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# ANNUAL 2008 SESSION OF THE PARLIAMENTARY CONFERENCE ON THE WTO

Geneva, 11-12 September 2008

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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 dated 20 May 2008.

### 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 **Sri Lanka** 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 will depend on the number of members in each delegation and on the room's seating capacity. The sector for observer delegations is situated behind the one for parliamentary delegations.

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**

A revised preliminary draft outcome document will be worked out by the Steering Committee at its *in camera* meeting in the evening of Wednesday, 10 September 2008, and made available to all delegates soon after the start of the plenary session on 11 September.

**Amendments** to the draft should be submitted to the Secretariat of the session in written form by **3 p.m. on Thursday, 11 September**, at the latest. The Steering Committee will reconvene in the evening of Thursday to consider all such amendments and prepare a final draft for consideration by the Conference as a whole at its concluding seating on Friday, 12 September. There will be no reopening of the substantive debate during this seating. Delegates will consider only the revised draft outcome document proposed by the Steering Committee, and possible amendments to the text.

### **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 on registration. 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/trade08.htm>) soon after the session. In order to ensure its accuracy, participants and observers are requested to advise the Information and Registration Desk of any **corrections** to be made to the provisional list to by **6 p.m. on Thursday, 11 September**, at the latest.

### **Reception**

All participants and observers are kindly invited to a cocktail reception which will take place at **7 p.m. on Thursday, 11 September** on the first floor of the **International Conference Centre of Geneva (CICG)**. Invitation cards are distributed on registration. No special transport service is envisaged after the end of the reception.