



Inter-Parliamentary Union

For democracy. For everyone.

Assembly Guidebook

133rd IPU Assembly
17 - 21 October 2015
Geneva – Switzerland

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Official opening and meeting places

The 133rd Assembly will be opened by the President of the Inter-Parliamentary Union, Mr. Saber Chowdhury, in Room 1 of the *Centre international de Conférences de Genève* (CICG) at its first sitting on Sunday, 18 October at 11 a.m.

The plenary sittings of the Assembly and its Standing Committees, as well as the meetings of the IPU Governing Council, the Meeting of Women Parliamentarians, the Committee on the Human Rights of Parliamentarians, and the meetings of the Association of Secretaries General of Parliaments (ASGP) will also be held at the *Centre international de Conférences de Genève*.

The meeting of the Sub-Committee on Finance as well as the first two days of the Executive Committee meetings will take place at IPU Headquarters.

For admission to the CICG and IPU Headquarters, participants are kindly requested to wear their identity badges. Those members of the diplomatic corps attending the Assembly will be admitted to the CICG upon presentation of their UN pass and do not require another badge.

Seating arrangements in meeting rooms

As usual, lots have been drawn among the delegations participating in the session to determine which will be seated in the first row of the Plenary Hall.

The name of the delegation from **Namibia** was drawn, and this delegation has accordingly been placed in the first row, on the left-hand side of the Chair. Other delegations follow in English alphabetical order.

Seats shall be allocated to each delegation in conformity with the Rules of the Assembly and of the Governing Council and shall be proportional to the number of parliamentarians in each delegation.

Delegations are reminded that each Member of the Union shall be represented on the Governing Council by three parliamentarians, provided that its representation includes both men and women. Each representative will then have one vote. A member who is unable to attend may be replaced by another representative, duly authorised for that purpose.

The first and last seats of each delegation are marked by a country signboard.

For the Meeting of Women Parliamentarian, Standing Committee plenary sessions and other meetings, delegates are invited to collect their country nameplate when entering the room and place it in front of them, clearly visible.

Agenda of the Assembly

1. Election of the President and Vice-Presidents of the 133rd Assembly
2. Consideration of requests for the inclusion of an emergency item in the Assembly agenda
3. General Debate on *The moral and economic imperative for a fairer, smarter and more humane migration*
4. Democracy in the digital era and the threat to privacy and individual freedoms
(*Standing Committee on Democracy and Human Rights*)
5. Reports of the Standing Committees on Peace and International Security; Sustainable Development, Finance and Trade; and United Nations Affairs
6. Approval of the subject item for the Standing Committee on Democracy and Human Rights at the 135th IPU Assembly and appointment of the Rapporteurs

Agendas of the Standing Committees

Standing Committee on Peace and International Security

1. Adoption of the agenda
2. Approval of the summary records of the Committee's session held on the occasion of the 132nd IPU Assembly in Hanoi (March/April 2015)
3. Elections to the Standing Committee Bureau
4. Expert hearing on *Terrorism: The need to enhance global cooperation against the threat to democracy and human rights*
5. Any other business

Standing Committee on Sustainable Development, Finance and Trade

1. Adoption of the agenda
2. Approval of the summary records of the Committee's session held on the occasion of the 132nd IPU Assembly in Hanoi (March/April 2015)
3. Elections to the Standing Committee Bureau
4. Parliamentary contribution to the 2015 United Nations Climate Change Conference
5. Debate on *Ensuring lasting protection against destruction and deterioration for the tangible and intangible cultural heritage of humanity*
6. Any other business

Standing Committee on Democracy and Human Rights

1. Adoption of the agenda
2. Approval of the summary records of the Committee's session held on the occasion of the 132nd IPU Assembly in Hanoi (March/April 2015)
3. Elections to the Standing Committee Bureau
4. Debate on and adoption of a resolution on *Democracy in the digital era and the threat to privacy and individual freedoms*
5. Any other business

Standing Committee on United Nations Affairs

1. Adoption of the agenda
2. Approval of the summary records of the Committee's session held on the occasion of the 132nd IPU Assembly in Hanoi (March/April 2015)
3. Elections to the Standing Committee Bureau
4. Review of the work of the UN Peacebuilding Commission (PBC)
5. Discussion on the role of the International Court of Justice (ICJ) in the settlement of international disputes
6. Any other business

Special events

2015 Future Policy Awards Ceremony "The Rights of Children"

Twenty-five years ago, on 2 September 1990, the UN Convention on the Rights of the Child entered into force. For the first time, internationally accepted standards to protect and promote the rights of girls and boys were established. Despite many achievements approximately 300 million children still go to bed hungry every night, 90% of those suffer from chronic malnutrition. Many girls and boys still face violence, exploitation and abuse.

This is why the Future Policy Award 2015, organized by the World Future Council, in collaboration with the Inter-Parliamentary Union and UNESCO, will reward laws and policies that contribute to protecting and strengthening the rights of girls and boys, especially those from disadvantaged backgrounds who suffer the effects of negative social and environmental developments.


Twenty-nine policies from all continents have been nominated to compete for the prestigious prize. The winning laws and policies will be announced at the 2015 Future Policy Awards Ceremony that will take place during the 133rd Assembly, on Tuesday, 20 October 2015, from 19.00 to 20.00 (*Room 2, level 0, CICG*). It will be followed by a reception to be held in the *Events area of the CICG (level 1)*.

General timetable of the Assembly and related meetings






Wednesday, 14 October 2015

-  11:00 - 13:00 Sub-Committee on Finance*
- 15:00 - 18:00 *Main meeting room, IPU Headquarters*

Thursday, 15 October 2015







-  10:00 - 13:00 Executive Committee*
- 15:00 - 18:00 *Main meeting room, IPU Headquarters*

Friday, 16 October 2015





-  09.00 – 10.00 Gender Partnership Group*
Main meeting room, IPU Headquarters
-  09.30 – 13.00 Committee on the Human Rights of Parliamentarians*
Room 15, level -1, CICG
-  10:00 - 13:00 Executive Committee*
Main meeting room, IPU Headquarters
-  14.30 – 18.00 Committee on the Human Rights of Parliamentarians*
Room 15, level -1, CICG
-  15.00 - 18.00 Executive Committee*
Main meeting room, IPU Headquarters

*in camera















Saturday, 17 October 2015

- 14.00 – 19.00 Beginning of Registration
Lobby, C/CG
-  10.00 – 12.00 Coordinating Committee of Women Parliamentarians*
Main meeting room, IPU Headquarters
-  11.00 – 12.30 Joint Meeting with the Chairs of the Geopolitical Groups and the Presidents of the Standing Committees*
Room 18, level -1, C/CG
-  14.00 – 15.00 Meeting of Advisers and Secretaries to delegations
Rooms 5 & 6, level 3, C/CG
-  14.30 – 18.00 **Meeting of Women Parliamentarians**
Room 2, level 0, C/CG
-  14.30 – 18.00 Committee on the Human Rights of Parliamentarians*
Room 15, level -1, C/CG
-  14.30 – 18.00 Committee on Middle East Questions*
Room 18, level -1, C/CG




Sunday, 18 October 2015

	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events, including in camera sessions 	ASGP 
08.00				
09.00			Assembly Steering Committee*	
10.00	Governing Council		Board of the Forum of Young Parliamentarians*	
11.00		Standing Committee on Democracy and Human Rights		
12.00	Assembly: Start of the General Debate	Forum of Young Parliamentarians of the IPU	Bureau of the Standing Committee on Peace and International Security*	ASGP Meeting
13.00				
14.00				
15.00				
16.00	Assembly: General Debate	Standing Committee on Peace and International Security	Committee on the Human Rights of Parliamentarians*	ASGP Meeting
17.00		Standing Committee on Democracy and Human Rights		
18.00	Assembly: Decision on the emergency item			
19.00				












* In camera meetings

	08.00 – 09.00	Assembly Steering Committee* - VIP Lounge, level 3, CICG
	09.00 – 10.00	Board of the Forum of Young Parliamentarians* - Room 18, level -1, CICG
	09.00 – 10.45	Governing Council - Room 1, level 1, CICG
	09.30 – 13.00	Standing Committee on Democracy and Human Rights Presentation and debate of draft resolution on <i>Democracy in the digital era and the threat to privacy and individual freedoms</i> Rooms 3 & 4, level 0, CICG
	10.00 – 13.00	Forum of Young Parliamentarians of the IPU - Room 18, level -1, CICG
	11.00 – 12.30	Bureau of the Standing Committee on Peace and International Security* - Room 15, level -1, CICG
	11.00 – 12.30	ASGP Meeting - Rooms 5 & 6, level 3, CICG
	11.00 – 13.00	Assembly: Start of the General Debate on <i>The moral and economic imperative for a fairer, smarter and more humane migration</i> - Room 1, level 1, CICG
	14.30 – 17.30	Assembly: General Debate - Room 1, level 1, CICG
	14.30 – 17.30	Standing Committee on Peace and International Security Experts hearing on " <i>Terrorism: The need to enhance global cooperation against the threat to democracy and individual rights</i> " Room 2, level 0, CICG
	14.30 – 17.30	ASGP Meeting - Rooms 5 & 6, level 3, CICG
	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* - Room 15, level -1, CICG
	14.30 – 18.30	Standing Committee on Democracy and Human Rights Drafting in plenary of the draft resolution Rooms 3 & 4, level 0, CICG
	17.30 – 18.30	Assembly: Decision on the emergency item - Room 1, level 1, CICG




Monday, 19 October 2015

	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events, including in camera sessions 	ASGP
09.00	Assembly	Information Session on IPU's work and activities	Bureau - Sustainable Devt, Finance and Trade Standing Comm.	ASGP Meeting
10.00				
11.00			Committee on Middle East Questions*	
12.00				
13.00				
14.00				
15.00	Assembly: Continuation of the General Debate	Standing Committee on Sustainable Development, Finance and Trade	Bureau of the Standing Committee on United Nations Affairs*	ASGP Meeting
16.00			Possible drafting committee on the emergency item*	
17.00			Bureau of the Standing Committee on Democracy and Human Rights*	
18.00				
19.00	Reception offered by Switzerland			

* In camera meetings




	09.00 – 13.00	Assembly
	09.00 – 10.30	• Debate on the emergency item, and
	10.30 – 13.00	• Continuation of the General Debate <i>Room 1, level 1, C/ICG</i>
	09.00 – 10.30	Bureau of the Standing Committee on Sustainable Development, Finance and Trade* <i>Room 18, level -1, C/ICG</i>
	09.30 – 12.30	Information Session on IPU's work and activities - Open to all delegates - <i>Room 2, level 0, C/ICG</i>
	09.30 – 13.00	Standing Committee on Democracy and Human Rights Conclusion of drafting in plenary of the draft resolution - <i>Rooms 3 & 4, level 0, C/ICG</i>
	09.30 – 13.00	Committee on the Human Rights of Parliamentarians* - <i>Room 15, level -1, C/ICG</i>
ASGP	10.00 – 12.30	ASGP Meeting - <i>Rooms 5 & 6, level 3, C/ICG</i>
	11.00 – 13.00	Committee on Middle East Questions* - <i>Room 18, level -1, C/ICG</i>
	14.30 – 16.00	Bureau of the Standing Committee on United Nations Affairs* - <i>Room 15, level -1, C/ICG</i>
ASGP	14.30 – 17.30	ASGP Meeting - <i>Rooms 5 & 6, level 3, C/ICG</i>
	14.30 – 18.30	Standing Committee on Sustainable Development, Finance and Trade
		- Segment on the <i>Parliamentary contribution to the 2015 UN Climate Change Conference</i> , and
		- Debate on <i>Ensuring lasting protection against destruction and deterioration for the tangible and intangible cultural heritage of humanity</i> <i>Room 2, level 0, C/ICG</i>
	14.30 – 18.30	Assembly . Continuation of the General Debate - <i>Room 1, level 1, C/ICG</i>
	14.30 – 18.30	Possible drafting committee on the emergency item* - <i>Room 18, level -1, C/ICG</i>
	16.30 – 18.30	Bureau of the Standing Committee on Democracy and Human Rights* - <i>Room 15, level -1, C/ICG</i>
	18.30	Reception offered by Switzerland - <i>Events area, level 1, C/ICG</i>

Tuesday, 20 October 2015






	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events including in camera sessions 	ASGP
09.00				
10.00		Panel discussion Parl. action in meeting int. commitments to counter-terrorism	Gender Partnership Group*	
11.00				
12.00		Standing Committee on Democracy and Human Rights	Executive Committee*	ASGP Meeting
13.00		Meeting of Women Parliamentarians		
14.00		Side event: "Monitor, review and act: Parliamentary leadership in implementing the Global Strategy for Women's Children's and Adolescents' Health"		
15.00		Open session of the Committee to Promote Respect for International Humanitarian Law		
16.00		Standing Committee on United Nations Affairs	Committee on the Human Rights of Parliamentarians*	ASGP Meeting
17.00	Assembly		Committee to Promote Respect for International Humanitarian Law*	
18.00				
19.00		Future Policy Award Ceremony		
20.00				* In camera meetings

09.00 – 10.00	Gender Partnership Group* - Room 18, level -1, CICC
09.00 – 11.00	Panel discussion on Parliamentary action in meeting international commitments to counter terrorism - Rooms 3 & 4, level 0, CICC
09.30 – 11.30	Parity debate on Parliamentary oversight and political will organized by the Meeting of Women Parliamentarians - Room 2, level 0, CICC
10.00 – 12.30	ASGP Meeting - Rooms 5 & 6, level 3, CICC
10.00 – 12.30	Executive Committee* - Room 18, level -1, CICC
11.30 – 13.00	Meeting of Women Parliamentarians - Debate on UN Security Council Resolution 1325 - Room 2, level 0, CICC
11.30 – 13.00	Standing Committee on Democracy and Human Rights Adoption of the draft resolution - Rooms 3 & 4, level 0, CICC
13.00 – 14.30	Side event “Monitor, review and act: Parliamentary leadership in implementing the Global Strategy for Women’s Children’s and Adolescents’ Health” (organized by IPU, WHO and PMNCH - The Partnership for Maternal, Newborn and Child Health) - Room 18, level -1, CICC
14.30 – 16.30	Open session of the Committee to Promote Respect for International Humanitarian Law Rooms 3 & 4, level 0, CICC
14.30 – 17.30	ASGP Meeting - Rooms 5 & 6, level 3, CICC
14.30 – 18.00	Committee on the Human Rights of Parliamentarians* - Room 15, level -1, CICC
14.30 – 18.30	Assembly <ul style="list-style-type: none"> • Adoption of the resolution on the emergency item, and • Conclusion of the General Debate Room 1, level 1, CICC
14.30 – 18.30	Standing Committee on United Nations Affairs <ul style="list-style-type: none"> • Review of the work of the UN Peacebuilding Commission • Discussion: role of the International Court of Justice (ICJ) in the settlement of international disputes - Room 2, level 0, CICC Committee to Promote Respect for International Humanitarian Law* - Room 18, level -1, CICC
17.00 – 18.30	Future Policy Award Ceremony - Room 2, level 0, CICC
18.30 – 20.00	Future Policy Award Reception - Events area, level 1, CICC
20.00	

Wednesday, 21 October 2015

	Assembly / Governing Council 	Committees / Panel discussions 	Other Assembly events, including in camera sessions 	ASGP
08.00				
09.00			Coordinating Committee of Women Parliamentarians*	
10.00				
11.00	Governing Council			ASGP Meeting
12.00				
13.00				
14.00				
15.00		Panel discussion on Powerful parliaments: building capacity for effective parliamentary oversight		
16.00	Governing Council			
17.00	Assembly			
18.00				
19.00				

* In camera meetings

	08.00 – 10.00	Coordinating Committee of Women Parliamentarians* Room 18, level -1, C/CG
	09.30 – 13.00	Governing Council Room 1, level 1, C/CG
ASGP	10.00 – 12.30	ASGP Meeting Rooms 5 & 6, level 3, C/CG
	14.30 – 16.30	Panel discussion on <i>Powerful parliaments: building capacity for effective parliamentary oversight</i> Jointly organized by the IPU and the ASGP Rooms 3 & 4, level 0, C/CG
	14.30	Governing Council Room 1, level 1, C/CG
	At the end of the Governing Council	Assembly <ul style="list-style-type: none"> - Adoption of resolutions - Reports of the Standing Committees - Outcome document of the General debate, and - Closing sitting Room 1, level 1, C/CG

Legend:  Assembly / Governing Council
 Committees / Panel discussions
 Other Assembly events, including in camera sessions

Registration of speakers and speaking time for the general debate

Delegations may register at the speakers' registration desk.

Venue	Registration desk, outside the main entrance of the Plenary Hall (Room 1, level 1, CICG)
Opening hours	<ul style="list-style-type: none">• Saturday, 17 October from 11:00 to 18:00• Sunday, 18 October from 9:00 - 13:00 and from 14:00 to 18:30
Officers in charge	Mr. Ed Cooper and Ms. Hiroko Yamaguchi
Number of speakers	<ul style="list-style-type: none">• IPU Members & Associate Members: up to 2 speakers• Observers: only 1 speaker* <p><i>* According to the decision adopted at the 164th session of the Council in Brussels (April 1999). Each programme and organ of the United Nations will be allowed to register one speaker each.</i></p>
Speaking time	<ul style="list-style-type: none">• IPU Members and Associate Members: 8 minutes per delegation (unless the Assembly Steering Committee decides otherwise)• Observers: 5 minutes
Segments in the list	The Secretariat will register speakers to the following three segments: <ul style="list-style-type: none">• Speakers of Parliament• First speakers• Second speakers (reserved for delegations of Members and Associate Members).

Final order of speakers

At 6 p.m. on Saturday, 17 October 2015, the Secretariat will determine the final order of speakers for each segment by the public drawing of lots.

Where to find the list?

The List of speakers will be available on the official documents table located in the plenary hall, and at the Documents distribution service.

Can we register after the drawing of lots?

Speakers registering after the drawing of lots will be added to the list (in their respective categories) in the order in which they have registered, until the Assembly closes the list of speakers. A revised list containing such additions will be issued in due time.

How to change the order?

Delegates may exchange their place on the list with other speakers. In case of changes, please inform Ms. Anda Filip, the Secretary of the Assembly and Director of the Division for Member Parliaments and External Relations.

Any bilateral arrangements which may be made by delegations to exchange places in the List of Speakers will not lead to a renumbering of the position held by speakers in the list.

Time-keeping

A green light will shine when the speaker commences; when the speaker has only one minute remaining, an orange light will shine; when the speaking time has been used up, a red light will flash.

Second speakers from a delegation may find it useful to consult the time-keepers to ascertain the precise amount of time available to them for their statements.

Additional information

Registration and Information Desk

The Registration and Information Desk is located in the Lobby of the CIGC and will be open as follows:

- 2 p.m. to 7 p.m. on Saturday, 17 October;
- 8 a.m. to 7 p.m. from Sunday, 18 to Tuesday, 20 October; and
- 8 a.m. to 6 p.m. on Wednesday, 21 October.

All participants are requested to register with this Service which will distribute the identity badges. It will also handle messages for delegates.

Delegations will also receive, upon registering, a provisional List of Delegates. In the afternoon of Monday, 19 October, delegations are kindly requested to collect from the Registration Desk, a document containing information relating to their delegation; any modification to be made to this list should be signed by the Head of the delegation and handed to Ms. M. Filippin at the Registration and Information Desk not later than 12 noon on Tuesday, 20 October 2015.

The colour of the identity badges corresponds to the following categories of participants:

Categories of participants	Colour
Delegates, Members of Parliament	Dark blue
Delegation Secretaries, Advisers	Green
Observers	Grey
ASGP	Brown
Diplomatic Corps	Mauve
IPU Special Guests	Red
Accompanying Persons	Pink
Assembly Secretariat	Sky blue
Public	White
Press	Yellow

For security reasons, admission to the Assembly facilities and to all programme activities will be limited to the persons wearing identity badges received at the time of registration. All participants are therefore requested to wear their identity badges at all times.

Table of votes at the Assembly

In conformity with Rule 29 of the Assembly Rules, the table indicating the number of votes to which delegations taking part in the session are entitled will be distributed at the opening of the Assembly. Delegates are reminded that votes are allocated in accordance with the provisions of Article 15 of the Statutes which reads as follows:

“ARTICLE 15

1. Only delegates present in person shall have the right to vote.
2. The number of votes to which each Member of the IPU is entitled shall be calculated on the following basis:
 - (a) Each Member of the IPU shall have a minimum of ten votes;
 - (b) Each Member of the IPU shall have the following additional number of votes in relation to the population of its country:

From 1	to	5	million inhabitants:	1 vote
From more than 5	“	10	“	2 “
From more than 10	“	20	“	3 “
From more than 20	“	30	“	4 “
From more than 30	“	40	“	5 “
From more than 40	“	50	“	6 “
From more than 50	“	60	“	7 “
From more than 60	“	80	“	8 “
From more than 80	“	100	“	9 “
From more than 100	“	150	“	10 “
From more than 150	“	200	“	11 “
From more than 200	“	300	“	12 “
From		300	“	13 “

- (c) Any delegation composed exclusively of parliamentarians of the same sex shall have a minimum of eight votes (instead of the ten for mixed delegations) at the Assembly of the Inter-Parliamentary Union. For delegations entitled to a certain number of additional votes, the overall calculation will be made on the basis of eight votes instead of ten.
3. A delegation may split its votes so as to express the diverse views of its members. No one delegate may record more than ten votes.”

Assembly documents

The Secretary General has overall responsibility for the circulation of all official documents for the session; only such documents may be distributed in the meeting rooms.

Before the opening of each plenary session, all relevant documents for the meeting will be found on the tables inside the meeting rooms. Similarly, for Standing Committee meetings, the documents concerned will be found on a table in the Committee room.

Delegates will also find every day in all meeting rooms and at the Information Desk, the Journal giving them the latest updates on the programme of meetings as well as on other important information.

Distribution of messages and communications

The sending of messages through the Information Desk is a service made available to delegations with a view to facilitating communications on matters relating to the Assembly and its proceedings.

Delegations which wish to make known to the members of the IPU their point of view on any question other than those related to the working of the sessions may do so, under their own responsibility, by leaving documentation on tables set aside for this purpose, on the ground floor of the CICG, behind room 3.

Results of the Assembly and related meetings

All Delegations will receive two printed copies of the Results of the 133rd Assembly. Members of the IPU are also reminded that the different sections of the Brochure are accessible from the IPU Web site (<http://www.ipu.org>) and can be downloaded in PDF format two weeks after the Assembly.

Summary records of the debates

The Summary Records of the Governing Council, those of the Assembly, and of the four Standing Committees, will be prepared by the Secretariat and posted on the website within a maximum of three months after the Assembly.

Submission and control of documents

Delegations wishing to submit a document on matters relating to the agenda of the Assembly and of the Governing Council of the Inter-Parliamentary Union or transmit any information of use to the Secretariat of the Assembly (change in their Executive Bureau, etc.) are requested to do so at this Service, located in the IPU Secretariat area on level 2. The person in charge of this Service is Mrs. C. Bon.

Distribution of documents

As usual, working documents will be available to delegates in the various meeting rooms. Delegates will also be able to obtain additional copies from the Document Distribution Service, located in the Lobby area of the CICG. The person in charge of this Service is Mr. M. Amani.

Simultaneous interpretation

The Secretariat of the Inter-Parliamentary Union will provide simultaneous interpretation into and from Arabic, English, French and Spanish at the plenary sittings of the Assembly and at the meetings of the Governing Council and the Committees.

As usual, four additional simultaneous interpretation channels have been reserved for Chinese, Japanese, Portuguese and Russian.

Press Office

IPU press officers, located in the IPU Secretariat area on level 2, will be on hand throughout the Assembly to answer media enquiries and help facilitate press interviews. The person in charge of this service is Ms. J. Pandya, Director of Communications.

Journalists wishing to cover the Assembly must receive accreditation from the Press Service in order to obtain the necessary documentation and identity badges.

Social media



Get the latest information on the 133rd IPU Assembly's programme and events taking place by signing up for Twitter and following the Assembly's official hashtag #ipu133: (www.twitter.com/ipuparliament)



Photos from the 133rd Assembly of the IPU will be posted on Flickr (www.ipu.org/133pics). For information on the official photobank, please visit the Press service in the Lobby.

Informal and bilateral meeting rooms

In addition to the two meeting rooms reserved for geopolitical and other group meetings, there are also some bilateral meeting rooms available on the premises of the CICG. Reservations for the informal meeting rooms are handled by the IPU Registration and Information desk, while any delegation wishing to reserve a bilateral meeting room may contact Ms. S.-A. Sader, through the Registration and Information desk; all reservations are made on a first-come-first-served basis.

Typing pool and photocopying service for delegates

In order to facilitate the work of the delegates, a typing pool and photocopying service will be available from 18 to 21 October 2015. This service is located on level -1, close to the Internet Corner.

Internet and Wi-Fi access

Free Internet access for delegates will be available from 17 to 21 October 2015, from 8.30 a.m. to 6.30 p.m.; this service is on level -1 of the CIG. Wi-Fi access to the Internet is also available throughout the building, using the following codes: user name: **ipu15**; password: **ipu15**.

Medical service

A first-aid medical service will be available at the CIG located on level -1, close to the Internet corner.

Prayer room

Delegates are informed that Room 9, on level -1 of the CIG, has been reserved as a prayer room.

No smoking policy

There is a no smoking policy in effect in all areas of the CIG. Therefore, those delegates wishing to smoke are invited to use the outside areas of the CIG designated for this purpose.

Coffee bar and cafeteria

Assembly participants will have access to the coffee bar in the lobby and to the cafeteria on level 1 of the CIG.

Statutory bodies

Assembly of the Inter-Parliamentary Union

President

The Assembly will elect its President at the opening of its proceedings on Sunday, 18 October 2015 at 11 a.m. It is customary for the IPU President to serve as President of IPU Assemblies held in Geneva.

Steering Committee

Under Assembly Rule 9, the Steering Committee is composed of the President of the Assembly, the President of the Inter-Parliamentary Union and the Vice-President of the IPU; the Presidents of the Standing Committees may take part in an advisory capacity in the work of the Steering Committee, which is assisted by the Secretary General of the IPU.

Standing Committee – Peace and International Security

President: Mr. J.R. Tau (South Africa)
Vice-President: Mr. A. Omari (Morocco)
Secretary: Ms. Laurence Marzal

Standing Committee – Sustainable Development, Finance and Trade

President: Vacancy
Vice-President: Mr. O. Hav (Denmark)
Secretary: Ms. Aleksandra Blagojevic

Standing Committee – Democracy and Human Rights

President: Ms. F. Naderi (Afghanistan)
Vice-President: Vacancy
Secretary: Mr. Andy Richardson

Standing Committee – United Nations Affairs

President: Mr. A. Avsan (Sweden)*
Vice-President: Mr. M. El Hassan Al Amin (Sudan)
Secretary: Ms. Paddy Torsney

Governing Council of the Inter-Parliamentary Union

President: Mr. Saber Chowdhury (Bangladesh)

Executive Committee

President: Mr. Saber Chowdhury (Bangladesh)

Vice-President: Mr. F.M. Drilon (Philippines)

IPU Vice-Presidents: Ms. N. Motsamai (Lesotho)
 Mr. D. Vivas (Venezuela)
 Mr. R.M.K. Al Shariqi (United Arab Emirates)
 Mr. V. Senko (Belarus)
 Vacancy (Twelve Plus group)

Members: Ms. R. Kadaga (Uganda)
 Ms. I. Passada (Uruguay)
 Mr. M.R. Rabbani (Pakistan)
 Mr. N. Lammert (Germany)
 Mr. N. Schrijver (Netherlands)
 Mr. R. del Picchia (France)
 Ms. Z. Drif Bitat (Algeria)
 Mr. S. Suzuki (Japan)
 Ms. A. Habibou (Niger)
 Ms. M. Mensah-Williams (Namibia)
 Vacancy (United Kingdom)

Secretariat of the Inter-Parliamentary Union

Secretary General Mr. Martin Chungong

Assembly

Ms. A. Filip, Director for Member Parliaments and External Relations
 Mr. S. Tchelnokov, Senior Advisor and Programme Manager

Governing Council

Mr. S. Tchelnokov, Senior Advisor
 Ms. S. Ahmidouch, Chief of Staff

Executive Committee

Ms. S. Ahmidouch, Secretary of the Executive Committee
 Ms. S. Varturk, Executive Assistant

Emergency item

Ms. N. Babic, Programme Manager, Technical cooperation
Ms. H. Yamaguchi, Research and Database Officer

Standing Committee on Peace and International Security

Ms. L. Marzal, Programme Officer
Mr. A. Afouda, Project Officer

**Standing Committee on Sustainable Development,
Finance & Trade**

Ms. A. Blagojevic, Programme Officer
Mr. E. Iaia, Consultant

Standing Committee on Democracy and Human Rights

Mr. A. Richardson, Information Specialist
Mr. J. Jang, Research Officer

Standing Committee on United Nations Affairs

Ms. P. Torsney, Head of the IPU Office to the United Nations in NY
Mr. A. Motter, Senior Advisor

Committee on the Human Rights of Parliamentarians

Mr. R. Huizenga, Programme Manager
Ms. G. Laroque, Programme Officer
Mr. A. Afouda, Project Officer
Mr. J. Lang, Project Officer

Committee on Middle East Questions

Mr. M. Chungong, IPU Secretary General
Mr. M. Omar, Senior Advisor
Ms. S. Varturk, Executive Assistant

**Committee to Promote Respect for International
Humanitarian Law**

Ms. K. Jabre, Director of the Programmes Division
Ms. N. Babic, Programme Manager

Meeting of Women Parliamentarians

Ms. K. Jabre, Director

Ms. Z. Hilal, Programme Officer

Ms. M. Duarte Mutzenberg, Programme Specialist

Ms. B. Fillion, Programme Specialist

IPU Forum of Young Parliamentarians

Ms. Z. Hilal, Programme Officer

Support Services

Ms. A. Lorber-Willis, Director

Mr. E. Cooper, Senior Finance Officer

Communications

Ms. J. Pandya, Director

Ms. S. Barter, Communications Officer

Conference Services

Ms. S.-A. Sader, Conference Services Officer

Submission and control of documents

Ms. C. Bon, Documents Control Officer

Document reproduction and distribution service

Mr. M. Amani, Chief, Chancellerie

Language services

Ms. S. Ahmidouch, Head of Language Services and English translation

Ms. F. Wirth, French translation

Ms. F. Steinig-Huang, Chief Interpreter, Head of the English, French and Spanish teams

Mr. C. Rayess, Chief Interpreter, Head of the Arabic team

Registration and Information desk

Ms. M. Filippin, Officer in charge

Ms. S. Ortiz, Registration Assistant

Presidency of the IPU and Assembly secretariat

	Location
President of the Inter-Parliamentary Union Mr. Saber Chowdhury	IPU President's Office VIP Lounge - Level 3
Secretariat Ms. N. Michaud-Chiovetta	Secretariat area outside VIP Lounge Level 3
Secretary General of the Inter-Parliamentary Union Mr. Martin Chungong	Room 12 Level 2
Chief of Staff Ms. Stara Ahmidouch Executive Assistant to the IPU Secretary General Ms. Sharon Varturk	Room 8 Level 2
French translation Ms. Françoise Wirth	Room 11 Level 2
Submission and control of documents Officer-in-charge Mrs. Catherine Bon	IPU Secretariat area Level 2
Distribution of documents Officer-in-charge Mr. Mohamed Amani	Lobby Level 0
Registration and Information Desk Ms. Marina Filippin	Lobby Level 0
President of the ASGP Mrs. Doris Katai Katebe Mwinga	Room 20 Level 3
Joint Secretaries of the ASGP Ms. Emily Commander Ms. Inés Fauconnier	Room 19 Level 3

	Location
Typing pool and photocopying service for delegates	Level -1
Internet Corner for Delegates	Level -1
Medical Service	Level -1

Association of Secretaries General of Parliaments (ASGP)

Timetable

Sunday 18 October 2015

- 9.30 a.m. Executive Committee
Room 20 (level 3)
- 11 a.m. Plenary sitting
Rooms 5 and 6 (level 3)
- 2.30 p.m. Plenary sitting
Rooms 5 and 6 (level 3)

Monday 19 October 2015

- 9.30 a.m. Executive Committee
Room 20 (level 3)
- 10 a.m. Plenary sitting
Rooms 5 and 6 (level 3)
- 2.30 p.m. Plenary sitting
Rooms 5 and 6 (level 3)

Tuesday 20 October 2015

- 9.30 a.m. Executive Committee
Room 20 (level 3)
- 10 a.m. Plenary sitting
Rooms 5 and 6 (level 3)
- 2.30 p.m. Plenary sitting
Rooms 5 and 6 (level 3)

Wednesday 21 October 2015

- 9.30 a.m. Executive Committee
Room 20 (level 3)
- 10 a.m. Plenary sitting and closure of the ASGP session
Rooms 5 and 6 (level 3)

Governing bodies of the ASGP

Executive Committee

President	Mrs. Doris Katai Katebe Mwinga (Zambia)
Vice-Presidents	Mr. Geert Jan A. Hamilton (Netherlands) Mr. Philippe Schwab (Switzerland)
Members	Mr. José Manuel Araujo (Portugal) Mr. Najib El Khadi (Morocco) Mr. Ayad Namik Majid (Iraq) Mr. José Pedro Montero (Uruguay) Mr. Irfan Neziroglu (Turkey) Mr. Shumsher K. Sheriff (India) Ms. Claressa Surtees (Australia) Mr. Winantuningtyas Titi Swasanany (Indonesia)

Secretariat

	Ms. Emily Commander (United Kingdom)
	Ms. Inés Fauconnier (France)

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