



Inter-Parliamentary Union

For democracy. For everyone.

**138<sup>th</sup> Assembly  
of the Inter-Parliamentary Union  
24 to 28 March 2018  
Geneva – Switzerland**

**ASSEMBLY GUIDEBOOK**

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## **OFFICIAL OPENING AND MEETING PLACES**

The 138<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 Sunday, 25 March 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 138<sup>th</sup> ASSEMBLY AND RELATED MEETINGS

Geneva, 24 to 28 March 2018

### Wednesday, 21 March 2018


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

### Thursday, 22 March 2018

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


### Friday, 23 March 2018

 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 - 16.30 Executive Committee\*  
*Main meeting room, IPU Headquarters*


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

14.30 – 19.00 Beginning of Registration  
*Lobby, CICG*

 16.30 – 18.00 Working Group on Syria\*  
*Main meeting room, IPU Headquarters*


### Saturday, 24 March 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 Lausanne, CCV Annexe building, CICG*


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


 11.30 – 13.00 Break out Group of the Forum of Women Parliamentarians  
*Salle Genève, CCV Annexe building, CICG*

 11.30 – 13.00 Meeting with the Chairpersons of the Geopolitical Groups \*  
*Room 18, level -1, 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 – 17.30 Advisory Group on Health (**ENGLISH ONLY**)\*  
*Room 15, level -1, 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 – 17.30 Workshop on *Refugee protection: Implementing the Comprehensive Refugee Response Framework - What can parliaments do?*  
*Salle Genève, CCV Annexe building, CICG*















## Sunday, 25 March 2018

	08.00 – 09.00	<b>Assembly Steering Committee*</b> <i>VIP Lounge, level 3, CICG</i>
	08.00 – 09.00	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 – 11.00	Bureau of the Standing Committee on United Nations Affairs* <i>Room 18, level -1, CICG</i>
	09.30 – 12.30	<b>Standing Committee on Peace and International Security</b> Debate on the draft resolution on <i>Sustaining peace as a vehicle for achieving sustainable development</i> <i>Room 2, level 0, CICG</i>
	09.30 – 13.00	<b>Standing Committee on Sustainable Development, Finance and Trade</b> Debate and start of drafting in plenary on the draft resolution on <i>Engaging the private sector in implementing the SDGs, especially on renewable energy</i> <i>Rooms 3 &amp; 4, level 0, CICG</i>
	11.00 – 13.00	<b>Assembly:</b> Start of the General Debate on <i>Strengthening the global regime for migrants and refugees: the need for evidence-based policy solutions</i> <i>Room 1, level 1, CICG</i>
	11.30 – 13.00	Bureau of the Standing Committee on Democracy and Human Rights* <i>Room 18, level -1, CICG</i>
	14.30 – 17.00	<b>Assembly:</b> General Debate <i>Room 1, level 1, CICG</i>
	14.30 – 17.30	<b>Standing Committee on Peace and International Security</b> Drafting in plenary of the resolution on <i>Sustaining peace as a vehicle for achieving sustainable development</i> <i>Room 2, level 0, 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>Forum of Young Parliamentarians of the IPU</b> <i>Rooms 3 &amp; 4, level 0, CICG</i>
	17.00 – 18.30	<b>Assembly:</b> Decision on the emergency item <i>Room 1, level 1, CICG</i>
	18.30	Reception offered by Switzerland <i>Events area, level 1, CICG</i>






## Monday, 26 March 2018

	09.00 – 13.00	<b>Assembly</b>
	09.00 – 10.30	- Debate on the emergency item, and
	10.30 – 13.00	- Continuation of the General Debate <i>Room 1, level 1, CICG</i>
	09:00 – 11.00	Committee to Promote Respect for International Humanitarian Law* <i>Salle Genève, CCV Annexe building, CICG</i>
	09.30 – 12.30	<b>Standing Committee on Peace and International Security</b> Completion of drafting in plenary of the resolution on <i>Sustaining peace as a vehicle for achieving sustainable development</i> <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 to be adopted at the 139 <sup>th</sup> Assembly 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>
	09.30 – 13.00	Committee on the Human Rights of Parliamentarians* <i>Salle Lausanne, CCV Annexe building, CICG</i>
<b>ASGP</b>	11.00 – 12.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	12:45 - 14.15	Interactive session on <i>Ensuring accountability and oversight for adolescent health</i> <i>Room 18, level -1, CICG</i>
	14.30 – 16.30	Bureau of the Standing Committee on Peace and International Security* <i>Room 18, level -1, CICG</i>
<b>ASGP</b>	14.30 – 17.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	14.30 – 18.30	<b>Standing Committee on Sustainable Development, Finance and Trade</b> Drafting in plenary of the resolution on <i>Engaging the private sector in implementing the SDGs, especially on renewable energy</i> <i>Rooms 3 &amp; 4, level 0, CICG</i>
	14.30 – 18.30	<b>Assembly:</b> Continuation of the General Debate <i>Room 1, level 1, CICG</i>
	14.30 – 18.30	Possible drafting committee on the emergency item* <i>Salle Genève, CCV Annexe building, CICG</i>
	17.00 – 18.30	Committee on Middle East Questions* <i>Room 18, level -1, CICG</i>

## Tuesday, 27 March 2018

	09.00 – 10.00	Gender Partnership Group* <i>Salle Genève, CCV Annexe building, CICG</i>
	09.00 – 10.30	Bureau of the Standing Committee on Sustainable Development, Finance and Trade* <i>Salle Lausanne, CCV Annexe building, CICG</i>
	09.00 – 13.00	<b>Standing Committee on United Nations Affairs</b> Debate on <i>Preparations for the 2018 session of the UN High-Level Political Forum (HLPF) on sustainable development</i> <i>Room 2, level 0, CICG</i>
	09.30 – 11.30	<b>Standing Committee on Peace and International Security</b> Adoption of the draft resolution on <i>Sustaining peace as a vehicle for achieving sustainable development</i> <i>Rooms 3 &amp; 4, level 0, CICG</i>
	10.00 – 12.30	Executive Committee* <i>Salle Genève, CCV Annexe building, CICG</i>
<b>ASGP</b>	10.00 – 12.30	ASGP Meeting <i>Rooms 5 &amp; 6, level 3, CICG</i>
	11.00 – 13.00	<b>Assembly:</b> Continuation of the General Debate <i>Room 1, level 1, CICG</i>
	12.00 – 13.00	<b>Forum of Women Parliamentarians:</b> Bureau elections <i>Rooms 3 &amp; 4, level 0, CICG</i>
	14.30 – 15.30	Bureau of Women Parliamentarians* <i>Room 18, level -1, CICG</i>
	14.30 – 16.00	<b>Standing Committee on Sustainable Development, Finance and Trade</b> Adoption of the draft resolution on <i>Engaging the private sector in implementing the SDGs, especially on renewable energy</i> <i>Room 2, 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>
	15.30 – 16.00	<b>Forum of Women Parliamentarians</b> <i>Rooms 3 &amp; 4, level 0, CICG</i>
	16.30 – 18.30	<b>Standing Committee on Democracy and Human Rights</b> Consideration of the proposal for a Debate on <i>The role of parliaments in ending discrimination based on sexual orientation and gender identity, and ensuring respect for the human rights of LGBTI persons</i> <i>Room 2, level 0, CICG</i>
	16.30 – 18.30	Interactive session with regional and other parliamentary assemblies and organizations on the implementation of the Sustainable Development Goals <i>Salle Genève, CCV Annexe building, CICG</i>

## Wednesday, 28 March 2018

	09.00 – 11.00	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 MPs, and</li><li>- Reports of specialized meetings</li></ul> <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>
	14.30 – 16.30	Workshop on <i>The implementation of the Treaty on the Prohibition of Nuclear Weapons</i> <i>Salle Genève, 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 -	<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 **INDONESIA** 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.

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 and Vice-Presidents of the 138<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 *Strengthening the global regime for migrants and refugees: the need for evidence-based policy solutions*
4. Sustaining peace as a vehicle for achieving sustainable development  
(*Standing Committee on Peace and International Security*)
5. Engaging the private sector in implementing the SDGs, especially on renewable energy  
(*Standing Committee on Sustainable Development, Finance and Trade*)
6. Reports of the Standing Committees
7. Approval of the subject items for the Standing Committees on Peace and International Security and for the Standing Committee on Sustainable Development, Finance and Trade at the 140<sup>th</sup> IPU Assembly and appointment of the Rapporteurs
8. 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 on the occasion of the 137<sup>th</sup> IPU Assembly in St. Petersburg (October 2017)
3. *Sustaining peace as a vehicle for achieving sustainable development*
4. Preparations for future Assemblies
5. Elections to the Bureau of the Standing Committee
6. 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 137<sup>th</sup> IPU Assembly in St. Petersburg (October 2017)
3. *Engaging the private sector in implementing the SDGs, especially on renewable energy*
4. Preparations for future Assemblies
5. Elections to the Bureau of the Standing Committee
6. 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 during the 137<sup>th</sup> IPU Assembly in St. Petersburg (October 2017)
3. The next resolution of the Standing Committee: *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. Consideration of proposal for a debate on *The role of parliaments in ending discrimination based on sexual orientation and gender identity, and ensuring respect for the human rights of LGBTI persons*
5. Elections to the Bureau of the Standing Committee
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 at the 137<sup>th</sup> IPU Assembly in St. Petersburg (October 2017)
3. Parliamentary follow-up on the Sustainable Development Goals (SDGs) in preparation for the 2018 session of the United Nations High-level Political Forum (HLPF) on Sustainable Development
4. Panel discussion on the main theme of the 2018 HLPF: *Transformation towards sustainable and resilient societies*
5. Any other business

### **Other events**

- Workshop on *Refugee protection: Implementing the Comprehensive Refugee Response Framework- What can parliaments do?*  
(Saturday, 24 March, 15.30 to 17.30)
- Interactive session on *Ensuring accountability and oversight for adolescent health*, organized in cooperation with the World Health Organization (WHO), and the Partnership for Maternal, Newborn and Child Health (PMNCH)  
(Monday, 26 March, 12.45 to 14.15)
- Interactive session with regional and other parliamentary assemblies and organizations on the implementation of the Sustainable Development Goals.  
(Tuesday, 27 March, 16.30 to 18.30)
- Workshop on *The implementation of the Treaty on the Prohibition of Nuclear Weapons*.  
(Wednesday, 28 March, 14.30 to 16.30)

## 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>• Saturday, 24 March between 11:00 – 18:00</li><li>• Sunday, 25 March 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 2 speakers</li><li>• Observers: only 1 speaker*</li></ul> <p>* 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.</p>
Speaking time	<ul style="list-style-type: none"><li>• IPU Members and Associate Members: 8 minutes per delegation** (unless the Assembly Steering Committee decides otherwise)</li><li>• Observers: 5 minutes</li></ul> <p>** (depending on the number of persons registered to speak, the Assembly Steering Committee may decide to reduce speaking time)</p>
Segments in the list	The Secretariat will register speakers to the following three segments: <ul style="list-style-type: none"><li>• Speakers of Parliament</li><li>• First speakers</li><li>• Second speakers (reserved for delegations of 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 Saturday, 24 March, 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 138 <sup>th</sup> Assembly webpage 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.
Time-keeping	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 time-keepers 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:

- 14.00 to 19.00 on Friday, 23 March;
- 8.00 to 19.00 from Saturday, 24 to Tuesday, 27 March; and
- 8.00 to 18.00 on Wednesday, 28 March.

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 Sunday, 25 March, 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 27 March 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	vote

"	"	"	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; only such documents will be distributed in the meeting rooms.

Before the opening of each plenary session, all relevant documents for the meeting will be found on the tables inside the meeting rooms. Similarly, for Standing Committee meetings, the pertinent documents will be available in the Committee room.

Delegates will also find every day in all meeting rooms and at the Information Counter, as well as on the IPU website (<https://www.ipu.org/event/138th-assembly-and-related-meetings/documents>) and Assembly App, the Journal giving them the latest updates on the programme of meetings and other important information.

### **Distribution of messages and communications**

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 which wish to make known to the Members of the IPU 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 138<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. Delegates will also be able to obtain additional copies from the Documents Distribution Service, located in the Lobby area 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). Moreover, 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.

Delegates may, exceptionally, use other languages than those mentioned above, provided that they arrange for their speech to be interpreted into one of the IPU's official languages (English and French) by a member of their delegation 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 a 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.

Electronic copies of speeches should be e-mailed in PDF format to [speeches@ipu.org](mailto:speeches@ipu.org), a **minimum of three hours before the speech is to be made** so as 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 Ms. Jean Milligan, Communications Officer who can be contacted by email at [jm@ipu.org](mailto:jm@ipu.org) or telephone: +41 79 854 31 53. Ms. Milligan 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 138<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 #IPU138.



Photos from the 138<sup>th</sup> Assembly of the IPU will be posted on Flickr ([www.ipu.org/138pics](http://www.ipu.org/138pics)). For information on the official photo bank, please visit the Press Service in the Lobby.

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

In addition to the two meeting rooms reserved for geopolitical and other group meetings, there are also some bilateral meeting rooms available on the premises of the CICG. 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**

In order to facilitate the work of the delegates, a typing pool, photocopying and print-on-demand service will be available from 24 to 28 March 2018. At this service, delegates may request additional copies of all documents posted on the IPU website, which is located on level -1, close to the Internet Corner.

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

Free Internet access for delegates will be available from 24 to 28 March 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: **ipu138**; password: **ipu138**.

### **Assembly App**

The 138 App was released on 2 March 2018. It can be downloaded from the App store through CrowdCompass (App developer) "Attendee Hub" and look for **IPU 138 Assembly**. Alternatively, the IPU Secretariat will be pleased to send delegates an invitation via email ([sas@ipu.org](mailto:sas@ipu.org)). The hard-coded text of the App is available in English, French, German, Portuguese and Spanish. A short user manual in English and French has been posted on the IPU website and can be obtained, upon request, at the Registration Desk.

The purpose of the App is to facilitate the online consultation of official IPU documents, as part of the IPU's paper smart policy, and to enhance delegates' participation in IPU Assemblies.

Delegates are invited to provide feedback and comments, via the online survey, which will be published at the end of the 138<sup>th</sup> Assembly.

### **Medical Service**

A first-aid medical service will be available at the CICG located on level -1, close to the Internet corner.

### **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 and to the cafeteria on level 1 of the CICG.

## STATUTORY BODIES

### Assembly of the Inter-Parliamentary Union

#### President

The Assembly will elect its President at the opening of its proceedings on Sunday, 25 March 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: Ms. L. Rojas (Mexico)  
Vice-President: Mr. D. Pacheco (Portugal)  
Secretary: Ms. Laurence Marzal

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

President: *Vacancy*  
Vice-President: Mr. A. Cissé (Mali)  
Secretary: Ms. Aleksandra Blagojevic

#### Standing Committee - Democracy and Human Rights

President: Ms. B. Tshireletso (Botswana)  
Vice-President: Ms. S. Koutra-Koukouma (Cyprus)  
Secretary: Mr. Andy Richardson

#### Standing Committee – United Nations Affairs

President: Mr. A. Avsan (Sweden)  
Vice-President: Mr. A.F.I. Al-Mansour (Sudan)  
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)  
Mr. K.M. Lusaka (Kenya)  
Members: Mr. R. del Picchia (France)  
Mr. S. Suzuki (Japan)  
Ms. A. Habibou (Niger)  
Mr. A. Lins (Brazil)  
Ms. M.I. Oliveira Valente (Angola)  
Ms. F. Benbadis (Algeria)  
Mr. Nguyen Van Giau (Viet Nam)  
Mr. D. McGuinty (Canada)  
Ms. H. Haukeland Liadal (Norway)



Ms. M. Kiener Nellen (Switzerland)  
Ms. M. Mensah-Williams (Namibia)  
Ms. M. Osoru (Uganda)

## **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 Compagnion, 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  
Mr. Yong-Hoon Choi, Research Officer (Seconded)

#### *Gender Partnership Programme*

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

Ms. Jean Milligan, Communications Officer  
Mr. Pieyre-Bernard Castelier, Information Systems Officer  
Mr. Will Ramsay, 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  
Ms. Jean Milligan  
Mr. Will Ramsay  
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 of the 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

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## **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.

	<b>LOCATION</b>	<b>TELEPHONE</b>
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: Ms. Hecry Melania Colmenares Parada Ms. N. Michaud-Chiovetta	Secretariat area outside VIP Lounge Level 3	022 791 94 27

	<b>LOCATION</b>	<b>TELEPHONE</b>
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	
Secretary of the Assembly, Director Ms. Anda Filip Head of the IPU Office to the UN Ms. Paddy Torsney	Office 219 Level 2	022 791 97 19
Director of Programmes Ms. Kareen Jabre Programme Officer Ms. Zeina Hilal	Office 218 Level 2	022 791 97 18
Support Services and Finance Ms. Andrée Lorber-Willis, Director Mr. Ed Cooper, Senior Finance Officer	Office 217 Level 2	022 791 97 17
Communications Office Ms. Jean Milligan	Office 212/213 Level 2	022 791 97 12
Secretaries of the Standing Committees Ms. Aleksandra Blagojevic Ms. Laurence Marzal Mr. Andy Richardson	Office 216 Level 2	022 791 97 16
French translation Mr. Hervé Compagnion	Office 222/223 Level 2	022 791 97 22
English translation Ms. Borislava Sasic	Office 220 Level 2	022 791 97 20
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 2	022 791 96 19
Internet Corner for Delegates	Level -1	
Medical Service	Level -1	

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

### **Timetable**

#### Monday, 26 March 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, 27 March 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, 28 March 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-President:	Mr. Najib El Khadi (Morocco)
Members:	Mr. Allam Ali Jaafar Al-Kandari (Kuwait) Mr. José Manuel Araújo (Portugal) Mr. Manohar Prasad Bhattarai (Nepal) Ms. Jane Lubowe Kibirige (Uganda) Mr. Christophe Pallez (France) Ms. Libia Fernanda Rivas Ordoñez (Ecuador) Ms. Claressa Surtees (Australia) Mr. Desh Deepak Verma (India)

<u>Secretariat</u>	Ms. Emily Commander (United Kingdom) Ms. Perrine Preuvot (France)
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