



ASGP
ASSOCIATION OF SECRETARIES
GENERAL OF PARLIAMENTS

World e-Parliament Conference 2007

Challenges and benefits of ICT in parliamentary processes and related meetings

10-12 October 2007
Geneva, Switzerland

PRACTICAL INFORMATION

Date and venue

1. The **World e-Parliament Conference 2007** "Challenges and benefits of ICT in parliamentary processes" will be held on the morning and afternoon of **Thursday 11 October 2007**. The World e-Parliament Conference is organized by the Inter-Parliamentary Union, the United Nations Department of Economic and Social Affairs and the Association of Secretaries General of Parliaments (ASGP), through the Global Centre for ICT in Parliament.

2. The conference will take place in Room 2 of the International Conference Centre of Geneva (CICG).

CICG, International Conference Centre, Geneva
17, rue de Varembe, P.O. Box 13
CH - 1211 Geneva 20, Switzerland
Tel. +41 22 791 91 11
Fax +41 22 791 90 64
E-mail address: info@cicg.ch
Web site: www.cicg.ch

3. The conference will be preceded by the **International Workshop** "e-Parliament: managing innovation" for parliamentary staff and officials on **10 October 2007**. The workshop is organized by the Global Centre for ICT in Parliament, a joint initiative of the United Nations Department of Economic and Social Affairs and the Inter-Parliamentary Union established in 2006.

4. The workshop will take place in Room B of the International Telecommunications Union (ITU). ITU is located 50 metres from CICG.

ITU
Place des Nations
CH-1211 Geneva 20
Switzerland
Tel. +41 22 730 51 11
Fax +41 22 733 7256
E-mail address: itumail@itu.int
Web site: www.itu.int

5. The conference will be followed on **Friday 12 October 2007** by a meeting of the members of the **Global Network of IT Experts in Parliament** at IPU headquarters.

6. Unless otherwise specified, the information below applies equally to the World e-Parliament Conference and the related meetings.

Participation and registration

7. Participants at the **World eParliament Conference 2007** (11 October) will include members of parliament, Secretaries General of parliament, parliamentary staff and officials – such as legislative staff, IT administrators, knowledge managers and librarians - and representatives from international organizations, the donor community and the academia.

8. Participants at the **International Workshop** (10 October) will principally include parliamentary staff and officials – such as legislative staff, IT administrators, knowledge managers and librarians - and representatives from international organizations, the donor community and the academia. On the same date, many parliamentarians will be engaged in the 117th IPU Assembly and Secretaries General in the meeting of the ASGP.

9. Participation in the first meeting of the **Global Network of IT Experts in Parliament** (12 October) is limited to the registered members of the above mentioned Network (www.ictparliament.org/ITexperts).

10. The United Nations, through the Global Centre for ICT in Parliament, will sponsor the participation of a limited number of parliamentary staff and officials from developing countries. For more information on sponsorship, please contact: .

Global Centre for ICT in Parliament
Phone: (+39) 06 68136320, ext. 210;
Fax: (+39) 06 68211960
E-mail: info@ictparliament.org

11. Delegations are kindly requested to complete and submit the enclosed registration form and to send it to the following address by **Friday 28 September at the latest**:

Inter-Parliamentary Union
5, chemin du Pommier
P.O. Box 330
CH - 1218 Le Grand-Saconnex/Geneva
Switzerland
Fax: +4122 919 41 60
E-mail: postbox@mail.ipu.org

Any modifications concerning the composition of the delegation should likewise be communicated to the above address.

12. It is recommended, if at all possible, that delegates should also be included in their countries' official national delegations to the 117th IPU Assembly, as this will facilitate many organizational and security-related matters. For example, those delegates who are members of their countries' official national delegations to the 117th IPU Assembly will have full access to the CICC.

13. Delegates who will travel to Geneva outside the framework of their countries' official national delegations to the 117th IPU Assembly will have to obtain a badge. To obtain such a badge, they must:

- (a) Register with the IPU Secretariat by 28 September 2007 at the latest, using the enclosed registration form.
- (b) Upon arrival in Geneva, personally present themselves to the registration desk.
 - The registration desk at ITU will be open on Wednesday 10 October from 8.30 a.m. to 5 p.m.
 - The registration desk at CICC will be open on Thursday 11 October from 8.30 a.m. to 5 p.m.
- (c) Present a valid passport. Passports will be checked against the list of names submitted by the IPU.
- (d) In case of loss of the badge, delegates should immediately notify the registration desk and ask for a replacement in writing.

List of Delegates

14. A provisional List of Delegates will be issued on the basis of confirmations received by the IPU Secretariat up to 28 September 2007. For technical reasons, it will not be possible to produce a revised list on the spot, but one will be issued after the end of the session and placed on the IPU and Global Centre web sites. Delegates are kindly requested to report any changes in the provisional list to the Conference Secretariat by no later than 4 p.m. on Thursday, 11 October 2007.

Arrangements for the conduct of the Conference and related meetings

15. Each session will be launched by speakers who will make introductory remarks. Delegates can participate in the debate either by making brief comments or by asking questions. In view of the largely informal nature of the debate, no list of speakers will be drawn up in advance. The order of interventions and questions will be decided by the moderators.

Languages

16. Simultaneous interpretation will be provided in English, French, and Spanish. Three additional channels have been assigned for interpretation into other languages by interpreters brought by their national delegations at their own expense. Official written documentation of the Conference and related meetings will be available in English and French only.

Documents

17. The only official documents of the Conference and related meetings will be the programme, agenda, List of Delegates, discussion papers prepared by the speakers and the information notes prepared by the Conference Secretariat.

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

Visas

19. Attention is drawn to the strict provisions in force regarding entry into Switzerland, which refuses entry to those not having the required visa. Delegates requiring an entry visa must obtain it from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in their country of residence.

18. French entry (not transit) visas are required for certain nationalities when transiting a French airport en route to Geneva. Those delegates who wish, upon arrival in Geneva, to cross the border into France must obtain visas in their country of residence before departure, as they are not obtainable in Geneva.

Hotel accommodation

20. Delegates will be responsible for their own hotel expenses. Delegations from countries having a Permanent Mission in Geneva are kindly requested to make their hotel reservations through their respective Mission. Most Missions are used to receiving national delegations to UN meetings and to handling hotel reservations for them and many have signed preferential tariff agreements with hotels close to the Palais des Nations area and the CICC.

21. Delegations from countries that do not have a diplomatic representation in Geneva may reserve their rooms either via their preferred tourist operator or through the Geneva Tourist Office. Should delegations wish to use the services offered by the Geneva Tourist Office, they are kindly requested to contact Genève Tourisme. However, attention is drawn to the fact that, according to the practice of all hotels in Geneva, only reservations with details of a credit card as a guarantee will be confirmed.

GENÈVE TOURISME
Convention Bureau
Rue du Mont-Blanc 18
CH - 1211 Geneva 1
☎ ++41 22 - 909 70 20
Fax ++41 22 - 909 70 21
reservation@geneve-tourisme.ch

Typing, photocopying services and Internet café for delegates

22. No typing or photocopying service for delegates will be available. However, an Internet café will be at the disposal of participants at CICC during the Conference.

Information Desk

23. The Registration Desk will also serve as an Information Desk and will handle messages for delegates. Lost property may be turned in or claimed at this Desk.

Post office

24. A post office is available on the premises of the CICC, its opening hours are from 7.30 a.m. to 12 noon and from 1.45 p.m. to 6 p.m.

Health requirements

25. Vaccination certificates are not required for admission to either Switzerland or France.

Catering services

26. A 450-place self-service cafeteria and a bar are available on the CICC premises.

Medical services

27. Delegates requiring urgent medical attention are advised to contact the "Service d'urgence de l'Association des Médecins de Genève" (local tel. 022 / 320 25 11).

Local transport and taxis

28. ITU and the CICC can be reached by bus no. 8, which runs from Veyrier to Avenue Appia, passing through Rive (town centre), Place Cornavin (railway station), Place des Nations (Palais des Nations), and the UIT (ITU), which is located just next to the CICC. Bus no. 5 runs from the Hospital to Palexpo, with stops at Place Cornavin and Varembé, next to the ITU and the CICC building. In addition, bus "F" runs from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Varembé. IPU headquarters can be reached by bus no. 3, which runs from Crêt de Champel to Gardiol, with a stop at Maison des Parlements. Tickets must be purchased and validated **before** entering buses. Individual tickets are available from vending machines at main bus stops, and cards for multiple trips can be purchased at a reduced rate from newsagents in town bearing the "TPG" (Geneva transport service - www.tpg.ch) sign.

29. In Geneva, taxis are only available on call and cannot be hailed in the streets. Geneva taxi drivers know the Conference venue as "CICC" (rue Varembé). There are taxi ranks in almost all main squares in Geneva and outside the Palais des Nations. Taxis can be called by telephone by dialling the following local numbers: 022 / 320 20 20, 320 22 02 and 331 41 33.

Climate

30. The weather in Geneva in October is quite variable with a possibility of cold winds and rains. The average temperature for the month is 10°C. It is therefore recommended that delegates bring warm clothing, and an umbrella and raincoat.

Currency

31. The currency in Switzerland is the Swiss Franc which consists of notes (10, 20, 50, 100, 200 and 1,000) and coins (5, 10, 20, and 50 centime coins as well as 1, 2 and 5 Franc coins).

32. Most major international currencies can be exchanged at local banks, exchange offices and hotels. Moreover, major credit cards are widely accepted throughout both Switzerland and France.

Voltage

33. The voltage in Switzerland and in France is 220 volts, 50 Hz.

Requests for further information

34. Requests for further information concerning the World e-Parliament Conference and related meetings should be addressed to:

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Chemin du Pommier 5
P.O. box 330
CH - 1218 Le Grand-Saconnex/Geneva
Switzerland
Phone: +4122 919 41 50
Fax: +4122 919 41 60
E-mail: postbox@mail.ipu.org

or Global Centre for Information and Communication
Technologies in Parliament
Corso Vittorio Emanuele II
251 00186 Rome
Italy
Phone: (+39) 06 68136320, ext. 210
Fax: (+39) 06 68211960
E-mail: info@ictparliament.org