



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

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8 July 2015

Dear Secretary General,

The Association of Secretaries General of Parliaments will meet in Geneva (Switzerland) between Sunday 18 and Wednesday 21 October 2015.

Venue

As last year, the meeting will take place in the International Conference Centre in Geneva (CICG), 15 rue de Varembe, 1211 Geneva 20, which is very near the Palais des Nations. As usual, participants must register beforehand with the IPU secretariat in order to receive an identity badge to allow access to the various meeting rooms and to have their names on the list of participants.

You will recall that, as this meeting of the ASGP will not be organised or financed by a host Parliament, you will need to make your own transport arrangements between the airport, hotels and the conference centre.

Business

The first plenary sitting will start on Sunday 18 October at 11.00 a.m. Subsequent plenary sittings will be held at 10.00 a.m. and 2.30 p.m.

(Members of the Executive Committee will first meet at 9.30 a.m. on Sunday 18 October.)

If you are minded to present a communication at the meeting, I would be grateful if you would e-mail me a copy in English and French (in Microsoft Word-compatible format) as soon as possible and in any event by Monday 28 September. Please be aware that, if the agenda is full, the Executive Committee may wish to postpone late-arriving communications to a subsequent session. According to guidelines agreed by the Executive Committee, members should aim to present any communications in ten minutes or less, to allow time for discussion and questions. Members should aim to present any contributions to general debates within about five minutes.

During the session you are invited to consult all documents directly on your tablet or computer. In line with decisions taken by the IPU and by the Association itself during the course of previous sessions, the number of paper copies provided will be limited.

Membership and attendance

I would be grateful if you would send me, before the meeting, any changes that you would like to have made to the list of members. I attach an application form for new members.

If you wish to be represented at the meeting by another member of your parliamentary staff, in accordance with the Rules of the Association please make sure that you provide a signed letter to the President of the ASGP naming your substitute. Please send me a fax of this letter, or a scanned e-mail copy to asgp@parliament.uk.

Website

The Association's website (www.asgp.co) has been updated with biographies and photographs of members. If your own page is not up-to-date, please send the missing elements to us at asgp@parliament.uk.

Please do not hesitate to contact me if you require any further assistance relating to the meeting in Geneva or the ASGP in general.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'EK Commander'. The signature is written in a cursive style with a large 'E' and 'K' at the beginning.

Emily Commander
Joint Secretary of the ASGP