



ASSOCIATION DES SECRETAIRES GENERAUX DES PARLEMENTS
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Secrétariat français :

Perrine Preuvot
Assemblée nationale
126, rue de l'Université
75355 Paris 07 SP, France
e-mail: pprevot@assemblee-nationale.fr
www.asgp.co/fr

British secretariat:

Elektra Garvie-Adams
House of Commons, Palace of Westminster
London SW1A 0AA United Kingdom.
Tel: (44) 20 7219 0867
e-mail: garvieadamse@parliament.uk
www.asgp.co

London, 21 October 2021

Dear Secretaries General,

The Association of Secretaries General of Parliaments (ASGP) will hold its next physical meeting in Madrid, Spain from Friday 26 November to Monday 29 November 2021. The meetings will take place over four days, which includes a cultural excursion day on Friday 26 November, organised by our hosts in the Spanish Parliament. In the afternoon on Monday 29 November, there will be a joint ASGP-IPU session on the following theme: 'Public engagement in the work of parliaments: Challenges, opportunities and good practices'.

Location

The ASGP plenary meetings will take place in Paris Hall, on the first floor of the IFEMA Palacio Municipal, which is situated near to Madrid's largest airport (Madrid-Barajas Airport). The IPU Assembly is taking place in the same venue. Participants should register in advance with the IPU secretariat to ensure that their name appears on the list of participants and to receive a security pass for the building.

The plenary meetings are not organised by, nor financed by our hosts the Spanish Parliament. Consequently, you must organise your own transportation between the airport, your hotel, and the conference centre.

Cultural excursion day

On Friday 26 November, Members will have the opportunity to participate in a cultural excursion day organised by the Spanish Parliament. The aim of the excursion day is to enable ASGP Members to meet informally and learn a little more about the culture of our Spanish hosts. Further details about the itinerary for the visit day will be sent to members, via email, as soon as possible. Members wishing to take part in the excursion day must fill in, and return, a registration form which will be provided alongside details of the visit.

ASGP Plenary meetings

The first plenary meeting of the ASGP will begin on **Saturday 27 November at 11am**, the afternoon session will commence at **2.30pm**. On **Sunday 28 November** the plenary meeting will commence at **10am for the morning session** and **2.30pm for the afternoon session**.

On the morning of Monday 29 November, ASGP Members are invited to **participate in a visit to the Spanish Senate**, followed by lunch. Further details regarding the departure time and transportation arrangements for this visit will be provided via email as soon as possible. In the afternoon of Monday 29 November, there will be a joint ASGP-IPU session on 'Public engagement in the work of parliaments: Challenges, opportunities and good practices'. We expect this to take place from 3pm to 5pm in Paris Hall, first floor, of the IFEMA Palace.

The Executive Committee will meet on Saturday 27 November and Sunday 28 November at **9.30am**.

Proposals for communications

The draft orders of the day are based on discussions held at the ASGP plenary meeting in Belgrade in 2019. Many members who had applied to speak, or who had proposed topics for debate, have since left the ASGP. Consequently, it is possible to add new items to the orders of the day for this conference.

The ASGP virtual events, which took place on 25 February 2021 and 26 & 27 May 2021, focussed on the impact of the pandemic and enabled Members to address the issue in some depth. This plenary meeting offers the opportunity for members to return to a broader programme of debates and communications. Members proposing communications are therefore encouraged not to limit themselves to this topic.

The **deadline for the receipt of proposals for communications is 8 November 2021**. The Executive Committee reserves the right not to accept proposals that arrive after the deadline has expired.

I would be very grateful if the full text of all communications, and contributions to general debates, could be e-mailed to the secretariat **in both French and English**, in a format that is compatible with Microsoft Word.

Please send your contributions in writing as soon as possible. There will be a final deadline of **Thursday 11 November for the texts**, in order that the documents can be made available on the [ASGP 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 website without the author having the opportunity to make an oral presentation.

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 provided**.

The following guidelines have been 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 debates** are **limited to five minutes**.
- **Moderators** for a general debate are permitted **10 minutes introducing** the topic of the general debate, and a further **10 minutes at the end in summing up**.

Any member intending to simply 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 generous support of the Association of Secretaries General of Arab Parliaments, in Arabic too. In addition, our hosts are kindly providing Spanish interpretation for the duration of the ASGP conference.

Elections

Elections for the post of **President of the Association, one Vice-President of the Association and three ordinary members of the Executive Committee** will take place in Madrid.

I would like to take this opportunity to remind you that **only members whose subscription payments are up-to-date will be allowed to stand as candidates for election. The Executive Committee may also withdraw the right to vote from any ASGP member who is more than two years in arrears with their subscription payments.** I invite you, therefore, to confirm the subscription status of your parliament before the start of the session.

Only ASGP members, honorary members and those who have been empowered to vote on behalf of an ASGP member, or honorary member, by proxy may vote in these elections. The rules for establishing a proxy vote are as follows:

- The proxy must be designated before the start of the session at which the election is being held;
- The proxy must be designated by name in a letter signed by the member or honorary member, a form is available on the Association's website;
- The proxy must be a member of the personnel of your parliament;
- Each person can only vote once; therefore, a proxy cannot be a voting member of the Association or a person who also holds the proxy for another person.

A further note, setting out in detail the process and rules for the elections, will be sent via email to ASGP members and placed on the Associations' website shortly.

Taking into account restrictions regarding international travel, which may prevent some members from attending the ASGP session, it will be possible for members who are not physically present in Madrid to stand for election.

Changes to the ASGP rules

As initially discussed at the virtual meeting on the 26 May 2021, President Philippe Schwab will present a proposal for changes to the ASGP rules during the meeting in Madrid.

The changes will be set out in a document entitled 'Proposed changes to the ASGP rules' which will be sent to all members via email shortly. Members will have the opportunity to discuss and vote on the proposed changes during the afternoon meeting on Saturday 27 November 2021.

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 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 (to garvieadamse@parliament.uk and ppeuvot@assemblee-nationale.fr).

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,

Elektra Garvie-Adams
British Co-Secretary of the ASGP