



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

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London, 7 December 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 Manama, Bahrain, from Saturday 11 March to Wednesday 15 March.

The meetings will take place over four and a half days. The cultural programme will take place on Saturday 11 March between 10am and 4pm. Our hosts have also kindly arranged a visit to the parliamentary buildings on the afternoon of Monday 13 March.

### **LOCATION AND TRANSPORT**

The ASGP meetings will take place at the Sofitel Bahrain Zallaq Hotel. This is several kilometres from the Exhibition World Bahrain Centre, where the IPU meetings will take place. Regular shuttle buses between the Sofitel and the Exhibition Centre will be available throughout the day.

### **REGISTRATION**

As usual, participants must register for the ASGP 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.

### **HEALTH MEASURES**

Any Covid related health measures which apply to IPU participants will also be required of members of the ASGP. Further information on health measures will be sent nearer the time.

### **CULTRAL PROGRAMME**

The ASGP cultural programme will take place on Saturday 11 March between 10am and 4pm. Detail about the visit will be provided in the coming weeks. Members wishing to take part in the cultural programme 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.

## WORK OF THE ASSOCIATION

The first plenary meeting of the ASGP will begin on **Sunday 12 March at 11am**, the afternoon session will commence at **2.30pm**.

**On Monday 13 March** 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 the afternoon of **Monday 13 March**.

On **Tuesday 14 March** the plenary meeting will commence at **10am** for the morning session and **2.30pm** for the afternoon session.

On **Wednesday 15 March** the plenary meeting will commence at **10am and finish at 12.30**.

The Executive Committee will meet on **Sunday 12 March, Monday 13 March and Wednesday 15 March** at 9am. On **Tuesday 14 March** it will meet at 9.30am.

## COMMUNICATIONS

The draft orders of the day are based on discussions held at the ASGP plenary meeting in Kigali in October 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 17 February**. The Executive Committee reserves the right not to accept proposals that arrive after the deadline has expired.

**It is mandatory that all members presenting a communication orally in Bahrain send the full written text of their communication, in both French and English, in Microsoft Word format, to the secretariat by the 1 March 2023.** These written texts will be published on the [ASGP website](#) ahead of the conference. We also welcome written texts from members who plan to speak in the general debates. This is not mandatory but is helpful for members who do not have English, French or Arabic as a first language as they can read the texts in advance. All members are welcome to make spontaneous contributions during general debates and in response to communications.

I draw your attention to the decision of the Executive Committee, made during the 2016 session in Geneva, that if **written texts of a communication are submitted after the expiry of the deadline it is likely the communication will be postponed to the next meeting which means the member will not be able to present it orally in Bahrain.**

During the session, you are asked **to consult the texts of communications, the agenda 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 presenting a **communication** orally are asked to restrict their spoken remarks to a maximum of **ten minutes**, in order to allow sufficient time for questions.

- Spoken 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**.

## 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, as in Kigali, 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 remote system operates.

## MEMBERSHIP FEES

Under Rule 30(3) of the Association:

*“Each Chamber represented in the Association shall contribute annually to the budget of the Association a sum to be fixed by the Association.”*

Furthermore, under Rule 30(6) the Executive Committee can decide to suspend the right to vote, or membership of the Association, from members or associate members who have not paid membership fees for several years.

At the start of 2023, each member of the Association will receive their membership fee request for 2023. In preparation, please ensure that you have already paid your membership fee for 2022. If not, we ask that you pay for 2022 as soon as possible and, at the very latest, complete the payment before the opening of the session in Manama, Bahrain.

## ELECTIONS

One election for a vacant post of **ordinary members of the Executive Committee** will take place in Bahrain.

**Only members whose subscription payments are up-to-date will be allowed to stand as candidates for election.**

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 meeting on the day 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 all members and placed on the Associations’ website.

## 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](mailto: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](mailto:garvieadamse@parliament.uk) and [ccapon@assemblee-nationale.fr](mailto:ccapon@assemblee-nationale.fr)).

#### **ASGP WEBSITE**

The website ([www.asgp.co](http://www.asgp.co)) has biographies and photographs of all 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](mailto: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**