



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

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Geneva, 25 July 2016

Dear Secretary General,

The Association of Secretaries General of Parliaments will meet in Geneva, Switzerland, between Monday 24 and Wednesday 26 October 2016.

**Meeting place and transport**

The meetings will take place at the CICG - Centre international de conférences de Genève (15 rue de Varembe, 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 24 October at 11 am. Subsequent plenary sittings will begin at 10am and 2.30pm. The members of the Executive Committee will meet from Monday 24 October at 9.30am. The conference jointly hosted by the ASGP and the IPU will take place in the morning of Thursday 27 October.

If you would like to make a communication or a contribution to a debate during the session, I would be grateful if you could send me a copy by e-mail, in both English and French (in a format compatible with Microsoft Word) as soon as possible, and in any case before Monday 5 October, in

order that it can be made available on the ASGP website.. During the session, you will be invited to consult the text of all communications and contributions directly via your tablet or computer. In keeping with decisions taken by the IPU and the ASGP during previous sessions, the number of paper copies made available to members will be limited.

If the agenda is full, the Executive Committee reserves the right to postpone those communications that were proposed last until a future session. In line with decisions taken by the Executive Committee, members will be given a maximum of ten minutes to make their communications in order to allow for discussion and questions. Contributions to general debates will be limited to a maximum of five minutes' speaking time.

### **Participation in the session**

I would be extremely grateful if you could indicate to me, before the session, any changes that you would like to appear on the list of members. For new secretaries general, a membership form has been enclosed with this letter.

If you would like to be represented by one of your colleagues during the session, in conformity with the Rules of the Association, I would be grateful if you could write in advance to Mrs Doris Mwinga, the President of the ASGP, giving the name of the person who will substitute for you. You can send this signed letter to me by fax or e-mail.

### **ASGP website**

Our website ([www.asgp.co](http://www.asgp.co)) now includes biographies and photos of ASGP members. If the page relating to you is not up to date, I would be grateful if you could send the missing items to us at the following e-mail address: [asgp@parliament.uk](mailto:asgp@parliament.uk).

I take the opportunity to inform you that my colleague Inés Fauconnier will be replaced by Perrine Preuvot from the next session in Geneva onwards. Inés hopes to be able to attend the session in Geneva, her work at the Assemblée Nationale permitting.

Please do not hesitate to contact us for all further information about the forthcoming session, or about the activities of the ASGP in general.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'EKC Commander'. The signature is written in a cursive, flowing style.

Emily Commander  
*Joint Secretary to the ASGP*