



Inter-Parliamentary Union
For democracy. For everyone.

Tenth Meeting of Women Speakers of Parliament

INNOVATING FOR GENDER EQUALITY: *Making development, peace and democracy a reality for women and men*

New York, 29-30 August 2015
Organized by the Inter-Parliamentary Union

GENERAL INFORMATION NOTE

This Note provides information about the Meeting and related arrangements

1. VENUE AND SCHEDULING

The Tenth Meeting of Women Speakers of Parliament will be held on 29 and 30 August in Conference Room 5 (CR 5) at United Nations Headquarters in New York.

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 presiding officers can be replaced by their female deputy presiding officers. Women Presidents of regional and international parliamentary assemblies and organizations that are Associate Members or Permanent Observers of the IPU are also invited.

The size of the delegation from each parliament and associate Member should not exceed three persons per House. The size of delegations from observer regional assemblies should not exceed two persons.

3. ORGANIZATION OF PROCEEDINGS

Women Speakers of parliament, women Speakers of regional parliamentary assemblies 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 three to four minute presentation under the agenda theme of her choosing. Participants are invited to indicate the agenda item on which they wish to make a presentation by completing 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

A report will be presented at the close of the Meeting, followed by a discussion among participants on their specific contribution to the Fourth World Conference of Speakers of Parliament.

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. Documents related to the Fourth World Conference of Speakers will also be made available and serve as reference for discussions.

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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.

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 will be allotted one seat at the meeting table.

8. REGISTRATION

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

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@ipu.org / vs@ipu.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.

9. ENTRY PASSES INTO THE UNITED NATIONS COMPOUND

1. Speakers, Deputy Speakers of Parliament and other Heads of Delegation

Speakers of Parliament will be issued with VIP photo passes.

Deputy Speakers and other Heads of Delegation will be issued with Protocol photo passes.

To request VIP and Protocol passes, each Parliament must contact its Permanent Mission in New York. Parliaments should supply the Mission with a colour photo in jpeg format for each person entitled to such passes. The Permanent Mission will request VIP and Protocol passes from the UN Protocol Office. The passes must be collected by **4 p.m. on Friday, 28 August**.

Heads of parliamentary organizations attending the Meeting should contact the IPU Office in New York (ny-office@ipu.org) to obtain UN Protocol passes. These passes will be available for collection from the IPU's office (see details below).

(Note for Mission staff: when requesting VIP and Protocol passes, a letter from the Permanent Mission indicating names, titles, duration of stay and purpose of visit should be sent to the Chief of Protocol before or immediately after the online submission of pass requests).

VIP and Protocol pass holders will not be subject to security screening upon entering the UN compound.

2. Other members of Delegations

All other members of delegations – Members of Parliament, staff and accompanying persons - will be issued non-photo Special Event Passes, on the basis of information provided in their registration forms as sent to IPU Headquarters.

The IPU Office in New York will obtain all Special Event Passes from the UN and will have a collection desk located on the ground floor of its offices in New York at 336 East 45th Street (Uganda House). The special pass collection desk will be open from **Thursday, 27 August to Monday, 31 August, from 8.30 a.m. to 6 p.m.** The desk will also issue the Protocol passes for the heads of IPU Associate members and parliamentary organizations registered to the Speakers' conference.

Special Event Passes can be collected from the IPU office on behalf of participants by either parliamentary or Mission staff.

Access to the UN: Special Event Pass holders will only be able to enter the UN compound through the Visitors' Entrance on 46th Street and 1st Avenue after passing security screening. Special lanes will be opened to expedite screening.

10. MEALS

A lunch in honour of Women Speakers of Parliament will be held on 29 August. In the evening of 29 August, a reception will be hosted for all delegates. Additional information on these two events will be provided in due course.