



Secrétariat français :

Alice Lala
Assemblée nationale
126, rue de l'Université
75355 Paris 07 SP, France
Tel : (+33) 1 40 63 69 36
e-mail: ccapon@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) 7801577071
e-mail: garvieadamse@parliament.uk
www.asgp.co

London,
19 December 2025

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 Istanbul, Türkiye from **Thursday 16 April to Sunday 19 April 2026**.

LOCATION AND TRANSPORT

The meetings will take place at the Hilton Istanbul Bomonti Hotel and Conference Centre, where the 152nd Assembly of the Interparliamentary Union (IPU) will take place. We cannot yet confirm the name of the room where the ASGP plenary meetings will take place.

REGISTRATION

As usual, participants must register directly 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.

Registration will open on 26 January 2026 and close on 27 March 2026.

PRACTICAL INFORMATION

Please refer to the [IPU documents](#) online for practical information regarding accommodation, transport, visas and security.

CULTURAL EXCURSION AND PARLIAMENT VISIT

The Grand National Assembly of Türkiye is arranging a cultural programme on Thursday 16 April 2026.

The host parliament is still finalising the programme for the event. Further details will be communicated to you via email in the new year. You will be required to complete and return a registration form in order to participate.

At the Manama session, the Executive Committee decided to **limit to 1 person** (or 2 if one is an interpreter) the number of officials/assistants who are authorised to accompany an ASGP member at formal events.

MEETINGS OF THE ASSOCIATION

The timetable for **plenary meetings** of the ASGP are as follows:

Thursday 16 April	ASGP Cultural Programme (details to be confirmed)
Friday 17 April	Morning session from 11 to 12.30 Afternoon session from 14.30 to 17.30
Saturday 18 April	Morning session from 10 to 12.30 Afternoon session from 14.30 to 17.30
Sunday 19 April	Morning session from 10 to 12.30 Afternoon session from 14.30 to 17.30

The Executive Committee will meet at **9am** on Friday 17 April, Saturday 18 April and Sunday 19 April in the same location as the ASGP main plenary meeting.

Please **consult the agenda, 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**.

INTERPRETATION

As usual, simultaneous interpretation will be provided in the ASGP's official languages of English and French. In addition, the IPU has generously offered to support simultaneous interpretation into Spanish and Arabic at the Istanbul session on a trial basis.

In the New Year, all members will be asked to complete a short survey to give their views on the longer term funding of interpretation into Arabic and Spanish at ASGP meetings.

I would like to draw to your attention that simultaneous interpretation is provided remotely, there are no interpretation booths. If you wish to arrange interpretation into an additional language, please get in contact with the secretariat as soon as possible.

If you wish to speak during the conference, you must use one of the languages for which simultaneous interpretation is provided. **Consecutive interpretation is not permitted at ASGP meetings as it prevents free flowing debate and is too time consuming.** Interventions which do not respect this rule will be refused.

PARTICIPATING IN THE ASGP AGENDA

The ASGP discusses and agrees general debate topics and themes ahead of each conference. The draft agenda for Istanbul was decided at the Autumn meeting in Geneva. All members are welcome to suggest general debate titles or themes for the next meeting.

The ASGP holds two types of General Debate:

- **Open general debate:** a moderator introduces the topic in a 10-minute speech. Afterwards, the debate is opened to the floor and all members can speak spontaneously in response to the topic by raising their hands. Each person may speak for a maximum of 5-minutes.
- **General debate with informal discussion groups:** a moderator introduces the debate in a 10-minute speech. Afterwards, members split into language specific

groups (English, French, Spanish/Portuguese, Arabic) to discuss the topic. Each group nominates a rapporteur who will then present the ideas from their group in a speech to the main plenary.

Members can provide a written contribution in response to a general debate which will be placed on the website. However, these written contributions are not published in the [Constitutional and Parliamentary Review](#), which records only oral proceedings.

In addition to contributing spontaneously to general debates, any member may request to make a 10-minute presentation, known as a communication.

- **Communications:** A **10-minute speech**, known as a communication, on a theme in the agenda or on a topic of your own choice. Presentation of a communication is followed by up to 10-minutes of spontaneous question and answer from colleagues. If space on the agenda is limited, only 1 representative per country will be permitted to present a communication.

HOW TO APPLY TO PRESENT A COMMUNICATION

The **deadline for submitting application to present a communication is Friday 13 March 2026**. The Executive Committee reserves the right not to accept proposals that arrive after the deadline. As there is limited space on the agenda, titles will be accepted on a first come first served basis.

Communication titles should be sent to Elektra Garvie-Adams at (garvieadamse@parliament.uk) and Ms Alice Lala (asgp@assemblee-nationale.fr) using the attached communication application form.

Any member presenting a 10-minute communication in Istanbul must send the written text of their speech, **in both French and English, in Microsoft Word format**, to the secretariat by **Friday 27 March 2026** so it can be published on the ASGP website ahead of the meeting.

If you wish to use a PowerPoint presentation while speaking, please share this with the secretariat ahead of the conference.

I draw your attention to the decision of the Executive Committee, made during the 2016 session in Geneva, that **where written texts are submitted after the expiry of the deadline the presentation 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.

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.”

Under Rule 30(6), the Executive Committee may decide to suspend the right to vote, or suspend the membership, of any members or associate members who have not paid membership fees for several years.

You will receive a request to pay the ASGP membership fees for 2026 in the new year. I would ask you to ensure that this contribution is paid as soon as possible.

ELECTIONS

During the Istanbul conference elections will be held for 1 post as ordinary member of the Executive Committee (to proactively replace Dr Omar Alnuaimi) and 1 post as Vice-President of the Association (to proactively replace Dr Remco Nehmelman). **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 substitute who can proxy vote:

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

The Election Note, published on the website and shared with you via email, sets out in detail the process and rules for the elections.

ATTENDANCE

Please let Daniel Moeller know, before the session, of any changes that you would like to appear in the list of members. New Secretaries General and Deputy Secretaries General are requested to fill out the membership form attached. 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/email addressed to Dr José Pedro Montero, President of the ASGP. The letter should mention the name and position of the person who will act as substitute for you. The letter should be sent via e-mail (to garvieadamse@parliament.uk and asgp@assemblee-nationale.fr).

This letter does not dispense with the need to submit a separate letter, explicitly nominating a substitute to vote on your behalf at ASGP elections.

ASGP WEBSITE

The ASGP website can be found at the following address: <https://asgp.co/>.

All the papers for the Spring conference will appear on the ASGP website here: [Istanbul, Türkiye \(April 2026\) - Welcome to ASGP | ASGP](#)

Please check that the details which appear on your member's profile page on the ASGP website are correct: <https://asgp.co/members>. Finally, please 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 Joint Secretary of the ASGP