportation. Participants must therefore refer to their country's permanent mission to the United Nations in New York for the logistics of their stay in New York City.

9. MEALS

A dinner in honour of Women Speakers of Parliament will be held on 12 November; it is open to women Speakers only. On 13 November, a lunch will be hosted for all delegations (a maximum of three persons per delegation). Participants are kindly requested to confirm their participation in the dinner and lunch by filling in and returning the appropriate annexed forms.