



Inter-Parliamentary Union

For democracy. For everyone.

# **139<sup>th</sup> ASSEMBLY GUIDEBOOK**

**14 to 18 October 2018**

**Geneva – Switzerland**

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## **OFFICIAL OPENING AND MEETING PLACES**

The 139<sup>th</sup> Assembly will be opened by the President of the Inter-Parliamentary Union, Ms. Gabriela Cuevas Barron, in Room 1 of the *Centre international de Conférences de Genève* (CICG) at its first sitting on Monday, 15 October at 11 a.m.

The plenary sittings of the Assembly and its Standing Committees, as well as the meetings of the IPU Governing Council, the Forum of Women Parliamentarians, the Committee on the Human Rights of Parliamentarians, and the meetings of the Association of Secretaries General of Parliaments (ASGP) will also be held at the *Centre international de Conférences de Genève* and its Annexe building – the CCV.


The meeting of the Sub-Committee on Finance, as well as the first two days of the Executive Committee meetings, will take place at IPU Headquarters.

For admission to the CICG and IPU Headquarters, participants are kindly requested to wear their identity badges. Members of the diplomatic corps attending the Assembly will be admitted to the CICG upon presentation of their UN pass and do not require another badge.


## GENERAL TIMETABLE OF THE 139<sup>th</sup> ASSEMBLY AND RELATED MEETINGS

Geneva, 14 to 18 October 2018

### Thursday, 11 October 2018

 14:30 - 18:00 Sub-Committee on Finance\*  
*Main meeting room, IPU Headquarters*

### Friday, 12 October 2018

 10:00 - 13:00 Executive Committee\*  
15:00 - 18:00 *Main meeting room, IPU Headquarters*

### Saturday, 13 October 2018

09.00 – 19.00 Beginning of Registration  
*Lobby, CICG*

 09.00 – 10.00 Gender Partnership Group\*  
*Main meeting room, IPU Headquarters*

 09.30 – 13.00 Committee on the Human Rights of Parliamentarians\*  
*Salle Lausanne, CCV Annexe building, CICG*

 10.00 – 13.00 Executive Committee\*  
*Main meeting room, IPU Headquarters*

 14.30 – 18.00 Committee on the Human Rights of Parliamentarians\*  
*Salle Lausanne, CCV Annexe building, CICG*

 15.00 - 18.00 Executive Committee\*  
*Main meeting room, IPU Headquarters*

### Sunday, 14 October 2018

 09.00 - 10.00 Bureau of Women Parliamentarians\*  
*Salle Genève, CCV Annexe building, CICG*

 10.00 – 11.30 Group of Facilitators for Cyprus\*  
*Salle Vevey, CCV Annexe building, CICG*

 10.30 – 13.00 **Forum of Women Parliamentarians**  
*Room 2, level 0, CICG*

 10.30 – 13.00 High-Level Advisory Group on Countering terrorism and Violent Extremism\*  
*Salle Genève, CCV Annexe building, CICG*

 11.00 – 13.00 Meeting with the Chairpersons of the Geopolitical Groups\*  
*Room 18, level -1, CICG*

 11.30 – 13.00 Break out Group of the Forum of Women Parliamentarians  
*Rooms 3 & 4, level 0, CICG*

 14.00 - 15.00 Meeting of Advisers and Secretaries to delegations  
*Rooms 5 & 6, level 3, CICG*













 14.30 – 17.30 **Forum of Women Parliamentarians**  
*Room 2, level 0, CICG*

 14.30 – 18.00 Committee on the Human Rights of Parliamentarians\*  
*Salle Lausanne, CCV Annexe building, CICG*

















 15.00 – 18.00 Committee on Middle East Questions\*  
*Room 18, level -1, CICG*

 15.30 – 17.00 Meeting of Presidents of the Standing Committees  
*Salle Genève, CCV Annexe building, CICG*













## Monday, 15 October 2018

	08.00 – 09.00	<b>Assembly Steering Committee*</b> <i>VIP Lounge, level 3, CICG</i>
	09.00 – 10.00	Board of the Forum of Young Parliamentarians* <i>Salle Genève, CCV Annexe building, CICG</i>
	09.00 – 11:00	<b>Governing Council</b> <i>Room 1, level 1, CICG</i>
	09.00 – 13.00	<b>Standing Committee on Sustainable Development, Finance and Trade</b> <ul style="list-style-type: none"><li>- Briefing on the parliamentary contribution to the 2018 UN Climate Change Conference</li><li>- Debate on <i>The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation</i></li></ul> <i>Room 2, level 0, CICG</i>
	09.30 – 13.00	<b>Standing Committee on Democracy and Human Rights</b> Debate on the draft resolution on <i>Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration</i> <i>Rooms 3 &amp; 4, level 0, CICG</i>
<b>ASGP</b>	11.00 – 12.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	11.00 – 13.00	<b>Assembly:</b> Start of the General Debate on the theme <i>Parliamentary leadership in promoting peace and development in the age of innovation and technological change</i> <i>Room 1, level 1, CICG</i>
	11.30 – 13.00	Committee to Promote Respect for International Humanitarian Law* <i>Salle Lausanne, CCV Annexe building, CICG</i>
	14.30 – 16.00	<b>Assembly:</b> General Debate <i>Room 1, level 1, CICG</i>
<b>ASGP</b>	14.30 – 17.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* <i>Salle Lausanne, CCV Annexe building, CICG</i>
	14.30 - 18.30	<b>Standing Committee on Peace and International Security</b> <ul style="list-style-type: none"><li>- Panel discussion on <i>Comprehensive disarmament and non-proliferation</i></li><li>- Panel discussion on <i>Combating sexual violence in UN peacekeeping operations and beyond</i></li></ul> <i>Rooms 3 &amp; 4, level 0, CICG</i>
	14.30 – 18.30	<b>Forum of Young Parliamentarians of the IPU</b> <i>Room 2, level 0, CICG</i>
	16.00 – 18.30	<b>Assembly:</b> <ul style="list-style-type: none"><li>- Decision on the emergency item</li><li>- Followed by continuation of the General debate</li></ul> <i>Room 1, level 1, CICG</i>
	18.30	Reception offered by Switzerland <i>Events area, level 1, CICG</i>






## Tuesday, 16 October 2018

	09.00 – 10.30	Committee on Middle East Questions* <i>Salle Genève, CCV Annexe building, CICG</i>
	09.00 – 13.00	<b>Assembly</b>
	09.00 – 10.00	- Debate on the emergency item, and
	10.00 – 13.00	- Continuation of the General Debate <i>Room 1, level 1, CICG</i>
	09.00 – 10.30	Bureau of the Standing Committee on United Nations Affairs* <i>Room 18, level -1, CICG</i>
	09.00 – 12.00	Advisory Group on Health* <i>Room 15, level -1, CICG</i>
	09.30 – 13.00	Committee on the Human Rights of Parliamentarians* <i>Salle Lausanne, CCV Annexe building, CICG</i>
	09.30 – 13.00	<b>Standing Committee on Democracy and Human Rights</b> Drafting in plenary of the draft resolution on <i>Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration</i> <i>Rooms 3 &amp; 4, level 0, CICG</i>
<b>ASGP</b>	10.00 – 12.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	11.00 – 13.00	Panel discussion: <i>Where do parliaments stand in the fight against sexism and harassment?</i> <i>Room 2, level 0, CICG</i>
	11.00 – 13.00	Panel discussion: <i>The role of Parliaments in combating terrorism and violent extremism</i> <i>Salle Genève, CCV Annexe building, CICG</i>
	13.00 – 14.30	Side event on <i>Legislating on food and nutrition: Lessons learned, challenges and opportunities for parliamentary action</i> <i>Room 18, level -1, CICG</i>
	14.30 – 16.00	Panel discussion: <i>Building bridges between the parliamentary and scientific communities</i> <i>Salle Genève, CCV Annexe building, CICG</i>
	14.30 - 16.00	Bureau of the Standing Committee on Peace and International Security* <i>Salle Lausanne, CCV Annexe building, CICG</i>
<b>ASGP</b>	14.30 – 17.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	14.30 – 18.30	<b>Assembly</b>
	14.30 – 15.00	- General debate
	15.00 – 15.45	- Special session to mark the 70 <sup>th</sup> anniversary of the Universal Declaration on Human Rights
	15.45 – 18.30	- Continuation of the General Debate <i>Room 1, level 1, CICG</i>
	14.30 – 18.30	<b>Standing Committee on Democracy and Human Rights</b> Drafting in plenary of the draft resolution on <i>Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration</i> <i>Rooms 3 &amp; 4, level 0, CICG</i>
	14.30 – 18.30	Possible drafting committee on the emergency item* <i>Room 18, level -1, CICG</i>
	16.30 – 18.00	Bureau of the Standing Committee on Sustainable Development, Finance and Trade* <i>Salle Lausanne, CCV Annexe building, CICG</i>
	16.30 – 18.30	Panel discussion: <i>What can members of parliament do to sort fact from fiction in the age of fake news?</i> <i>Salle Genève, CCV Annexe building, CICG</i>

## Wednesday, 17 October 2018

	09.00 – 10.00	Gender Partnership Group* <i>Salle Genève, CCV Annexe building, CICG</i>
	09.00 – 10.30	Parity debate on <i>Ensuring that children enjoy their rights and grow up protected from violence</i> <i>Room 2, level 0, CICG</i>
	09.00 – 11.00	Bureau of the Standing Committee on Democracy and Human Rights* <i>Salle Lausanne, CCV Annexe building, CICG</i>
	09.30 – 13.00	<b>Assembly:</b> Continuation of the General Debate <i>Room 1, level 1, CICG</i>
<b>ASGP</b>	10.00 – 12.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	10.00 – 13.00	Executive Committee* <i>Salle Genève, CCV Annexe building, CICG</i>
	11.00 – 13.00	<b>Standing Committee on Peace and International Security</b> Expert Hearing on the theme of <i>Non-admissibility of using mercenaries as a means of undermining peace and violating human rights</i> <i>Room 2, level 0, CICG</i>
	11.30 – 13.00	<b>Open session</b> of the Committee to Promote Respect for International Humanitarian Law on <i>Ending Statelessness by 2024 - Pledges, Action and Results</i> <i>Room 18, level -1, CICG</i>
	14.30 – 16.30	<b>Standing Committee on Sustainable Development, Finance and Trade</b> - Panel discussion on "Taking forward the IPU resolution entitled <i>Engaging the private sector in implementing the SDGs, especially on renewable energy</i> " <i>Rooms 3 &amp; 4, level 0, CICG</i>
<b>ASGP</b>	14.30 – 17.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* <i>Salle Lausanne, CCV Annexe building, CICG</i>
	14.30 – 18.30	<b>Assembly</b> - Adoption of the resolution on the emergency item, and - Conclusion of the General Debate <i>Room 1, level 1, CICG</i>
	14.30 – 18.30	<b>Standing Committee on United Nations Affairs</b> Debate <i>Room 2, level 0, CICG</i>
	17.00 – 18.30	<b>Standing Committee on Democracy and Human Rights</b> Adoption of the draft resolution on <i>Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration</i> <i>Rooms 3 &amp; 4, level 0, CICG</i>

## Thursday, 18 October 2018

	08.00 – 10.30	Bureau of Women Parliamentarians* <i>Salle Genève, CCV Annexe building, CICG</i>
	09.30 – 13.00	<b>Governing Council</b> <ul style="list-style-type: none"><li>- Decisions on the human rights of members of parliament, and</li><li>- Reports of specialized meetings</li></ul> <i>Room 1, level 1, CICG</i>
	11.00 – 13.00	Joint IPU-ASGP workshop on <i>How good is parliament at holding government to account? How well am I performing my oversight role?</i> <i>Salle Genève, CCV Annexe building, CICG</i>
	14.30 -	<b>Governing Council</b> <i>Room 1, level 1, CICG</i>
	At the end of the Governing Council	<b>Assembly</b> <ul style="list-style-type: none"><li>- Adoption of resolutions</li><li>- Reports of the Standing Committees</li><li>- Outcome document of the General debate, and</li><li>- Closing sitting</li></ul> <i>Room 1, level 1, CICG</i>

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**Legend:**

Assembly /  
Governing Council



Committees /  
Panel discussions



Other Assembly events,  
including *in camera*  
sessions





## **SEATING ARRANGEMENTS IN MEETING ROOMS**

As usual, lots have been drawn among the delegations participating in the session to determine which will be seated in the first row of the Plenary Hall.

The name of the delegation from the **SEYCHELLES** was drawn, and this delegation has accordingly been placed in the first row, on the left-hand side of the Chair. Other delegations follow in *English alphabetical order*.

Seats shall be allocated to each delegation in conformity with the Rules of the Assembly and of the Governing Council and shall be proportional to the number of parliamentarians in each delegation.

Delegations are reminded that each Member of the IPU shall be represented on the Governing Council by three parliamentarians, provided that its representation includes both men and women. Each representative will then have one vote. A member who is unable to attend may be replaced by another representative, duly authorized for that purpose.

Due to the increasing number of parliamentary delegations attending IPU Assemblies, permanent observers are informed that not all observer nameplates will be placed in the Hall. Every effort will be made to reserve seats at the back of the room for parliamentary organizations and assemblies. Additional seating will be available in the Galleries. When a permanent observer is registered to take the floor in the General Debate, they will be invited to go to the "next speaker" seat at the front of the Hall, just prior to delivering their speech.

The first and last seats of each delegation are marked by a country signboard.

For the Forum of Women Parliamentarians, Standing Committee plenary sessions and other meetings, delegates are invited to collect their country nameplate when entering the room and place it in front of them, clearly visible.

## **AGENDA OF THE ASSEMBLY**

1. Election of the President of the 139<sup>th</sup> Assembly
2. Consideration of requests for the inclusion of an emergency item in the Assembly agenda
3. General Debate on the theme *Parliamentary leadership in promoting peace and development in the age of innovation and technological change*
4. *Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration* (Standing Committee on Democracy and Human Rights)
5. Reports of the Standing Committees on Peace and International Security; Sustainable Development, Finance and Trade; and United Nations Affairs
6. Approval of the subject item for the Standing Committee on Democracy and Human Rights at the 141<sup>st</sup> IPU Assembly and appointment of the Rapporteurs
7. Amendments to the IPU Statutes and Rules

## **AGENDAS OF THE STANDING COMMITTEES**

### Standing Committee on Peace and International Security

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held during the 138<sup>th</sup> IPU Assembly in Geneva (March 2018)
3. Elections to the Bureau of the Standing Committee
4. Panel discussion on the theme *Comprehensive disarmament and non-proliferation*

5. Panel discussion on the theme *Combating sexual violence in UN peacekeeping operations and beyond*
6. Expert hearing on the theme *Non-admissibility of using mercenaries as means of undermining peace and violating human rights*
7. Any other business

#### Standing Committee on Sustainable Development, Finance and Trade

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held on the occasion of the 138<sup>th</sup> IPU Assembly in Geneva (March 2018)
3. Elections to the Bureau of the Standing Committee
4. Parliamentary contribution to the 2018 UN Climate Change Conference
5. Debate on the theme of the draft resolution entitled *The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation*
6. Panel discussion on taking forward the IPU resolution entitled *Engaging the private sector in implementing the SDGs, especially on renewable energy*
7. Any other business

#### Standing Committee on Democracy and Human Rights

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held on the occasion of the 138<sup>th</sup> IPU Assembly in Geneva (March 2018)
3. Preparation of a resolution entitled *Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration*
4. Election of the Vice-President of the Committee
5. Preparations for future Assemblies
6. Any other business

#### Standing Committee on United Nations Affairs

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held on the occasion of the 138<sup>th</sup> IPU Assembly in Geneva (March 2018)
3. Panel discussion on *Would a UN intergovernmental tax body help resolve the outstanding issues of corporate tax evasion?*
4. Panel discussion on *What scope for cooperation between parliaments and the WHO as the leading UN agency for global health?*
5. Elections to the Bureau of the Standing Committee
6. Any other business

## Other events

- Panel discussion on *Where do parliaments stand in the fight against sexism and harassment?*  
16 October, 11.00 – 13.00, Room 2 (level 0)
- Panel discussion on *The role of parliaments in combating terrorism and violent extremism*  
16 October, 11.00 – 13.00, Salle Genève (Annexe building)
- Side event on *Promoting health with focus on nutrition*  
16 October, 13.00 – 14.30, Room 18 (level -1)
- Panel discussion on *Building bridges between the parliamentary and scientific communities*  
16 October, 14.30 – 16.00, Salle Genève (Annexe building)
- Panel discussion on *What can members of parliament do to sort fact from fiction in the age of fake news?*  
16 October, 16.30 – 18.30, Salle Genève (Annexe building)
- Joint IPU-ASGP workshop on *How good is parliament at holding government to account? How well am I performing my oversight role?*  
18 October, 11.00 – 13.00, Salle Genève (Annexe building)

## REGISTRATION OF SPEAKERS AND SPEAKING TIME FOR THE GENERAL DEBATE

Delegations may register at the Speakers' Registration Desk.

Venue	Registration Desk, outside the Plenary Hall (Room 1, first floor)
Opening hours	<ul style="list-style-type: none"><li>• Sunday, 14 October between 11:00 – 18:00</li><li>• Monday, 15 October from 9:00 - 13:00 and from 14:00 to 18:30</li></ul>
Officer in charge	Mr. Ed Cooper
Number of speakers	<ul style="list-style-type: none"><li>• IPU Members &amp; Associate Members: up to 3 speakers*</li><li>• Observers: only 1 speaker**</li></ul> <p>* <i>A third speaker will be registered if they are a young member of parliament (under 45 years of age)</i></p> <p>** <i>According to the decision adopted at the 164<sup>th</sup> session of the Council in Brussels (April 1999). Each programme and organ of the United Nations will be allowed to register one speaker each.</i></p>
Speaking time	<ul style="list-style-type: none"><li>• IPU Members and Associate Members: 7 to 9 minutes per delegation, depending on its composition*** (unless the Assembly Steering Committee decides otherwise)</li><li>• Observers: 3 minutes</li></ul> <p>***<i>(depending on the number of persons registered to speak, the Assembly Steering Committee may decide to reduce speaking time)</i></p>
Segments in the list	The Secretariat will register speakers to the following four segments: <ul style="list-style-type: none"><li>• Presiding Officers</li><li>• First speakers</li><li>• Second speakers</li><li>• Young Parliamentarians (the latter two segments are reserved for Members and Associate Members).</li></ul>
Distribution of speeches	Delegations are kindly invited to submit the texts of official speeches to <a href="mailto:speeches@ipu.org">speeches@ipu.org</a> . As far as possible, the texts of official statements delivered in the General Debate will be published on the Assembly webpage and will be part of the records of the Assembly. Due to technical limitations, only speeches in English, French and Spanish will be posted. Please note that the IPU Secretariat is not in a position to translate the texts of speeches.

Final order of speakers	At 18.00 on Sunday, 14 October, the Secretariat will determine the final order of speakers for each segment by the public drawing of lots (at the speakers' registration desk).
Where to find the list?	The List of Speakers will be available on the official documents' tables located inside the Plenary Hall, at the Documents Distribution Service, as well as on the 139 <sup>th</sup> Assembly web page and App.
Can we register after the drawing of lots?	Speakers registering after the drawing of lots will be added to the list (in their respective categories) in the order in which they have registered, until the Assembly closes the List of Speakers. A revised list containing such additions will be issued at the end of each day.
How to change the order?	Delegates may exchange their place on the list with other speakers. In case of changes, please inform Ms. Anda Filip, Secretary of the Assembly.  Any bilateral arrangements which may be made by delegations to exchange places in the List of Speakers will not lead to a renumbering of the position held by speakers in the list.
Timekeeping	A green light will shine when the speaker commences; when the speaker has only one minute remaining, an orange light will shine; when the speaking time has been used up, a red light will flash.  Second speakers from a delegation may find it useful to consult the timekeepers to ascertain the precise amount of time available to them for their statements.

## ADDITIONAL INFORMATION

### Registration and Information Desk

The Registration and Information Desk is located in the lobby of the CICG and will be open as follows:

- 9.00 to 19.00 on Saturday, 13 October;
- 8.00 to 19.00 from Sunday, 14 to Wednesday, 17 October; and
- 8.00 to 18.00 on Thursday, 18 October.

All participants are requested to register with the Information Desk that will distribute the identity badges.

The provisional List of Delegates will be available for consultation on the IPU website and App. A hard copy can be obtained, upon request, from the Documents Distribution Service. In the afternoon of Monday, 15 October, delegation coordinators and secretaries are kindly requested to collect from the Registration Desk, a document containing information relating to their delegation. Any modifications should be signed by the Head of the delegation and given to Ms. M. Filippin at the Registration Desk not later than 17 October at 12 noon.

As part of the IPU's paper smart policy, the List of Participants is no longer a bilingual document. The information in the list will appear in the language of registration and will include a glossary of terms.

The colour of the identity badges corresponds to the following categories of participants:

	<b><u>Colour</u></b>
Delegates, Members of Parliament	Dark blue
Delegation Secretaries, Advisers	Green
Observers	Grey
ASGP	Brown
Diplomatic Corps	Mauve
IPU Special Guests	Red
Accompanying Persons	Pink
Assembly Secretariat	Sky blue
Public	White
Press	Yellow

For security reasons, admission to the Assembly facilities and to all programme activities will be limited to the persons wearing identity badges received at the time of registration. All participants are therefore requested to wear their identity badges at all times.

### Table of votes at the Assembly

In conformity with Rule 29 of the Assembly Rules, the table indicating the number of votes to which delegations taking part in the session are entitled will be distributed at the opening of the Assembly. Delegates are reminded that votes are allocated in accordance with the provisions of Article 15 of the Statutes, which stipulates as follows:

#### "ARTICLE 15

1. Only delegates present in person shall have the right to vote.
2. The number of votes to which each Member of the IPU is entitled shall be calculated on the following basis:
  - (a) Each Member of the IPU shall have a minimum of ten votes;
  - (b) Each Member of the IPU shall have the following additional number of votes in relation to the population of its country:

From	1	to	5	million	1	vote
				inhabitants:		
From more than	5	to	10	" "	2	votes

"	"	"	10	to	20	"	"	3	"
"	"	"	20	to	30	"	"	4	"
"	"	"	30	to	40	"	"	5	"
"	"	"	40	to	50	"	"	6	"
"	"	"	50	to	60	"	"	7	"
"	"	"	60	to	80	"	"	8	"
"	"	"	80	to	100	"	"	9	"
"	"	"	100	to	150	"	"	10	"
"	"	"	150	to	200	"	"	11	"
"	"	"	200	to	300	"	"	12	"
From	"	"			300	"	"	13	"

- (c) Any delegation composed exclusively of parliamentarians of the same sex shall have a minimum of eight votes (instead of the 10 for mixed delegations) at the Assembly of the Inter-Parliamentary Union. For delegations entitled to a certain number of additional votes, the overall calculation will be made on the basis of eight votes instead of 10.

3. A delegation may split its votes so as to express the diverse views of its members. No one delegate may record more than 10 votes.”

### **Assembly documents**

The Secretary General has overall responsibility for authorizing the circulation of all official documents for the session.

Before the opening of each session, all meeting documents are on the tables inside the meeting rooms. However, in keeping with the decision by the IPU governing bodies to reduce the carbon footprint of the Organization and continue to diminish paper waste, only a limited number of documentation sets will be printed for the various sessions of the Assembly.

Delegates who wish to obtain additional copies of documents posted on the IPU website may use the print-on-demand service available at the Typing Pool and Photocopying Service for delegates (level -1). All documents on the IPU website are also posted on the Assembly App.

The Assembly Journal providing the latest updates on the programme of meetings and other information is available in meeting rooms and at the Information Counter, as well as on the IPU website (<https://www.ipu.org/event/139th-assembly-and-related-meetings/documents>) and Assembly App.

### **Distribution of messages and non-official documentation**

The transmission of messages through the Information Desk is a service made available to delegations with a view to facilitating communications on matters relating to the Assembly and its proceedings.

Delegations that wish to make known to IPU Members their point of view on any question other than those related to the working of the sessions may do so, under their own responsibility, by leaving documentation on tables set aside for this purpose, on the ground floor of the CICG, behind room 3.

### **Results of the Assembly and related meetings**

All Delegations will receive one printed copy of the Results of the 139<sup>th</sup> Assembly. Members of the IPU are also reminded that the different sections of the Brochure are accessible from the IPU website (<http://www.ipu.org>) and can be downloaded in PDF format two weeks after the Assembly.

### **Summary records of the debates**

The Summary Records of the Governing Council, those of the Assembly, and of the four Standing Committees, will be prepared by the Secretariat and posted on the website within three months after the Assembly.

### **Submission and Control of Documents**

Delegations wishing to submit a document on matters relating to the agenda of the Assembly and of the Governing Council of the Inter-Parliamentary Union or transmit any information to the Secretariat of the Assembly (change in their Executive Bureau, contact details, etc.) are requested to do so at this Service, located in Office 224/225 on level 2. The person in charge of this service is Ms. C. Bon.

### **Distribution of Documents**

As usual, working documents will be available to delegates in the various meeting rooms. Additional copies can be obtained from the Documents Distribution Service, located on the ground floor of the CICG. The person in charge of this Service is Mr. A.R. Farzaam.

In keeping with the decision by the IPU governing bodies to reduce the carbon footprint of the Organization and continue to diminish paper waste, only a limited number of documentation sets will be printed for the various sessions of the Assembly.

Delegates who wish to obtain additional copies of documents posted on the IPU website may use the print-on-demand service available at the Typing Pool and Photocopying Service for delegates (level -1). All documents on the IPU website may also be consulted via the Assembly App.

### **Simultaneous Interpretation**

The IPU Secretariat will provide simultaneous interpretation in English, French, Arabic and Spanish at the meetings of all statutory bodies.

Four other interpretation channels have been reserved for Chinese, Japanese, Portuguese and Russian at sittings of the Assembly and the Governing Council, and for some sessions of the Standing Committees. These booths are provided free of charge and may be used by the interpretation teams of these languages. The number of additional booths available in the Plenary Hall is limited. The related costs incurred must be borne by the requesting party. All such requests will be handled on a first-come, first-served basis.

Delegates may use another language provided that they arrange for their speech to be interpreted into one of the IPU's official languages (English and French) by a person designated by them, who will be given access to an interpretation booth. To allow for all necessary arrangements to be made in good time, delegations should contact well in advance the Chief Interpreter (Ms. F. Steinig-Huang) or the English booth interpreters assigned to the meeting at which the speech will be delivered. Moreover, eight copies of the translation of the speech into one of the IPU's official languages should be given to the Chief Interpreter or to the English booth for distribution to the other interpreters.

Official statements delivered in the General Debate are published on the Assembly web page and form part of the official records of the Assembly. All delegations are therefore encouraged to send their statements to [speeches@ipu.org](mailto:speeches@ipu.org). Due to technical limitations, only speeches in English, French and Spanish will be posted.

E-mailing the speech (**a minimum of three hours before it is to be made**), will also help to ensure a high quality of simultaneous interpretation into the other working languages

### **Press Service**

A Press Service will operate throughout the Assembly to answer media enquiries and help facilitate press interviews. The person in charge of this service is Mr. Thomas Fitzsimons, Communications Director, who can be contacted by email at [tf@ipu.org](mailto:tf@ipu.org) or telephone: +41 79 854 31 53. Mr. Fitzsimons will also assist delegations wishing to meet with the press.

Journalists wishing to cover the Assembly must receive accreditation from the Press Service in order to obtain the necessary documentation and identity badges.

### **Social Media**



Get the latest information on the 139<sup>th</sup> IPU Assembly's programme and events by following us on Twitter ([www.twitter.com/ipuparliament](http://www.twitter.com/ipuparliament)). The Assembly's official hashtag is #IPU139.



Photos from the 139<sup>th</sup> Assembly of the IPU will be posted on Flickr ([www.ipu.org/139pics](http://www.ipu.org/139pics)). For information on the official photo bank, please visit the Press Service in the lobby.

### **Informal and bilateral meeting rooms**

On the CICG premises, there are two meeting rooms available for geopolitical and other group meetings, as well as some bilateral meeting rooms. Reservations for the informal meeting rooms are handled by the IPU Registration and Information Desk. Any delegation wishing to reserve a bilateral meeting room may contact Ms. S.-A. Sader through the Registration Desk or by email: [sas@ipu.org](mailto:sas@ipu.org). All reservations are made on a first-come first-served basis.

### **Typing Pool, Photocopying and Print-on-demand Service**

The Typing Pool, Photocopying and Print-on-demand Service for delegates (located on level -1, close to the Internet Corner) is open from 14 to 18 October. Delegates may request additional copies of all documents posted on the IPU website

### **Internet and Wi-Fi access**

Free Internet access for delegates will be available from 13 to 18 October 2018, from 8.30 to 18.30; this service is on level -1 of the CICG. Wi-Fi access to the Internet is also available throughout the building, using the following codes: user name: **ipu139**; password: **ipu139**.

### **Assembly App**

The App is available from the App store on iOS devices and Play Store on Android. Search for "Crowdcompass attendeehub". Once downloaded, open the AttendeeHub app and enter the corresponding Assembly session number, i.e. IPU 139 Assembly. Alternatively, the IPU Secretariat will be pleased to send delegates an invitation by email ([sas@ipu.org](mailto:sas@ipu.org)).

The purpose of the App is to facilitate the online consultation of official IPU documents and to enhance delegates' participation in IPU Assemblies. The hard-coded text of the App is available in English, French, German, Portuguese and Spanish. A user manual in English and French is available on the Assembly web page.

As part of the IPU's ongoing papersmart policy, a new feature under the icon "delegates' services" allows delegations to post the information, usually contained in printed brochures, on the composition of their delegation to the IPU Assembly. Any delegation that wishes to take advantage of this new service should forward the file in pdf format (not more than 10MB) to [sas@ipu.org](mailto:sas@ipu.org).

### **Medical Service**

A first-aid medical service will be available at the CICG (level -1).



## **Prayer Room**

Delegates are informed that Room 9, on level -1 of the CICG, has been reserved as a prayer room.

## **No-smoking policy**

There is a no-smoking policy in effect in all areas of the CICG. Therefore, those delegates wishing to smoke are invited to use the outside areas of the CICG designated for this purpose.

## **Coffee Bar and Cafeteria**

Assembly participants will have access to the coffee bar in the lobby from 13 to 18 October, and to the cafeteria on level 1 of the CICG from 14 to 18 October.

## **STATUTORY BODIES**

### **Assembly of the Inter-Parliamentary Union**

#### President

The Assembly will elect its President at the opening of its proceedings on Monday, 15 October 2018 at 11.00. It is customary for the IPU President to serve as President of IPU Assemblies held in Geneva.

#### Steering Committee

Under Assembly Rule 9, the Steering Committee is composed of the President of the Assembly, the President of the Inter-Parliamentary Union and the Vice-President of the IPU Executive Committee. The Presidents of the Standing Committees may take part in an advisory capacity in the work of the Steering Committee, which is assisted by the IPU Secretary General.

#### Standing Committee - Peace and International Security

President: Mr. J.I. Echániz (Spain)  
Vice-President: Mr. S. Rakhmanov (Belarus)  
Secretary: Ms. Laurence Marzal

#### Standing Committee - Sustainable Development, Finance and Trade

President: Ms. J. Mhlanga (Zimbabwe)  
Vice-President: Ms. W. Bani Mustafa (Jordan)  
Secretary: Ms. Aleksandra Blagojevic

#### Standing Committee - Democracy and Human Rights

President: Mr. A.Y. Desai (India)  
Vice-President: *Vacancy*  
Secretary: Mr. Andy Richardson

#### Standing Committee – United Nations Affairs

President: Mr. J.C. Romero (Argentina)  
Vice-President: *Vacancy*  
Secretary: Ms. Paddy Torsney

### **Governing Council of the Inter-Parliamentary Union**

President: Ms. G. Cuevas Barron (Mexico)

### **Executive Committee**

President: Ms. G. Cuevas Barron (Mexico)  
Vice-President: Mr. K. Kosachev (Russian Federation)

IPU Vice-Presidents:	Ms. Y. Ferrer Gómez (Cuba) Mr. A. Abdel Aal (Egypt) Mr. K. Jalali (Islamic Republic of Iran) Mr. K. Kosachev (Russian Federation)
Members:	Ms. F. Benbadis (Algeria) Mr. R. del Picchia (France) Mr. S. Suzuki (Japan) Ms. A. Habibou (Niger) Mr. A. Lins (Brazil) Ms. M.I. Oliveira Valente (Angola) Mr. K.M. Lusaka (Kenya) Ms. H. Haukeland Liadal (Norway) Mr. Nguyen Van Giau (Viet Nam) Mr. D. McGuinty (Canada) Ms. M. Kiener Nellen (Switzerland)
Ex Officio:	Ms. M. Oloru (Uganda), President of the Board of the Forum of Young MPs <i>Vacancy</i> , President of the Bureau of Women MPs

## **IPU Secretariat**

### Secretary General

Mr. Martin Chungong

### Executive Office

Ms. Stara Ahmidouch, Chief of Staff

Mr. Mokhtar Omar, Senior Adviser to the Secretary General

Ms. Sharon Varturk, Executive Assistant

### Division for Member Parliaments and External Relations

Ms. Anda Filip, Director

Ms. Sally-Anne Sader, Conference Services Officer

Mr. Roberto Rodriguez Valencia, External Relations Officer

#### *Language Services*

Ms. Stara Ahmidouch, Head

Mr. Hervé Compagnon, Senior French Reviser

Ms. Borislava Sasic, English Reviser

#### *Documents Service*

Ms. Catherine Bon, Documents Service Officer

### Office of the Permanent Observer of the IPU to the United Nations

Ms. Paddy Torsney, Head

Mr. Alessandro Motter, Senior Adviser

### Division of Programmes

Ms. Kareen Jabre, Director

#### *Technical Cooperation*

Ms. Norah Babic, Programme Manager

Ms. Laurence Marzal, Programme Officer

Mr. Jonathan Lang, Project Officer

#### *International Development*

Ms. Aleksandra Blagojevic, Programme Manager

Ms. Isabel Obadiaru

*Resource Centre*

Mr. Andy Richardson, Information Specialist  
Ms. Hiroko Yamaguchi, Research and Database Officer  
Ms. Kee Young Seo, Research Officer

*Gender Partnership Programme*

Ms. Zeina Hilal, Programme Officer  
Ms. Mariana Duarte Mützenberg, Programme Officer

*Youth Participation*

Ms. Zeina Hilal, Programme Officer  
Mr. Jonathan Lang, Project Officer

Human Rights Programme

Mr. Rogier Huizenga, Programme Manager  
Ms. Gaëlle Laroque, Programme Officer  
Mr. Akiyo Afouda, Programme Officer, Secretary, Parliamentary Conference on the WTO  
Ms. Boutayna Lamharzi, Consultant

Communications Division

Mr. Thomas Fitzsimons, Director  
Mr. Pieyre-Bernard Castelier, Information Systems Officer  
Ms. Jean Milligan, Consultant  
Ms. Suroor Alikhan, Consultant

Division of Support Services

Ms. Andrée Lorber-Willis, Director  
Mr. Ed Cooper, Senior Finance Officer

*Documents reproduction service*

Mr. Roshid Farzaam, Document Management Assistant

**Assembly responsibilities**

Assembly

Ms. Anda Filip, Secretary  
Ms. Andrée Lorber-Willis  
Mr. Ed Cooper  
Mr. Roberto Rodriguez Valencia

Governing Council

Ms. Stara Ahmidouch, Secretary  
Mr. Akiyo Afouda

Executive Committee

Ms. Stara Ahmidouch, Secretary  
Mr. Akiyo Afouda  
Ms. Sharon Varturk

Sub-Committee on Finance

Ms. Andrée Lorber-Willis, Secretary  
Mr. Ed Cooper

Gender Partnership Group

Ms. Kareen Jabre, Secretary  
Ms. Zeina Hilal  
Ms. Mariana Duarte Mützenberg

Forum and Bureau of Women Parliamentarians

Ms. Zeina Hilal, Secretary  
Ms. Mariana Duarte Mützenberg  
Ms. Brigitte Fillion

Forum of Young Parliamentarians of the IPU

Ms. Zeina Hilal, Secretary  
Mr. Jonathan Lang  
Mr. Roberto Rodriguez Valencia

Committee on the Human Rights of Parliamentarians

Mr. Rogier Huizenga, Secretary  
Ms. Gaëlle Laroque  
Ms. Boutayna Lamharzi

Committee on Middle East Questions

Mr. Martin Chungong, Secretary  
Mr. Mokhtar Omar

Standing Committee - Peace and International Security

Ms. Laurence Marzal, Secretary  
Mr. Jonathan Lang

Standing Committee - Sustainable Development, Finance and Trade

Ms. Aleksandra Blagojevic, Secretary  
Ms. Isabel Obadiaru

Standing Committee - Democracy and Human Rights

Mr. Andy Richardson, Secretary  
Ms. Mariana Duarte Mützenberg

Standing Committee – United Nations Affairs

Ms. Paddy Torsney, Secretary  
Mr. Alessandro Motter

Drafting Committee on the Emergency Item

Ms. Norah Babic, Joint Secretary  
Ms. Hiroko Yamaguchi, Joint Secretary

Committee to Promote and Respect International Humanitarian Law

Ms. Kareen Jabre, Secretary

Media and Press

Mr. Thomas Fitzsimons  
Ms. Jean Milligan  
Ms. Suroor Alikhan

Conference Services

Ms. Sally-Anne Sader

Submission and Control of Documents

Ms. Catherine Bon

Language Services

Ms. Stara Ahmidouch, Head  
Mr. Hervé Compagnion, Senior French Reviser  
Ms. Borislava Sasic, English Translator  
Ms. Frances Steinig-Huang, Chief Interpreter, Head: English, French and Spanish teams  
Mr. Chawki Rayess, Chief Interpreter, Head of the Arabic team

IT Support

Mr. Pieyre-Bernard Castelier

Document Reproduction and Distribution Service

Mr. Roshid Farzaam

Registration and Information Desk

Ms. Marina Filippin

## PRESIDENCY OF THE IPU AND ASSEMBLY SECRETARIAT

When calling from outside the CICG, please use the telephone numbers as indicated hereafter and for calls inside the CICG, please dial the last four digits.

	LOCATION	TELEPHONE
President of the Inter-Parliamentary Union Ms. Gabriela Cuevas Barron	IPU President's Office VIP Lounge (level 3)	022 791 95 00
President's Secretariat: Mr. Juan Diego Beltran Ms. N. Michaud-Chiovetta	Secretariat area outside VIP Lounge (level 3)	022 791 94 27
Secretary General of the Inter-Parliamentary Union Mr. Martin Chungong	Room 12 (level 2)	022 791 96 12
Executive Office Chief of Staff, Ms. Stara Ahmidouch Senior Adviser, Mr. Mokhtar Omar Executive Assistant, Ms. Sharon Varturk	Room 8 (level 2)	022 791 96 08
Directors' Office Ms. Anda Filip, Members and External Relations Ms. Kareen Jabre, Programmes	Office 217 (level 2)	022 791 97 17
Support Services and Finance Ms. Andrée Lorber-Willis, Director Mr. Ed Cooper, Senior Finance Officer	Office 215 (level 2)	022 791 97 15
Communications Mr. Thomas Fitzsimons, Director	Office 212/213 (level 2)	022 791 97 12
French Translation Mr. Hervé Compagnion	Office 221 (level 2)	022 791 97 21
English Translation Ms. Borislava Sasic	Office 219 (level 2)	022 791 97 19
Submission and Control of Documents Officer-in-charge, Ms. Catherine Bon	Office 224/225 (level 2)	022 791 97 24
Interpreters' Room	Office 209 (level 2)	
Distribution of Documents Officer-in-charge, Mr. Roshid Farzaam	Lobby (ground floor)	
Registration and Information Desk Ms. Marina Filippin	Lobby (ground floor)	
Typing pool, Photocopying and Print-on- demand Service for delegates	Office 101 (level -1)	
President of the ASGP Mr. Philippe Schwab	Room 20 (level 3)	022 791 96 20
Joint Secretaries of the ASGP Ms. Emily Commander Ms. Perrine Preuvot	Room 19 (level 3)	022 791 96 19

## **ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS (ASGP)**

### **Timetable**

#### Monday, 15 October 2018

9.30	Executive Committee Room 20 (level 3)
11.00	Plenary sitting Rooms 5 and 6 (level 3)
14.30	Plenary sitting Rooms 5 and 6 (level 3)

#### Tuesday, 16 October 2018

9.30	Executive Committee Room 20 (level 3)
10.00	Plenary sitting Rooms 5 and 6 (level 3)
14.30	Plenary sitting Rooms 5 and 6 (level 3)

#### Wednesday, 17 October 2018

9.30	Executive Committee Room 20 (level 3)
10.00	Plenary sitting Rooms 5 and 6 (level 3)
14.30	Plenary sitting Rooms 5 and 6 (level 3)

### **Governing bodies of the ASGP**

#### Executive Committee

President:	Mr. Philippe Schwab (Switzerland)
Vice-Presidents:	Mr. José Manuel Araújo (Portugal) Mr. Najib El Khadi (Morocco)
Members:	Mr. Allam Ali Jaafar Al-Kandari (Kuwait) Mr. Manohar Prasad Bhattarai (Nepal) Ms. Lydia Kandetu (Namibia) Ms. Jane Lubowe Kibirige (Uganda) Mr. Christophe Pallez (France) Mr. Charles Robert (Canada) Mr. Desh Deepak Verma (India)
<u>Secretariat</u>	Ms. Emily Commander (United Kingdom) Ms. Perrine Preuvot (France)