



ASSOCIATION DES SECRETAIRES GENERAUX DES PARLEMENTS
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London, 25 January 2018

Dear secretary general,

The Association will meet in Geneva (Switzerland) from Monday 26 until Wednesday 28 March, 2018.

Location

The meetings will take place at the CICG - Centre international de conférences de Genève (15 rue de Varembé, 1211 Genève 20), which is close to the Palais des Nations. Participants should register in advance with the IPU secretariat in order that their name appears on the list of participants, which will enable them to receive a pass giving them access to the venue.

This session is neither organised nor financed by a host parliament, so you will need to organise your own transport between the airport or station, the hotel and the conference centre.

Meetings

The first plenary sitting will begin on Monday 26 March, at 11am. From then onwards, plenary sittings will be held at 10am and 2.30pm each day. The Executive Committee will meet on Monday 26, Tuesday 27 and Wednesday 28 March at 9.30am.

The deadline for the receipt of proposals for communications is 26 February 2018. 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 Friday 2 March, 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 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 Mr Philippe SCHWAB, 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,

A handwritten signature in black ink, appearing to read 'E K Commander', written in a cursive style.

Emily Commander
Joint Secretary of the ASGP