



ASSOCIATION DES SECRETAIRES GENERAUX DES PARLEMENTS
ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS

Secrétariat français :

Perrine Preuvot
Assemblée nationale
126, rue de l'Université
75355 Paris 07 SP, France
Tel: (33) 1 40 63 66 65
Fax: (33) 1 40 63 52 40
e-mail: ppreuvot@assemblee-nationale.fr
www.asgp.co/fr

British secretariat:

Emily Commander, House of Commons
c/o Daniel Moeller, CCT
14 Tothill Street, London, SW1H 9NB
United Kingdom
Tel: (44) 20 7219 3266
e-mail: commandere@parliament.uk
www.asgp.co

London, 23 January 2017

Dear secretary general,

The Association of Secretaries General of Parliaments (ASGP) will meet in Dhaka (Bangladesh) from Sunday 2 until Wednesday 5 April, 2017. The opening ceremony of the Inter-Parliamentary Union (IPU) is expected to take place on Saturday 1 April (to be confirmed).

Location

The meetings will take place in the same building as those of the IPU: the Bangabandhu International Convention Centre (BICC) in Dhaka. As usual, participants should register their intention to attend as soon as possible with the IPU secretariat in order to ensure that their name is on the list of delegates who will receive a badge granting access to the convention centre.

Meetings

The first plenary sitting will begin on Sunday 2 April, at 11am. From then onwards, plenary sittings will be held at 10am and 2.30pm each day. The Executive Committee will meet on Sunday 2 April at 9.30am. A full day's excursion is scheduled for Wednesday 5 April, and as many members as possible are encouraged to attend.

The deadline for the receipt of proposals for communications is 1 March 2017. An unusually large volume of late submissions for the Association's last session, in Geneva has led the Executive Committee to restate its intention not to accept proposals that arrive after the deadline has expired.

I would be grateful if the texts of all communications and contributions to general debates could be e-mailed to me in both French and English, in a format that is compatible with Microsoft Word, as soon as possible, and in any case, before Wednesday 10 March, 2017, in order that they can be made available on our website. I draw your attention to the decision of the Executive Committee, made during the 2016

session in Geneva, that any text submitted after the expiry of the deadline is likely to be postponed until a subsequent session, or published on the internet without presentation being made.

During the session, you are asked to consult the texts of communications and contributions via the website on your tablet or computer. In line with decisions taken by the IPU for environmental and cost reasons, only a limited number of paper copies will be produced.

Should the agenda become too full, the Executive Committee might decide to postpone until a later session those communications and contributions which were the last to be proposed. Following guidelines set down by the Executive Committee, members making a communication are asked to restrict their spoken remarks to a maximum of ten minutes in order to allow sufficient time for questions. Contributions to general debate are limited to five minutes, and any member intending simply to read the text of a published contribution may not be called if time is short.

Interpretation will be provided in English and French and, thanks to the support of the Association of Secretaries General of Arab Parliaments, in Arabic, too.

Attendance

I would be very grateful if you could let Daniel Moeller know, before the session, of any changes that you would like to appear in the list of members. New secretaries general are requested to fill out the attached membership form. Daniel can be contacted via moellerd@parliament.uk

If you would like to be represented by one of your colleagues at the session, in line with the rules of the Association, please notify us in advance by means of a letter addressed to Mrs Doris Mwinga, President of the ASGP. The letter should mention the name of the person who will substitute for you. The letter can be sent via fax or e-mail should you prefer.

ASGP website

Our website (www.asgp.co) has been updated with biographies and photographs of our members. If your personal page is not up to date, please send the missing information to asgp@parliament.uk.

Please do not hesitate to get in touch with any further questions about the forthcoming session, or about the ASGP in general.

Yours sincerely,

Emily Commander
Joint Secretary of the ASGP