



Sixth Annual Meeting of Women Speakers of Parliament

Women Speakers take action on maternal, child and newborn health

Bern, 16-17 July 2010

organized by the Swiss Parliament and the Inter-Parliamentary Union



ADDITIONAL EXPLANATORY NOTE

*This Note provides additional information regarding
the programme and practical arrangements.*

Schedule of the meeting

On Friday, 16 July, the Meeting will sit from 10 a.m. to 12 noon and from 2 to 5 p.m. The proceedings will begin with an opening ceremony, in the presence of the Speaker of the Swiss National Council and of the President of the Inter-Parliamentary Union. The opening ceremony will be followed by a keynote address. A group photo of the Speakers will be taken at 1.45 p.m. in front of the Parliament building.

On Saturday, 17 July, the meeting will convene from 9:30 a.m. to 1 p.m.

The Meeting will take place in the Swiss Parliament.

Receptions

Friday, 16 July

- 1 p.m. Luncheon hosted by the Swiss Parliament
(Restaurant Galerie des Alpes, Swiss Parliament)
- 7.30 p.m. – 10.30 pm
Reception in Interlaken (Hotel Victoria-Jungfrau) given by the Speaker of the National Council and the Speaker of the Council of States
Transport for delegates staying in Interlaken will be arranged. Departure will be immediately after the end of the Meeting.
Departure of the buses for the delegates staying in a Hotel in Bern is at 6.45 p.m. in front of the Swiss Parliament.

Saturday, 17 July

- 1 p.m. Luncheon hosted by the Swiss Parliament
(Restaurant Galerie des Alpes, Swiss Parliament)

Participation

The Meeting will include the following categories of participants and observers:

Participants

Women Presiding Officers of all national parliaments are invited. In the case of bicameral Parliaments, women Presiding Officers of each chamber are invited. The Women Speakers of regional parliamentary assemblies that are Associate Members of the IPU are also invited.

Observers

Representatives of UNICEF, UNIFEM, WHO, UNDAW, PNMCH.

Seating arrangements

Each delegation will be allotted four seats. Delegations composed of both Speakers from bicameral parliaments will be allotted eight seats. Additional seating is available in the room and the galleries of the Chamber for persons accompanying parliamentary delegations.

Observer delegations, which should be composed of no more than two persons, will be allotted two seats.

Speaking rights

Only Women Speakers of parliaments (and in the case of bicameral parliaments, the Speakers of both chambers if they are women), Presidents of the official parliamentary assemblies that are Associate Members of the IPU and guest speakers will be invited to address the meeting.

Each Speaker of parliament shall be entitled to five minutes' speaking time. In instances where both Speakers from a bicameral parliament wish to address the Meeting, each of them will be entitled to speak for four minutes.

The Presidents of official parliamentary assemblies that are Associate Members of the IPU shall be entitled to five minutes' speaking time.

Observers will be able to intervene once the Speakers' requests to take the floor have been exhausted.

No list of speakers will be drawn up in advance. After an agenda item has been introduced, the floor will be open to participants for questions and comments. Participants will be able to indicate their wish to take the floor by completing the registration form they will find on their desks and handing it to the ushers who will pass them on to the Chair of the Meeting.

There will be no PowerPoint facilities.

Expected outcome

At the close of the meeting, a brief concluding document will be issued. It will contain a summary of conclusions and recommendations of the meeting.

Languages

Simultaneous interpretation will be provided into and from English, French, Spanish and Russian; consecutive interpretation will be provided for Arabic.

Speakers addressing the meeting in any other language will need to have their individual statements translated into one of the above official languages and should provide his or her own interpreter. The interpreter should contact a member of the Meeting staff 30 minutes before the beginning of the sitting in order to receive appropriate instructions.

Identity badges for the meeting

All persons who have officially registered to participate in the meeting will receive accreditation through the meeting Secretariat and be given an identity badge. Badges will be available for collection as of 8.30 a.m. on Friday, 16 July, at the Registration and Information counter, in the Lobby of the main entrance of the Swiss Parliament. Members of the diplomatic corps wishing to pick up the badges on behalf of their parliament's delegation should bring with them an official authorization from the delegation so that they can receive the badges.

Delegates are kindly informed that they should only enter the Swiss Parliament from the main entrance on Parliament Square. Participants are requested to present a valid form of identification. For security reasons, these badges should be worn at all times.

Registration and Information counter

A Registration and Information counter will be set up in the Lobby of the main entrance to the Swiss Parliament building and will be open as follows:

- 8.30 a.m. – 5 p.m. on Friday, 16 July 2010;
- 8.30 a.m. – 1 p.m. on Saturday, 17 July 2010.

All other information (reservation of informal and bilateral meeting rooms, messages and documentation in delegates' pigeon holes, etc.) can be obtained at the Registration and Information counter. A full set of Meeting documents, including invitations to official functions, will be delivered to the delegates' hotel rooms prior to the opening of the Meeting.

Delegations will also receive a provisional List of Participants. Any modification to be made to this list should be handed in at the Registration and Information counter as soon as possible.

Facilities

Facilities at Swiss Parliament will include an office for delegates equipped with computers and photocopiers, a cafeteria and an office for IPU staff. The Swiss Parliament's restaurant will provide lunch for the delegates.

Media

The access to the meeting hall will be limited to official delegates only. However, an area is reserved in the galleries for accredited journalists and TV crews. Photographers and camera crews registered as members of their parliament's delegation will be permitted to film in the meetings.

Welcome service

The Permanent Missions in Geneva and, where necessary, the Embassies in Bern are advised to request welcome facilities for Speakers of Parliament (high-ranking personalities or VIPs) upon arrival and departure, in keeping with usual practice. Welcome facilities will be limited to one or two high-ranking personalities and five accompanying persons. The diplomatic representations are kindly invited to liaise with the VIP-services at the Swiss airports in order to finalize arrival and departure details.

Participants from States which do not have diplomatic representation in Switzerland are asked to send to the IPU Secretariat the detailed flight itinerary of their Speaker so that the information can be duly transmitted to the Protocol service at Geneva international airport, which will make the necessary arrangements for the Speaker's arrival.

There will also be an IPU Information counter in the Arrivals Hall of Geneva airport to assist those delegates that do not have access to the VIP Lounge.

Transport

The Permanent Missions and/or the Embassies in Bern are kindly requested to welcome their respective delegations and provide them with ground transfers to their destination. **Those Parliaments whose States that do not have diplomatic representation in Switzerland are kindly asked to notify the IPU Secretariat.**

During the Meeting, a shuttle service to and from the hotels in Interlaken, the Meeting venue and social event locations will be available.

IMPORTANT REMINDER: Immigration formalities - visas

Switzerland is an associate member of the Schengen Agreement and is part of the Schengen area. For those persons who require a visa, the Swiss authorities can issue a visa for a maximum stay of three months, which is generally valid for the entire Schengen area.

Schengen regulations impose longer deadlines for the issuance of a visa. That is why delegations are requested to submit their applications **before 15 June 2010**.

The Swiss authorities will endeavour to process applications as soon as possible but cannot guarantee that visas will be issued in cases of late applications.

Security

Security at the Federal Parliament falls within the purview of the competent federal and cantonal authorities in charge of security.

Persons accompanied by armed security detail are kindly asked to apply to the Swiss authorities for a permit to carry weapons in keeping with the usual procedure.

Contact persons

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