138th 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 138th 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 138th Assembly and Related Meetings

**Geneva, 24 to 28 March 2018**

## Wednesday, 21 March 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>14:00 - 18:00</td>
<td>Sub-Committee on Finance*</td>
<td>Main meeting room, IPU Headquarters</td>
</tr>
</tbody>
</table>

## Thursday, 22 March 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 - 13:00</td>
<td>Executive Committee*</td>
<td>Main meeting room, IPU Headquarters</td>
</tr>
<tr>
<td>15:00 - 18:00</td>
<td>Executive Committee*</td>
<td>Main meeting room, IPU Headquarters</td>
</tr>
</tbody>
</table>

## Friday, 23 March 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00 – 10.00</td>
<td>Gender Partnership Group*</td>
<td>Main meeting room, IPU Headquarters</td>
</tr>
<tr>
<td>09.30 – 13.00</td>
<td>Committee on the Human Rights of Parliamentarians*</td>
<td>Salle Lausanne, CCV Annexe building, CICG</td>
</tr>
<tr>
<td>10.00 – 13.00</td>
<td>Executive Committee*</td>
<td>Main meeting room, IPU Headquarters</td>
</tr>
<tr>
<td>14.30 - 16.30</td>
<td>Executive Committee*</td>
<td>Main meeting room, IPU Headquarters</td>
</tr>
<tr>
<td>14.30 – 18.00</td>
<td>Committee on the Human Rights of Parliamentarians*</td>
<td>Salle Lausanne, CCV Annexe building, CICG</td>
</tr>
<tr>
<td>14.30 – 19.00</td>
<td>Beginning of Registration</td>
<td>Lobby, CICG</td>
</tr>
<tr>
<td>16.30 – 18.00</td>
<td>Working Group on Syria*</td>
<td>Main meeting room, IPU Headquarters</td>
</tr>
</tbody>
</table>

## Saturday, 24 March 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00 - 10.00</td>
<td>Bureau of Women Parliamentarians*</td>
<td>Salle Genève, CCV Annexe building, CICG</td>
</tr>
<tr>
<td>10.00 – 11.30</td>
<td>Group of Facilitators for Cyprus*</td>
<td>Salle Lausanne, CCV Annexe building, CICG</td>
</tr>
<tr>
<td>10.30 – 13.00</td>
<td><strong>Forum of Women Parliamentarians</strong></td>
<td>Room 2, level 0, CICG</td>
</tr>
<tr>
<td>11.30 – 13.00</td>
<td>Break out Group of the Forum of Women Parliamentarians</td>
<td>Salle Genève, CCV Annexe building, CICG</td>
</tr>
<tr>
<td>11.30 – 13.00</td>
<td>Meeting with the Chairpersons of the Geopolitical Groups *</td>
<td>Room 18, level -1, CICG</td>
</tr>
<tr>
<td>14.00 - 15.00</td>
<td>Meeting of Advisers and Secretaries to delegations</td>
<td>Rooms 5 &amp; 6, level 3, CICG</td>
</tr>
<tr>
<td>14.30 – 17.30</td>
<td><strong>Forum of Women Parliamentarians</strong></td>
<td>Room 2, level 0, CICG</td>
</tr>
<tr>
<td>14.30 – 17.30</td>
<td>Advisory Group on Health <em>(ENGLISH ONLY)</em></td>
<td>Room 15, level -1, CICG</td>
</tr>
<tr>
<td>14.30 – 18.00</td>
<td>Committee on the Human Rights of Parliamentarians*</td>
<td>Salle Lausanne, CCV Annexe building, CICG</td>
</tr>
<tr>
<td>15.00 – 18.00</td>
<td>Committee on Middle East Questions*</td>
<td>Room 18, level -1, CICG</td>
</tr>
<tr>
<td>15.30 – 17.30</td>
<td>Workshop on Refugee protection: Implementing the Comprehensive</td>
<td>Salle Genève, CCV Annexe building, CICG</td>
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<tr>
<td></td>
<td>Refugee Response Framework - What can parliaments do?</td>
<td></td>
</tr>
</tbody>
</table>
Sunday, 25 March 2018

08.00 – 09.00  Assembly Steering Committee*
                  VIP Lounge, level 3, CICG

08.00 – 09.00  Board of the Forum of Young Parliamentarians*
                  Salle Genève, CCV Annexe building, CICG

09.00 – 11.00  Governing Council
                  Room 1, level 1, CICG

09.00 – 11.00  Bureau of the Standing Committee on United Nations Affairs*
                  Room 18, level -1, CICG

09.30 – 12.30  Standing Committee on Peace and International Security
                  Debate on the draft resolution on Sustaining peace as a vehicle for achieving sustainable development
                  Room 2, level 0, CICG

09.30 – 13.00  Standing Committee on Sustainable Development, Finance and Trade
                  Debate and start of drafting in plenary on the draft resolution on Engaging the private sector in implementing the SDGs, especially on renewable energy
                  Rooms 3 & 4, level 0, CICG

11.00 – 13.00  Assembly: Start of the General Debate on Strengthening the global regime for migrants and refugees: the need for evidence-based policy solutions
                  Room 1, level 1, CICG

11.30 – 13.00  Bureau of the Standing Committee on Democracy and Human Rights*
                  Room 18, level -1, CICG

14.30 – 17.00  Assembly: General Debate
                  Room 1, level 1, CICG

14.30 – 17.30  Standing Committee on Peace and International Security
                  Drafting in plenary of the resolution on Sustaining peace as a vehicle for achieving sustainable development
                  Room 2, level 0, CICG

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

14.30 – 18.30  Forum of Young Parliamentarians of the IPU
                  Rooms 3 & 4, level 0, CICG

17.00 – 18.30  Assembly: Decision on the emergency item
                  Room 1, level 1, CICG

18.30  Reception offered by Switzerland
                  Events area, level 1, CICG
Monday, 26 March 2018

09.00 – 13.00 Assembly
- Debate on the emergency item, and
- Continuation of the General Debate
  Room 1, level 1, CICG

09:00 – 11.00 Committee to Promote Respect for International Humanitarian Law*
  Salle Genève, CCV Annexe building, CICG

09.30 – 12.30 Standing Committee on Peace and International Security
  Completion of drafting in plenary of the resolution on Sustaining peace as a vehicle for achieving sustainable development
  Room 2, level 0, CICG

09.30 – 13.00 Standing Committee on Democracy and Human Rights
  Debate on the draft resolution to be adopted at the 139th Assembly on Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration
  Rooms 3 & 4, level 0, CICG

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

ASGP 11.00 – 12.30 ASGP Meeting
  Rooms 5 & 6, level 3, CICG

12:45 - 14.15 Interactive session on Ensuring accountability and oversight for adolescent health
  Room 18, level -1, CICG

14.30 – 16.30 Bureau of the Standing Committee on Peace and International Security*
  Room 18, level -1, CICG

ASGP 14.30 – 17.30 ASGP Meeting
  Rooms 5 & 6, level 3, CICG

14.30 – 18.30 Standing Committee on Sustainable Development, Finance and Trade
  Drafting in plenary of the resolution on Engaging the private sector in implementing the SDGs, especially on renewable energy
  Rooms 3 & 4, level 0, CICG

14.30 – 18.30 Assembly: Continuation of the General Debate
  Room 1, level 1, CICG

14.30 – 18.30 Possible drafting committee on the emergency item*
  Salle Genève, CCV Annexe building, CICG

17.00 – 18.30 Committee on Middle East Questions*
  Room 18, level -1, CICG
Tuesday, 27 March 2018

09.00 – 10.00 Gender Partnership Group*
   Salle Genève, CCV Annexe building, CICG

09.00 – 10.30 Bureau of the Standing Committee on Sustainable Development, Finance and Trade*
   Salle Lausanne, CCV Annexe building, CICG

09.00 – 13.00 Standing Committee on United Nations Affairs
   Debate on Preparations for the 2018 session of the UN High-Level Political Forum (HLPF) on sustainable development
   Room 2, level 0, CICG

09.30 – 11.30 Standing Committee on Peace and International Security
   Adoption of the draft resolution on Sustaining peace as a vehicle for achieving sustainable development
   Rooms 3 & 4, level 0, CICG

10.00 – 12.30 Executive Committee*
   Salle Genève, CCV Annexe building, CICG

ASGP

10.00 – 12.30 ASGP Meeting
   Rooms 5 & 6, level 3, CICG

11.00 – 13.00 Assembly: Continuation of the General Debate
   Room 1, level 1, CICG

12.00 – 13.00 Forum of Women Parliamentarians: Bureau elections
   Rooms 3 & 4, level 0, CICG

14.30 – 15.30 Bureau of Women Parliamentarians*
   Room 18, level -1, CICG

14.30 – 16.00 Standing Committee on Sustainable Development, Finance and Trade
   Adoption of the draft resolution on Engaging the private sector in implementing the SDGs, especially on renewable energy
   Room 2, level 0, CICG

ASGP

14.30 – 17.30 ASGP Meeting
   Rooms 5 & 6, level 3, CICG

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

14.30 – 18.30 Assembly
   - Adoption of the resolution on the emergency item, and
   - Conclusion of the General Debate
   Room 1, level 1, CICG

15.30 – 16.00 Forum of Women Parliamentarians
   Rooms 3 & 4, level 0, CICG

16.30 – 18.30 Standing Committee on Democracy and Human Rights
   Consideration of the 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
   Room 2, level 0, CICG

16.30 – 18.30 Interactive session with regional and other parliamentary assemblies and organizations on the implementation of the Sustainable Development Goals
   Salle Genève, CCV Annexe building, CICG
Wednesday, 28 March 2018

09.00 – 11.00  Bureau of Women Parliamentarians*

* Salle Genève, CCV Annexe building, CICG

09.30 – 13.00  Governing Council

- Decisions on the human rights of MPs, and
- Reports of specialized meetings

Room 1, level 1, CICG

ASGP 10.00 – 12.30  ASGP Meeting

Rooms 5 & 6, level 3, CICG

14.30 – 16.30  Workshop on The implementation of the Treaty on the Prohibition of Nuclear Weapons

Salle Genève, CCV Annexe building, CICG

ASGP 14.30 – 17.30  ASGP Meeting

Rooms 5 & 6, level 3, CICG

14.30 -  Governing Council

Room 1, level 1, CICG

At the end of the Governing Council Assembly

- Adoption of resolutions
- Reports of the Standing Committees
- Outcome document of the General debate, and
- Closing sitting

Room 1, level 1, CICG

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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 138th 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 140th 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 137th 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 137th 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 137th 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 137th 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
- Saturday, 24 March between 11:00 – 18:00
- Sunday, 25 March from 9:00 - 13:00 and from 14:00 to 18:30

Officer in charge
Mr. Ed Cooper

Number of speakers
- IPU Members & Associate Members: up to 2 speakers
- Observers: only 1 speaker*

* According to the decision adopted at the 164th session of the Council in Brussels (April 1999). Each programme and organ of the United Nations will be allowed to register one speaker each.

Speaking time
- IPU Members and Associate Members: 8 minutes per delegation**
  (unless the Assembly Steering Committee decides otherwise)
- Observers: 5 minutes

** (depending on the number of persons registered to speak, the Assembly Steering Committee may decide to reduce speaking time)

Segments in the list
The Secretariat will register speakers to the following three segments:
- Speakers of Parliament
- First speakers
- Second speakers (reserved for delegations of Members and Associate Members).

Distribution of speeches
Delegations are kindly invited to submit the texts of official speeches to speeches@ipu.org. 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 138th 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:

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

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:

<table>
<thead>
<tr>
<th>Population Range</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5 million</td>
<td>1 vote</td>
</tr>
<tr>
<td>5 million to 10</td>
<td>2 votes</td>
</tr>
<tr>
<td>more than 10</td>
<td></td>
</tr>
</tbody>
</table>
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 138th 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, 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 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 138th IPU Assembly’s programme and events by following us on Twitter (www.twitter.com/ipuparliament). The Assembly’s official hashtag is #IPU138.
Photos from the 138th Assembly of the IPU will be posted on Flickr (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). 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). 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 138th 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 (Secondee)

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

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 Filion

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 Obadianu

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.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>President of the Inter-Parliamentary Union Ms. Gabriela Cuevas Barron</td>
<td>IPU President's Office VIP Lounge - Level 3</td>
</tr>
<tr>
<td>President's Secretariat: Ms. Hecry Melania Colmenares Parada Ms. N. Michaud-Chiovetta</td>
<td>Secretariat area outside VIP Lounge Level 3</td>
</tr>
<tr>
<td>Position</td>
<td>Location</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Secretary General of the Inter-Parliamentary Union</td>
<td>Room 12</td>
</tr>
<tr>
<td>Mr. Martin Chungong</td>
<td>Level 2</td>
</tr>
<tr>
<td>Executive Office</td>
<td>Room 8</td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>Level 2</td>
</tr>
<tr>
<td>Ms. Stara Ahmidouch</td>
<td></td>
</tr>
<tr>
<td>Senior Adviser</td>
<td></td>
</tr>
<tr>
<td>Mr. Mokhtar Omar</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td></td>
</tr>
<tr>
<td>Ms. Sharon Varturk</td>
<td></td>
</tr>
<tr>
<td>Secretary of the Assembly, Director</td>
<td>Office 219</td>
</tr>
<tr>
<td>Ms. Anda Filip</td>
<td>Level 2</td>
</tr>
<tr>
<td>Head of the IPU Office to the UN</td>
<td></td>
</tr>
<tr>
<td>Ms. Paddy Torsney</td>
<td></td>
</tr>
<tr>
<td>Director of Programmes</td>
<td>Office 218</td>
</tr>
<tr>
<td>Ms. Karen Jabre</td>
<td>Level 2</td>
</tr>
<tr>
<td>Programme Officer</td>
<td></td>
</tr>
<tr>
<td>Ms. Zeina Hilal</td>
<td></td>
</tr>
<tr>
<td>Support Services and Finance</td>
<td>Office 217</td>
</tr>
<tr>
<td>Ms. André Lorber-Willis, Director</td>
<td>Level 2</td>
</tr>
<tr>
<td>Mr. Ed Cooper, Senior Finance Officer</td>
<td></td>
</tr>
<tr>
<td>Communications Office</td>
<td>Office 212/213</td>
</tr>
<tr>
<td>Ms. Jean Milligan</td>
<td>Level 2</td>
</tr>
<tr>
<td>Secretaries of the Standing Committees</td>
<td>Office 216</td>
</tr>
<tr>
<td>Ms. Aleksandra Blagojevic</td>
<td>Level 2</td>
</tr>
<tr>
<td>Ms. Laurence Marzal</td>
<td></td>
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<tr>
<td>Mr. Andy Richardson</td>
<td></td>
</tr>
<tr>
<td>French translation</td>
<td>Office 222/223</td>
</tr>
<tr>
<td>Mr. Hervé Compagnion</td>
<td>Level 2</td>
</tr>
<tr>
<td>English translation</td>
<td>Office 220</td>
</tr>
<tr>
<td>Ms. Borislava Sasic</td>
<td>Level 2</td>
</tr>
<tr>
<td>Submission and control of documents</td>
<td>Office 224/225</td>
</tr>
<tr>
<td>Officer-in-charge</td>
<td>Level 2</td>
</tr>
<tr>
<td>Ms. Catherine Bon</td>
<td></td>
</tr>
<tr>
<td>Interpreters’ room</td>
<td>Office 209</td>
</tr>
<tr>
<td>Distribution of documents</td>
<td>Lobby</td>
</tr>
<tr>
<td>Officer-in-charge</td>
<td>(ground floor)</td>
</tr>
<tr>
<td>Mr. Roshid Farzaam</td>
<td></td>
</tr>
<tr>
<td>Registration and Information Desk</td>
<td>Lobby</td>
</tr>
<tr>
<td>Ms. Marina Filippin</td>
<td>(ground floor)</td>
</tr>
<tr>
<td>Typing pool, photocopying and print on demand service for delegates</td>
<td>Office 101</td>
</tr>
<tr>
<td>President of the ASGP</td>
<td>Room 20</td>
</tr>
<tr>
<td>Mr. Philippe Schwab</td>
<td>Level 3</td>
</tr>
<tr>
<td>Joint Secretaries of the ASGP</td>
<td>Room 19</td>
</tr>
<tr>
<td>Ms. Emily Commander</td>
<td>Level 2</td>
</tr>
<tr>
<td>Ms. Perrine Preuvot</td>
<td></td>
</tr>
<tr>
<td>Internet Corner for Delegates</td>
<td>Level -1</td>
</tr>
<tr>
<td>Medical Service</td>
<td>Level -1</td>
</tr>
</tbody>
</table>
ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS (ASGP)

**Timetable**

**Monday, 26 March 2018**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>9.30</td>
<td>Executive Committee</td>
<td>Room 20</td>
</tr>
<tr>
<td>11.00</td>
<td>Plenary sitting</td>
<td>Rooms 5 and 6</td>
</tr>
<tr>
<td>14.30</td>
<td>Plenary sitting</td>
<td>Rooms 5 and 6</td>
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**Tuesday, 27 March 2018**

<table>
<thead>
<tr>
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</table>

**Wednesday, 28 March 2018**

<table>
<thead>
<tr>
<th>Time</th>
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</tr>
</tbody>
</table>

**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)

**Secretariat**

- Ms. Emily Commander (United Kingdom)
- Ms. Perrine Preuvot (France)