



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

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London, 21 July 2017

Dear secretary general,

It was with sadness that the secretariat took note of the retirement of ASGP President, Mrs Doris Mwinga. Until the election of her successor, the results of which will be known by the end of the forthcoming conference, I am delighted that Vice President Mr Geert Hamilton has agreed to take on the role of Acting President. A letter from him is enclosed as part of this convocation.

The Association will meet in St Petersburg (Russia) from Sunday 15 until Wednesday 18 October, 2017. The first day (Sunday 15 October) will take the form of a cultural excursion organised by the Russian hosts: the programme for the day looks very exciting, and it would be great to see as many of you as possible there.

**Location**

The meetings will take place in the parliamentary centre, the second headquarters of the Interparliamentary Assembly of Member Nations of the Commonwealth of Independent States in St Petersburg, which is in the immediate vicinity of the Tavrishesky Palace. 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**

As noted above, the cultural excursion will take place on the first day of the conference, Sunday 15 October. It is essential that you notify us in advance about whether or not you will be able to attend, and whether you will be accompanied by your spouse. You can do this by filling out the enclosed registration form, and sending it back to us at [asgp@parliament.uk](mailto:asgp@parliament.uk) as soon as possible and in any case before 1 October 2017. Places are limited and will be allocated on a strictly first-come, first-served basis.

The first plenary sitting will begin on Monday 16 October, at 11am. From then onwards, plenary sittings will be held at 10am and 2.30pm each day, with the exception of Tuesday 17 October when the afternoon sitting will begin at 3.30pm following a lunchtime visit to the Legislative Assembly of St

Petersburg (Mariinsky Palace). The Executive Committee will meet on Monday 16, Tuesday 17 and Wednesday 18 October at 9.30am.

The deadline for the receipt of proposals for communications is 18 September 2017. The Executive Committee reserves the right 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 Monday 25 September, 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, no paper copies will be produced.

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 host parliament and the Association of Secretaries General of Arab Parliaments respectively, in Russian and 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](mailto: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 Mr Geert Hamilton, Acting 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](http://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](mailto: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*