



Inter-Parliamentary Union  
For democracy. For everyone.

# Fourth World Conference of Speakers of Parliament

United Nations Headquarters, New York  
31 August to 2 September 2015



SP-CONF/2015/1-Inf.2  
20 July 2015

## Additional information note

The Fourth World Conference of Speakers of Parliament will be held in the General Assembly Hall at United Nations Headquarters from 31 August to 2 September 2015. The Conference is organized by the Inter-Parliamentary Union (IPU), in close cooperation with the United Nations. All arrangements for the event are being made under the guidance of a Preparatory Committee composed of Speakers of Parliament and members of the IPU Executive Committee.

This note provides additional information about the programme and practical arrangements. All official conference documents, including this note, can be found at: <http://www.ipu.org/splz-e/speakers15.htm>.

### Programme

The Conference will commence at 10 a.m. on 31 August with an opening ceremony, in the presence of the IPU President, the United Nations Secretary-General and the President of the UN General Assembly.

A group photo will be taken at 2.30 p.m. in the General Assembly Hall on the same day.

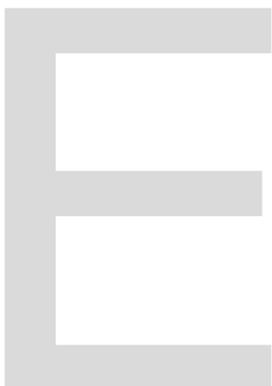
The title of the general debate is *Placing democracy at the service of peace and sustainable development: Building the world the people want*. The debate will run every day from 10 a.m. to 1 p.m. and 3 p.m. to 6 p.m. between 31 August and 2 September.

Conference reports will be presented to help inform the general debate.

There will be two parallel events on Tuesday, 1 September in the Trusteeship Chamber:

- 10 a.m. to 1 p.m.  
Panel discussion entitled *Parliamentary oversight: Challenges and opportunities* (overall theme of the 2016 Global Parliamentary Report)
- 3 p.m. to 6 p.m.  
Panel discussion entitled *Translating the SDGs into action*

An **official cocktail reception** will be hosted by the IPU President on Monday, 31 August at 6.30 p.m., in the General Assembly Visitors' Lobby at the United Nations.



## Participation

Conference participants will include:

### Speakers

Invitations have been extended to the Presiding Officers of all parliaments that are Members of the IPU, as well as of other parliaments of sovereign States that meet the IPU's definition<sup>1</sup> of a national parliament. In the case of bicameral parliaments, invitations have been addressed to the Presiding Officers of both chambers.

### Observers

- Presidents of the main regional and international parliamentary assemblies and organizations (Associate Members of and Permanent Observers to the IPU);
- Heads of Programmes and Agencies of the United Nations system and the WTO;
- Permanent Representatives of Member States to the United Nations in New York.

### Special guests

High-ranking officials of the United Nations and other international figures will be invited to address the Conference on specific topics.

## Size of delegations

The delegation from each Parliament and Associate Member should in principle not exceed six persons or ten in the case of bicameral parliaments. Observer delegations should be composed of no more than two persons.

## Seating arrangements

In the United Nations General Assembly Hall, each delegation will have six seats, three at desks and three immediately behind them, without desks.

Observers will be allotted one seat at a desk and one seat behind.

Additional seating is available in the General Assembly Hall and its galleries for those accompanying delegations.

The country that will be seated in the front row will be determined by the drawing of lots, and all other delegations will follow in English alphabetical order.

## Speaking rights

Presiding Officers of Parliament, Presidents of the official parliamentary organizations that are Associate Members of or Permanent Observers to the IPU, and special guests will be invited to address the Conference.

During the plenary sessions in the General Assembly Hall, each Presiding Officer will be entitled to five minutes' speaking time; where both Presiding Officers from a bicameral parliament wish to address the Conference, each of them will be entitled to speak for four minutes. Presidents of parliamentary organizations will be entitled to three minutes' speaking time.

A list of speakers will be established before the Conference, which will take into account, as far as possible and on a first-come first-served basis, the preferences that delegations have indicated (see first Information Note of 1 March 2015).

---

<sup>1</sup> The Inter-Parliamentary Council, in 1993, defined a parliament as a "national assembly which, according to domestic law, is endowed as a minimum with power to legislate and oversee the Executive".

## Declaration

At the end of the Conference, participants will be invited to adopt a Declaration. The Preparatory Committee has prepared the draft Declaration and submitted it to all parliaments for comments. The draft Declaration is available on the Conference webpage and the deadline for the submission of amendments is 15 August. The Declaration, once adopted by the Speakers' Conference, will be officially presented to the UN Summit in September.

## Documents and speeches

In line with the UN's conservation policy of conducting "paperless" meetings, all official conference documents will be available online for delegations to download and reproduce as needed.

In the General Assembly Hall, each Speaker and Head of Delegation will be given one paper copy of the required documents. Additional copies will be available at the documents counter at the back of the Hall.

As far as possible, the texts of official statements delivered in the plenary will be published on the Conference webpage. 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. Electronic copies of speeches should be emailed in pdf format to [speakers15@ipu.org](mailto:speakers15@ipu.org). To facilitate interpretation, 30 paper copies of each statement, in either English or French, should be delivered to the table to the right of the rostrum in the General Assembly Hall.

The list of speakers for the Conference's general debate will be available on the event's webpage from 15 August. Updates to the list will be posted and distributed every day during the Conference.

## Languages

The plenary sittings of the Conference will have interpretation into all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Speakers addressing the Conference in any other languages will need to supply their own interpreter, who should interpret into one of the six official languages. An additional booth will be available for such interpreters on a rotating basis. In order to receive instructions, interpreters using that booth should contact the UN Conference Officer in the General Assembly Hall 30 minutes before the beginning of the sitting at which they will interpret.

For the panel discussions in the Trusteeship Chamber, there will be interpretation into the four languages customarily used at IPU meetings: Arabic, English, French and Spanish. A booth will also be available, on a rotating basis, for interpretation from any other language. Interpreters using that booth should contact the UN Conference Officer in the General Assembly Hall 30 minutes before the beginning of the sitting at which they will interpret.

## Registration and entry passes into the United Nations compound

The deadline for registrations is **21 August 2015**.

All invited delegations are encouraged to use the IPU online registration system at [www.ipu.org/splz-e/speakers15/online-reg.pdf](http://www.ipu.org/splz-e/speakers15/online-reg.pdf). We advise that only one person be designated as the delegation coordinator and have access to the system.

Should delegations encounter any difficulties, they are requested to contact the IPU registration service at [postbox@ipu.org](mailto:postbox@ipu.org). If a delegation is unable to register online, it may send an e-mail to the same address, or a fax to +41 22 919 41 60 in order to receive a registration form.

A provisional list of participants will be compiled based on registrations received. Delegates will have an opportunity to check the accuracy of this list before the end of the Conference.

Please note that the instructions below also apply to participants in the **10<sup>th</sup> Meeting of Women Speakers** that will be held on 29 and 30 August.

### 1. **Speakers of Parliament and other Heads of Delegation**

Speakers of Parliament will be issued with VIP photo passes.

Deputy Speakers and other Heads of Delegation will be issued with Protocol photo passes.

To request VIP and Protocol passes, each Parliament must contact its Permanent Mission in New York. Parliaments must supply the Mission with a colour photo in jpeg format for each person entitled to such passes. The Mission will request VIP and Protocol passes from the UN Protocol Office and have them available from Friday, 28 August.

Heads of parliamentary organizations attending the Conference should contact the IPU Office in New York ([ny-office@ipu.org](mailto:ny-office@ipu.org)) to obtain UN Protocol passes.

(Note for Mission staff: when requesting VIP and Protocol passes, a letter from the Permanent Mission indicating names, titles, duration of stay and purpose of visit should be sent to the Chief of Protocol before or immediately after the online submission of pass requests).

VIP and Protocol pass holders will not be subject to security screening upon entering the UN compound.

## **2. Other members of Delegations**

All other members of delegations – Members of Parliament, staff and accompanying persons - will be issued non-photo Special Event Passes.

The IPU Office in New York will obtain all Special Event Passes from the UN and make them available from Friday, 28 August. Special Event Passes can be collected from the IPU office on behalf of participants by either parliamentary or Mission staff.

The IPU will have a special pass collection desk located on the ground floor of its offices in New York at 336 East 45th Street (Uganda House). The desk will be open from Friday, 28 August to Monday, 31 August, from 8.30 a.m. to 6 p.m.

Special Event Pass holders will only be able to enter the UN compound through the Visitors' Entrance on 46th Street and 1st Avenue after passing security screening. Special lanes will be opened to expedite screening.

Members of the media should follow the instructions in the Media Section of this note.

Delegates from invited parliamentary organizations should contact the IPU Office in New York to request and collect their passes.

### **Bilateral meeting rooms**

The IPU Secretariat has three rooms available for Speakers' bilateral meetings on level -1 at UN Headquarters and two rooms at Uganda House (a five-minute walk from the UN Headquarters main entrance). These rooms can be reserved, on a first-come first-served basis, for 30-minute slots. Before the Conference begins, bookings can be made through the IPU Secretariat ([postbox@ipu.org](mailto:postbox@ipu.org)). Once the Conference has started, bookings will be handled by the IPU information desk at the United Nations.

Alternatively, there are three open lounges in close proximity to the General Assembly Hall (East, Indonesian and Qatar), which delegations may also use for meetings.

### **Media**

#### **Accreditation**

Members of the media not already accredited to the United Nations will require accreditation and grounds passes to enter the United Nations compound.

To apply for accreditation, members of the media should provide a letter of assignment signed by their editor or bureau chief, and register online at [www.un.org/en/media/accreditation/request.shtml](http://www.un.org/en/media/accreditation/request.shtml).

Official parliamentary photographers and videographers will also require media accreditation. Relevant UN Missions should send an accreditation request on their behalf to the UN's Media Accreditation and Liaison Unit (MALU). Grounds passes for the media should be collected from the United Nations Media Pass and ID Office.

Once inside the building, accredited members of the media can seek further guidance on media coverage from MALU. Further information about the media accreditation process, criteria, and liaison services is available at [www.un.org/en/media/accreditation/](http://www.un.org/en/media/accreditation/)

### **Media reporting**

Accredited print journalists can follow the Conference from the 4th floor gallery of the General Assembly Hall. Visual media (camera crews and photo journalists) will be escorted by MALU staff to booths overlooking the General Assembly Hall.

### **Audio visual coverage**

The first sitting of the Conference plenary on 31 August will be broadcast on United Nations TV and webcast on the United Nations website (<http://webtv.un.org>), to which the IPU website will also be linked. Broadcast media interested in linking to the televised proceedings are requested to read the UNTV Transmission Guide: [www.un.org/en/media/accreditation/pdf/UNTV\\_Transmission\\_Guide.pdf](http://www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf).

### **Press conferences**

A press briefing room will be reserved for interested delegations. Press conferences can also be booked by contacting the Office of the Spokesperson ([mccord@un.org](mailto:mccord@un.org) or (+1) 212-963-7160).

Stake-out areas will be available for the media near the entrance to the General Assembly Hall.

### **Social media and sharing**

Photos of the Conference that can be used without charge or restriction will be uploaded to the IPU Flickr page at the end of each day.

You can take part in or follow the debate and outcomes of the Conference on Twitter using the hashtag [#Speakersconf](https://twitter.com/Speakersconf).

### **IPU communications and contact**

Anyone who wishes to receive IPU press materials should subscribe online.

For further information, please contact Jemini Pandya, Director of Communications on +41 79 217 3374 or [jep@ipu.org](mailto:jep@ipu.org).

### **Entry visas into the United States of America**

All delegates must have valid visas for entry into the United States of America. As the visa application process may be lengthy, delegations have been encouraged to submit applications as soon as possible.

### **Security**

Security at UN Headquarters is the responsibility of the United Nations and, as an international organization with privileges and immunities, the UN applies its own regulations. One such regulation obliges all delegates, staff and visitors to the complex to display their identity badges visibly at all times while on United Nations premises. As a general rule, only UN security officers are allowed to carry weapons on UN premises. Any exception, including host country law enforcement agencies, must be authorized by the Chief of the Security and Safety Service. Persons accompanied by an armed security detail are required to contact the Special Services Unit of the Security and Safety Service for the necessary authorization and to coordinate access.