



Seventh Meeting of Women Speakers of Parliament Gender-sensitive Parliaments

Venue : Parliament House Complex, New Delhi

3-4 October 2012

Organized by the Parliament of India and the Inter-Parliamentary Union



GENERAL INFORMATION NOTE

This Note provides information about the Meeting and related arrangements

General Information

The Seventh Meeting of Women Speakers of Parliament, organized by the Inter-Parliamentary Union and the Parliament of India, will be held on 3 and 4 October 2012.

1. VENUE

The Meeting will be held at **Parliament House Complex, New Delhi**.

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 **six persons (10 persons in the case of bicameral Parliaments)**.

Observer delegations should be composed of no more than two persons.

3. ORGANIZATION OF PROCEEDINGS

Participants are invited to arrive by 2 October 2012. A draft agenda can be found in annex.

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.

In order for the participants to benefit from each other's experience and set the tone for an interactive debate, each woman Speaker is invited to make a five-minute presentation under the agenda theme of her choosing. Participants are invited to indicate the agenda item they wish to make a presentation under by filling in the relevant section of the registration form.

Once presentations are made, the floor will be open for 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. It will contain a summary of conclusions and recommendations of the meeting.

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 (to be adapted according to available space)

Each delegation will be allotted four seats. Delegations composed of both Speakers from bicameral parliaments will be allotted eight 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 two seats.

8. REGISTRATION

Invited parliaments are requested to send their list of participants attending the Meeting **not later than 20 August 2012** using the enclosed Registration form, to the following addresses:

Contact/Address in India: Mr. U.S. Saxena, Joint Secretary and Chief Nodal Officer, Lok Sabha Secretariat, Parliament of India, Room No.336, Parliament House Annexe, New Delhi – 110 001 Tel: + 91 11 23034336, 23035168 Fax: + 91 11 23092953, 23015885 E-mail: ipuc-lss@sansad.nic.in ; ussaxena@sansad.nic.in	CC: 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 ; vs@mail.ipu.org
--	--

10. HOTEL ACCOMMODATION AND RESERVATIONS

The Host Parliament has made block bookings at the following hotels:

<u>THE TAJ MAHAL HOTEL, NEW DELHI</u> Contact Person: Mr. G S Neeraj Director of Reservation The Taj Mahal Hotel No.1 Mansingh Road, New Delhi Tel : +91 11 66513222, +91 1123026162; Fax : +91 11 23026070 Mobile:+91 9582988886	<u>VIVANTA BY TAJ AMBASSADOR HOTEL, NEW DELHI</u> Contact Person: Mr. Satish Rana Reservation Manager Sujan Singh Park, Subramania Bharti Marg 110 003 New Delhi, India Tel: 91 11 6626 1000 Fax: 91 11 2469 8219 Desk Tel: 91 11 6637 3509 satish.rana@tajhotels.com bookvivanta.ambassador@tajhotels.com
---	--

Participants are kindly requested to complete the hotel registration form and return it not later than **31 August 2012**.

Reservations received after this date will be subject to availability, with no guarantee. Reservations will be dealt with on a first-come first-served basis. Participants are asked to settle their bill directly with the hotel.

11. ARRIVAL AND DEPARTURE

In order to ensure an efficient reception service, all participants are kindly requested to provide the necessary arrival and departure information, including dates, flight numbers and arrival and departure times on the hotel reservation form.

The competent services of the **Parliament of India** will welcome delegates upon their arrival at the Indira Gandhi International Airport, Terminal- III, New Delhi, and arrange their ground transfers to and from the airport. They will also provide transfers for delegates between their hotels and the official meeting venue and related events.

12. VISAS

Entry visas are required except for citizens of countries which have visa exemption agreements with India.

The India embassies / High Commissions situated in the participating countries will be advised to facilitate expeditious issue of visas to the delegates.

For delegates from countries where there are no Indian diplomatic/consular missions, visas will be issued upon arrival at New Delhi International Airport. In such cases, delegates are kindly requested to send by fax a copy of their passport indicating its number, as well as flight details (name of airline and the date and time of arrival at New Delhi), in order to facilitate their entry into India.

Please note that this arrangement is applicable only for entering and leaving India. For travels routed through other countries, delegates must make their own arrangements to comply with the immigration requirements of transit countries.

13. MEDICAL FACILITIES

During the meeting, first aid facilities will be provided at the venue. All other medical facilities and prescriptions will be at the participants' own expense.

14. REGISTRATION AND INFORMATION DESK

A Registration and Information Desk will be available to participants at the meeting venue and Hotels. At venue, the Desk will operate from 8.00 a.m. to 6.00 p.m. from 2 to 4 October, 2012. At the hotels, the Desks will function from 8.00 a.m. to 8.00 p.m. from 2 to 4 October, 2012.

Participants are kindly requested to register with this service as soon as possible after their arrival. It will issue identity badges, deal with enquiries concerning the Meeting and handle messages and mail.

For the purpose of identity badges, delegates are kindly requested to send their passport-size photographs with white background to the Host Secretariat along with their travel details through e-mail. **A profile / Bio-data of the delegate may also be enclosed.**

15. SECURITY

All necessary security measures will be taken by the national authorities. Participants are required to wear their identity badges at all times when they are at the meeting venue and at all official functions during the Meeting.

16. WEATHER CONDITIONS

New Delhi does not witness much of rainy season. The monsoon lasts from July to September. October sees the end of the monsoon. The month of October is reasonably pleasant. **The average high and low temperature will be 32.9°C, 19.5°C, respectively, and the average rainfall will be 36.3 mm.**

17. CURRENCY REGULATIONS

In July 2012, the exchange rate is about Rs.56 = US\$ 1 (Approx.).

18. PRESS

Journalists wishing to cover the seminar are requested to obtain accreditation from the Host Parliament.

Access to the Meeting Hall will be restricted to official delegates only. A Media Centre will be established at the venue. Photographers and camera crews registered as members of their parliament's delegation will be permitted to film in the meetings.

19. TRANSPORT

During the Meeting, a shuttle service to and from the hotels and the Meeting venue and social event locations will be arranged by the Parliament of India.

20. OTHER SERVICES

The following services will be available to participants at the meeting venue:

- Bureau de change
- Cyber café
- Stenographic assistance
- Photography

21. RECEPTIONS

The Hon'ble Speaker, Lok Sabha, Parliament of India will host a dinner in the honour of participating delegates on 3 October 2012 in New Delhi. The dinner will be preceded by a Cultural Programme.
