



## Seventh Annual Meeting of Women Speakers of Parliament: Taking Action to Make Parliaments Gender-Sensitive

Islamabad, 15-17 November 2011  
*Organized by the National Assembly of Pakistan and the Inter-Parliamentary Union*



### GENERAL INFORMATION NOTE

**This Note provides information about the Meeting and related arrangements**

#### General Information

The Seventh Meeting of Women Speakers of Parliament, organized by the Inter-Parliamentary Union and the National Assembly of Pakistan, will be held from 15 November to 17 November 2011.

#### 1. VENUE

The Meeting will be held at **Islamabad Serena Hotel** (Khayaban-e-Suharwardy, Opposite Convention Center, Islamabad).

#### 2. PARTICIPATION

Women Speakers of Parliament of all National Parliaments are invited. In the case of bicameral parliaments, Women Presiding Officers of each chamber are invited. Women Speakers of regional parliamentary Assemblies that are Associate Members of the IPU are also invited.

The size of the delegation from each parliament and associate Member should not exceed six persons (10 persons in the case of bicameral Parliaments).

Observer delegations should be composed of no more than two persons.

#### 3. ORGANIZATION OF PROCEEDINGS

Participants are invited to arrive by 15 November. The Opening Ceremony will be held from 5 to 6 p.m. and will be followed by a dinner hosted by the President of the National Assembly of Pakistan. On 16 November, debates will start at 9:30 a.m. and last until 5:15 p.m. On 17 November, the final session will start at 9:30 a.m. The Concluding Session of the Meeting will end at 1 p.m. A draft agenda can be found in annex.

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

In order for the participants to benefit from each other's experience and set the tone for an interactive debate, each woman Speaker is invited to make a five-minute presentation under the agenda theme of her choosing. Participants are invited to indicate the agenda item they wish to make a presentation under by filling in the relevant section of the registration form.

Once presentations are made, the floor will be open for debate.

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

#### 4. 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.

#### 5. DOCUMENTS

Written texts of the presentations will be distributed to participants as they become available. The Meeting Secretariat will strive to make these documents available in the Meeting's official languages.

To the extent possible and for the information of participants, the IPU Secretariat will make available background documentation relevant to the issues under discussion.

Participants wishing to distribute to their colleagues relevant documentation will be required to provide it in sufficient quantities and put it on a table set aside for that purpose.

## **6. LANGUAGES**

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Simultaneous interpretation will be provided into and from English, French and Spanish.

Two additional interpretation booths will be available for Speakers addressing the meeting in any other language. They should provide their own interpreter; the additional booths will be reserved upon first come-first served basis. These interpreters should contact a member of the Meeting staff ahead of time. If at all possible, individual statements written in languages other than the official ones should be translated and given to the IPU Secretariat for distribution.

## **7. SEATING ARRANGEMENTS**

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

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

## **8. REGISTRATION**

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Invited parliaments are requested to send their list of participants attending the seminar **not later than 30 September 2011** using the enclosed Registration form, to the following addresses:

### **Contact/Address in Pakistan:**

**Syed Munawar Abbas**

Chief Coordinator

7<sup>th</sup> Meeting of the Women Speakers

Additional Secretary

National Assembly Secretariat

Parliament House

Islamabad,

Pakistan

Tel: +92 51 910 3171

Fax: + 92 51 922 2297

E-mail: [ir.wing@na.gov.pk](mailto:ir.wing@na.gov.pk)

### **CC:**

**Inter-Parliamentary Union**

5 chemin du Pommier

case postale 330

1218 Grand-Saconnex

Geneva

Switzerland

Tel: +41 22 919 41 50

Fax: +41 22 919 41 60

E-mail: [postbox@mail.pu.org](mailto:postbox@mail.pu.org)

## **9. BIODATA**

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Invited parliaments are requested to send CVs of their respective participants attending the Meeting **no later than 30 September 2011** using the enclosed CV form.

## **10. HOTEL ACCOMMODATION AND RESERVATIONS**

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The Host Group has made block bookings at the following hotels:

### **Islamabad Serena Hotel**

Address:

Khayaban-e-Suharwardy  
Opposite Convention Center  
Islamabad  
Pakistan

Tel: +92-51-287 4000 / 2005000 / 287 1100/ 111-133-133

Fax: +92-51-2871100 / 2871091

Email: [shahid.hussain@serena.com.pk](mailto:shahid.hussain@serena.com.pk);  
[dsish@serena.com.pk](mailto:dsish@serena.com.pk)

Website: [www.serenahotels.com](http://www.serenahotels.com)

### **Holiday Inn, Islamabad**

Address:

Municipal Road  
Main Civic Centre  
Markaz G-6  
Islamabad  
Pakistan

Tel: +92-51-282 7311-20, 111 273 273

Fax: +92-51-227 3273

Email: [info@islamabadhotel.com.pk](mailto:info@islamabadhotel.com.pk)

Website: [www.islamabadhotel.com.pk](http://www.islamabadhotel.com.pk)

Participants are kindly requested to complete the hotel registration form and return it not later than 30 September 2011.

Reservations received after this date cannot be guaranteed and will be subject to availability. Reservations will be dealt with on a first-come first-served basis. Participants are asked to settle their bill directly with the hotel.

## **12. ARRIVAL AND DEPARTURE**

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In order to ensure an efficient reception service, all participants are kindly requested to provide the necessary arrival and departure information, including dates, flight numbers and arrival and departure times on the hotel reservation form.

The competent services of the National Assembly of Pakistan will welcome delegates upon their arrival at the Islamabad International Airport, and arrange their ground transfers to and from the airport. They will also provide transfers for delegates between their hotels and the official seminar venue and related events.

## **13. VISAS**

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Entry visas are required except for citizens of countries, which have visa exemption agreements with Pakistan.

For delegates from countries where there are no Pakistani diplomatic / consular missions, visas will be issued upon arrival at the Islamabad International Airport. In such cases, delegates are kindly requested to send via e mail a scanned (color) copy of their passport indicating its number, as well as flight details (name of airline and the date/time of arrival at Islamabad), in order to facilitate their entry into Pakistan.

Please note that this arrangement is applicable only for entering and leaving Pakistan. For travels routed through other countries, delegates must make their own arrangements to comply with the immigration requirements of transit countries.

## **14. MEDICAL FACILITIES**

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During the meeting, first aid facilities will be provided at the venue. All other medical facilities and prescriptions will be at the participants' own expense.

## **15. REGISTRATION AND INFORMATION DESK**

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A registration and information desk will be provided at the meeting venue from 15 to 17 November. It shall operate from 8:30 a.m. to 6:30 p.m. for the duration of the meeting.

Participants are kindly requested to register with this service as soon as possible after their arrival. It will issue identity badges, deal with enquires concerning the seminar and handle messages and mail.

## **16. SECURITY**

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All necessary security measures will be taken by the national authorities. Participants are required to wear their identity badges at all times when they are at the seminar venue and at all official functions during the seminar.

Persons accompanied by armed security are requested to apply to the Ministry of Interior through the Ministry of Foreign Affairs for a permit to carry weapons.

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**17. WEATHER CONDITIONS**

The average minimum and maximum temperature in November are 19.7 C and 32 C and the average rainfall will be 37.3 mm.

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**18. CURRENCY REGULATIONS**

In August 2011, the exchange rate was about Rs. 86.30= US\$ 1.

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**19. PRESS**

Access to the Meeting Hall will be restricted to official delegates only. A Media Centre has, however, been specially established at the venue and an area has been 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.

Journalists wishing to cover the meeting are requested to obtain accreditation from the Host Parliament.

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**20. TRANSPORT**

During the Meeting, a shuttle service to and from the hotels and the Meeting venue and social event locations will be arranged by the Parliament of Pakistan.

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**21. OTHER SERVICES**

The following services will be available to participants in the seminar venue:

- Bureau de change
- Cyber café
- Stenographic assistance
- Photography

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**22. RECEPTIONS**

The Speaker of the National Assembly is hosting a dinner for all participants on 15 November 2011, from 7:30 to 10:30 p.m. The program of any additional social events will be communicated to participants in due course.