



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

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18 January 2016

Dear Secretary General,

The Association of Secretaries General of Parliaments will meet in Lusaka (Zambia) between Sunday 20 and Wednesday 23 March 2016.

Venue

The meeting will take place in the Radisson Blu hotel (The Big Dome), in Lusaka. 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.

Interpretation will be provided in English and French and, thanks to the support of the Association of Secretaries General of Arab Parliaments, also in Arabic.

Business

The first plenary sitting will start on Sunday 20 March at 11.00 a.m. Subsequent plenary sittings will be held at 10.00 a.m. and 2.30 p.m (except on the Monday, which will be given over to a visit to the Kariba Dam).

Members of the Executive Committee will first meet at 9.30 a.m. on Sunday 20 March.

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 Friday 26 February. During the session, and in keeping with the requirements of the UIP and decisions taken by the Executive Committee of the ASGP, you are invited to consult the papers for the meeting on your tablet or computer. The number of paper copies provided will be limited.

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.

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 Lusaka or the ASGP in general.

Yours sincerely,

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

Emily Commander
Joint Secretary of the ASGP