



ASSOCIATION DES SECRETAIRES GENERAUX DES PARLEMENTS
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London, 6 July 2022

Dear Secretaries General,

The secretariat of the Association of Secretaries General of Parliaments (ASGP) is delighted to provide details for the next meeting of the Association, which will take place in Kigali, Rwanda from Tuesday 11 October to Saturday 15 October 2022.

The meetings will take place over four and a half days, which includes a cultural excursion organised by the host parliament on the afternoon of Tuesday 11 October and a joint IPU-ASGP session which will take place on Saturday 15 October.

Location and transport

The meetings will take place at the Kigali Convention Centre. The Assembly of the Interparliamentary Union (IPU) will take place in the same location.

Registration

Participants must register with the secretariat of the IPU in order to appear on the list of participants and to receive a security pass for the conference centre. The IPU online registration system will be operational as of 11 July 2022 and the IPU have requested all participants to respect the registration deadline of 27 September 2022. A note on how to use the registration system is available on the [IPU webpage](#).

Health measures

In light of the ongoing Covid-19 pandemic, the following health measures, which also apply to IPU participants, will be required of members of the ASGP:

Arriving passengers at Kigali International Airport must:

- present a two doses vaccination certificate; and
- a negative rapid antigen test taken 72 hours prior to departure; and
- take an additional rapid antigen test upon arrival.

Wearing a face mask is no longer mandatory, however people are encouraged to wear masks indoors. As the pandemic evolves, it may be necessary to send details of further measures.

Cultural programme

On Tuesday 11 October, members of the ASGP are invited to participate in a half-day cultural excursion organised by the Rwandan Parliament. The excursion will be a 1 hour and 30-minute tour of the Museum for the Campaign Against Genocide which is located within the parliamentary buildings. Members will meet outside the conference centre ready for a 15.00 departure for the visit. The parliamentary buildings are opposite the conference centre which means travel will be a 10-minute walk. The aim of the excursion is to enable ASGP members to meet informally and learn a little more about the culture of our hosts. Members wishing to take part in the excursion will be required to fill in, and return, a registration form which will be emailed to Members and put on the ASGP website, alongside further details of the visit.

Plenary meetings

The first plenary meeting of the ASGP will begin on **Wednesday 12 October at 11am**, the afternoon session will commence at **2.30pm**. On **Thursday 13 October** the plenary meeting will commence at **10am** for the morning session and **2.30pm** for the afternoon session. On **Friday 14 October** the plenary meeting will commence at **10.30am and finish at 12.30**. Members of the ASGP will then have the opportunity to enjoy a guided tour of the parliamentary buildings in Kigali on the afternoon of **Friday 14 October, between 14.30-17.00**. On **Saturday 15 October** a joint IPU-ASGP session will take place between **11am-1pm**.

The Executive Committee will meet on **Tuesday 12 October, Wednesday 13 October and Friday 14 October at 8.30am**.

Proposals for communications

The draft orders of the day are based on discussions held at the ASGP plenary meeting in Bali in March 2022. It is still possible to add new items or themes to the orders of the day for this conference.

The **deadline for sending proposals for communications is Friday 9 September**. 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 23 September for the written 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 general debate 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

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. I would like to draw to your attention that in Kigali, for the first time, simultaneous interpretation will be provided remotely. If you wish to arrange interpretation into an additional language, please get in contact with the secretariat who can explain how the new system operates.

Elections

Elections for one post of **Vice-President of the Association** and 2 posts of **ordinary members of the Executive Committee** will take place in Kigali.

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 meeting.

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.

Taking into account the ongoing restrictions on international travel, which may prevent some members from attending the ASGP meeting, **it will be possible for members who are not physically present in Bali, having applied in writing, to stand for election**.

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

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 which is attached to this email. Daniel can be contacted via email at moellerd@parliament.uk if you have any questions.

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 Najib El Khadi, President of the ASGP. The letter should mention the name of the person who will act as substitute for you. The letter should be sent via e-mail (to garvieadamse@parliament.uk and ccapon@assemblee-nationale.fr).

ASGP website

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

Finally, please do not hesitate to get in touch if you have any further questions about the forthcoming session, or about the ASGP in general.

Yours sincerely,

Elektra Garvie-Adams
British Co-Secretary of the ASGP