



Inter-Parliamentary Union

For democracy. For everyone.

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**INFORMATION SEMINAR ON THE STRUCTURE
AND FUNCTIONING OF THE INTER-PARLIAMENTARY UNION**
(31 May – 3 June 2022, hybrid event)

Office of the
Secretary General

Dear Madam President,
Dear Mr. President,

Every year, the Inter-Parliamentary Union (IPU) organizes an information seminar for parliamentary staff who serve as Secretaries of IPU Groups or are responsible for the relationship of their respective parliaments with the IPU. The seminar is intended to provide them with an opportunity to acquire in-depth knowledge of the IPU, and hence facilitate their work in advising and assisting parliament and its members on all matters relating to the IPU, its programmes and activities, structures and working methods.

If your Parliament recently joined the IPU and is seeking to build a solid base to help its members get to grips with IPU work and activities, if it has just appointed a new Secretary for whom it wishes to receive IPU-specific training, or if it wants to strengthen the professional staff support it already enjoys, I strongly recommend that you consider taking advantage of this programme.

The Information Seminar this year will be a **hybrid event**. Those who wish to participate in-person are welcome to come to IPU Headquarters in Geneva. There will also be an online element for those who are unable to travel. **The Seminar will take place during the week of 31 May to 3 June and will be conducted in French.** The candidates must have a good command of French to be able to follow and fully participate in the proceedings of the Seminar.

You will receive a draft programme at a later stage. In this connection, suggestions of topics of interest to your Parliament are welcome. At our end, we shall make every effort to include in the programme practical tools that may be helpful to the work of your Parliament during the extraordinary circumstances brought about by the pandemic – more at <https://www.ipu.org/parliaments-in-time-pandemic>.

I look forward to hearing from you about whether your Parliament would like to participate in this Seminar. If so, may I invite you to nominate one candidate as soon as possible and no later than 6 May 2022, so that the necessary arrangements can be made in a timely manner. Persons requiring a Swiss visa are kindly advised to register for the Seminar and make an appointment with the [Swiss representative office](#) in their place of residence to submit their visa applications.

Please consult the Swiss authorities website for information on COVID-19 entry requirements ([COVID-19 – Information note for people travelling to Switzerland](#) and [COVID-19 – Information note on Swiss Covid certificate](#)).

Yours sincerely,

Martin Chungong
Secretary General