



Inter-Parliamentary Union
For democracy. For everyone.

139th IPU ASSEMBLY AND RELATED MEETINGS

Geneva, 14-18.10.2018

Convocation

A/139/C.1
14 June 2018

Dear Madam President,
Dear Mr. President,

The 139th Assembly of the Inter-Parliamentary Union and related meetings will be held at the International Conference Centre of Geneva (CICG), Switzerland, from Sunday, 14 to Thursday, 18 October 2018.

We are pleased to enclose detailed information on these meetings, including the agendas of the main IPU statutory bodies. We very much hope that your Parliament will be represented at the 139th Assembly and that the delegation, under your leadership, will take an active part in the proceedings.

Yours sincerely,

Gabriela CUEVAS BARRON
President

Martin CHUNGONG
Secretary General

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#IPU139

INFORMATION ON THE ASSEMBLY

AGENDA*

1. Election of the President of the 139th Assembly
2. Consideration of requests for the inclusion of an emergency item in the Assembly agenda
3. General Debate on the theme *Parliamentary leadership in promoting peace and development in the age of innovation and technological change*
4. *Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration* (Standing Committee on Democracy and Human Rights)
5. Reports of the Standing Committees on Peace and International Security; Sustainable Development, Finance and Trade; and United Nations Affairs
6. Approval of the subject item for the Standing Committee on Democracy and Human Rights at the 141st IPU Assembly and appointment of the Rapporteurs
7. Amendments to the IPU Statutes and Rules

TIMETABLE

The Timetable of the Assembly and related meetings is set out in **Annex 1**.

The Governing Council will convene on 15 and 18 October and will consider and take decisions on a host of matters relating to the functioning and activities of the IPU. The agenda of the 203rd session of the IPU Governing Council is attached.

The Assembly will start its General Debate on 15 October with the high-level segment reserved for Speakers of Parliament. At its sittings on 17 and 18 October, the Assembly will adopt resolutions on the emergency item and on the subject item taken up by the Standing Committee on Democracy and Human Rights. The Assembly is expected to conclude with an outcome document on the theme of the General Debate and complete its business by 6 p.m. on Thursday, 18 October 2018.

EMERGENCY ITEM

According to Assembly Rule 11.1 and Article 14.2 of the IPU Statutes, any Member of the IPU may request the inclusion of an emergency item in the Assembly agenda. If the Assembly so decides, the emergency item will be debated by the Assembly in the morning of Tuesday 16 October. Provision has also been made for a drafting committee to meet in the afternoon that same day in order to prepare a draft resolution. The Assembly will then adopt a resolution on Wednesday, 17 October 2018.

All requests for inclusion of an emergency item must relate to a recent major situation of international concern, on which urgent action by the international community is required and on which it is appropriate for the IPU to express its opinion and mobilize a parliamentary response. All proposals for an emergency item should be accompanied by a brief explanatory memorandum and a draft resolution, which clearly define the scope of the subject covered by the request.

GOVERNING COUNCIL

The Governing Council is composed of three members from each parliament represented in the IPU. Each parliament's representation on the Governing Council must include both men and women. Single-gender delegations will be limited to two members (Rule 1.2 of the Rules of the Governing Council).

In conformity with Governing Council Rule 13, members of the Council may request the inclusion of supplementary items in the agenda. Such items must fall within the mandate of the Council which, according to Article 20 of the Statutes, determines and guides the activities of the IPU and controls their implementation.

* The unfinished business of the 138th Assembly will be dealt with on the first day of the 139th Assembly

Any requests for the inclusion of supplementary items will be immediately transmitted by the Secretariat to all Council members. After hearing the opinion of the Executive Committee, the Council shall decide on such a request by a majority of votes cast if the request is received by the Secretariat at least 15 days before the opening of the session; otherwise by a two-thirds majority.

STANDING COMMITTEES

All four Standing Committees will meet during the 139th IPU Assembly.

The Standing Committee on Democracy and Human Rights will discuss and adopt a resolution on the subject item *Strengthening inter-parliamentary cooperation on migration and migration governance in view of the adoption of the Global Compact for Safe, Orderly and Regular Migration*.

The other three Standing Committees will hold hearings and panel discussions on the basis of recommendations from their respective Bureaux. The agendas of the four Standing Committees are attached.

Member Parliaments are kindly reminded that Bureau members and other IPU office-holders should be included in the national delegations to the Assembly.

PARTICIPATION

IPU Member Parliaments may appoint a maximum of eight delegates, or 10 for parliaments of countries with a population of 100 million inhabitants or more (Article 10.2 of the Statutes). The number of additional MPs accompanying delegations as Advisers must not exceed two.

In keeping with the decision taken by the IPU governing bodies in March 2018, Members "*...may register one additional delegate if at least one young parliamentarian (below 45 years of age) is part of the delegation on condition that the delegation is composed of both sexes and the Member is not in arrears in the payment of its assessed contributions*" (Article 10.3 of the Statutes).

All Member Parliaments are encouraged to strive for gender parity and political balance in the composition of their delegations. Any delegation which, for three consecutive sessions of the Assembly, is composed exclusively of parliamentarians of the same sex will automatically be reduced by one person. Please note that the Forum of Women Parliamentarians will meet on Sunday, 14 October. The meeting is open to both women and men parliamentarians who are attending the 139th Assembly. The draft agenda is attached.

Geopolitical groups are kindly requested to schedule their meetings on Saturday, 13 October, or at another time which does not conflict with the meeting of the Forum of Women Parliamentarians.

The Forum of Young Parliamentarians of the IPU will meet on 15 October 2018. Among other things, the Forum will formulate and provide input to the deliberations of the Assembly. The draft agenda of the Forum's meeting is attached.

A meeting of the Chairpersons of the Geopolitical Groups with the President and Secretary General of the IPU will take place on Sunday, 14 October, from 11 a.m. to 1 p.m. The Secretaries of the Geopolitical Groups are also invited to attend the meeting.

In addition to the Secretaries General who will attend the regular session of the Association of Secretaries General of Parliaments (ASGP), Members are encouraged to include professional parliamentary staff (IPU focal points) in their delegations, with a view to ensuring adequate support during and in follow-up to the Assembly (in particular in terms of meeting the statutory obligation by Members to prepare and disseminate reports on action undertaken on IPU decisions and resolutions).

IPU Members whose arrears equal or exceed the amount of the contributions due from them for the preceding two full years will not be represented by more than two delegates at meetings of the IPU (Article 5.2 of the Statutes), nor will they be entitled to vote.

Associate Members may participate in the Assembly and its Standing Committees with the same rights as Members, with the exception of the right to vote and to present candidates for elective office.

International organizations and other bodies invited by the Governing Council to be represented at the Assembly as permanent Observers are reminded that they are entitled to register a maximum of two delegates.

The Plenary Hall, where the meetings of the Assembly and Governing Council will take place, has limited seating capacity. Depending on actual attendance at the 139th Assembly, the Secretariat will endeavour to allocate an adequate number of seats for all delegations. At a minimum, each national parliamentary delegation will be allocated a sufficient number of seats required for a possible vote by the Assembly or Governing Council.

Due to the increasing number of parliamentary delegations attending IPU Assemblies, permanent observers are informed that not all observer nameplates will be placed in the Hall. Every effort will be made to reserve seats at the back of the room for parliamentary organizations and assemblies. Additional seating will be available in the Galleries. When a permanent observer is registered to take the floor in the General Debate, they will be invited to go to the "next speaker" seat at the front of the Hall, just prior to delivering their speech.

STEERING COMMITTEE

The Steering Committee of the Assembly is composed of the President of the Assembly, the President of the Inter-Parliamentary Union and the Vice-President of the Executive Committee. The Presidents of the Standing Committees may take part in the work of the Steering Committee in an advisory capacity.

The Steering Committee, assisted by the IPU Secretary General, is mandated to take all appropriate measures to ensure the effective organization and smooth running of the Assembly proceedings. The first sitting of the Steering Committee will take place in the early morning of Monday, 15 October 2018.

VACANCIES TO BE FILLED DURING THE 139th ASSEMBLY

A provisional list of vacancies for IPU bodies will be posted on the IPU website prior to the opening of the Assembly.

Member Parliaments are invited to consider submitting candidatures for the main committees and bodies of the IPU (<https://www.ipu.org/about-us/structure/assembly>). Candidates should have the expertise, as far as possible, in the areas of work of the given bodies, and should be supported by their respective parliament in carrying out their functions as IPU office-holders. New Members of the IPU and Members currently not holding IPU offices are encouraged to submit candidatures.

When submitting candidatures, delegations are requested also to return the form in **Annex 2**, accompanied by a brief CV of the candidate.

PREPARATION OF DRAFT RESOLUTIONS AND SELECTION OF AGENDA ITEMS

The deadlines pertaining to the preparation of the resolution for the Standing Committee on Democracy and Human Rights are the following:

25 June 2018	Deadline for the co-rapporteurs to submit the draft resolution and explanatory memorandum to the IPU Secretariat.
9 July 2018	IPU Secretariat distributes the draft resolution and explanatory memorandum to IPU Members
28 September 2018	Deadline for IPU Members to submit proposals for amendments to the draft resolution
14-18 October 2018	139 th IPU Assembly Finalization and adoption of the resolution.

All Members can contribute to the drafting of resolutions by submitting a brief written input (Article 13.1 of the Standing Committee Rules). The deadline for written input to the Standing Committee on Democracy and Human Rights has expired (20 April 2018). Members are encouraged to submit input for the draft resolutions to be adopted at the 140th IPU Assembly (April 2019) by the Standing Committee on Peace and International Security on *Non-admissibility of using mercenaries as a means of undermining peace and violating human rights*; and by the Standing Committee on Sustainable Development, Finance and Trade on *The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation*. Written input to these draft resolutions is welcome by 28 September 2018.

In accordance with the Rules of the Standing Committees, proposals for subject items should be submitted up to one day prior to the meeting of the respective Standing Committee Bureau. As such, Members wishing to do so should submit to the IPU Secretariat their proposals for the subject item to be taken up by the Standing Committee on Democracy and Human Rights by 15 October 2018 at the latest.

These will serve as the basis for consultations by the respective Standing Committee Bureaux before a final decision is taken by the Standing Committee. When considering the proposals for subject items to be discussed at future Assemblies, the Bureau may recommend one of the proposals, combine two or more of them dealing with the same subject or related subjects into a single item, put forward another subject item or decide to submit more than one proposal to the Standing Committee.

GENERAL DEBATE (Item 3 of the agenda)

The General Debate at the 139th Assembly will focus on the theme of *Parliamentary leadership in promoting peace and development in the age of innovation and technological change*. A concept note on this theme is enclosed.

At the 138th Assembly in March 2018, the Governing Council and the Assembly approved statutory amendments including with regard to speaking time and rights in the General debate.

Amended Assembly Rule 22 reads "*Two representatives of each delegation may speak during the General Debate. They shall share the speaking time **as they deem fit. An additional MP from each delegation may address the General debate, provided he/she is a young parliamentarian.***"

All young MPs (MPs under the age of 45) registered as third speakers will appear at the end of the Speakers' list (on a separate list D) and will be invited to deliver their addresses at the end of the General Debate.

Speaking time will be determined based on the number of registered speakers, based on the following general guidelines:

List A	High-level segment (Presiding Officers)	7 minutes
List B	First speakers from delegations	6 minutes
List C	Second speakers from delegations	Time remaining (up to a total of 7 minutes for two speakers)
List D	Young parliamentarians	2 minutes.

Registration of speakers will take place at the desk situated just outside the main entrance to the Plenary Hall (Room 1) on the first floor of the CICG. This desk will open 24 hours before the beginning of the first plenary sitting of the Assembly, on Sunday, 14 October at 11 a.m.

Members may also send the names of their speaker(s) in advance to the IPU Secretariat by e-mail or fax, using the attached Speakers pre-registration form (**Annex 3**). As per established practice, the order of speakers will be determined by a public drawing of lots at 6 p.m. on Sunday, 14 October 2018.

VICE-PRESIDENTS OF THE ASSEMBLY

According to Assembly Rule 7.3, all delegations from Member Parliaments are entitled to designate one of their members as a Vice-President of the Assembly. Some of the Vice-Presidents will be called upon to replace the President of the Assembly during a sitting or part of a sitting.

Upon arrival at the IPU Registration Desk, delegations are invited to indicate the name of the parliamentarian nominated as a Vice-President of the Assembly. Alternatively, names may be communicated to the Documents Submission and Control Service (office 224/225, on the second floor of the CICG), by 3 p.m. on Monday, 15 October 2018.

ALLOCATION OF VOTES

A provisional table showing the votes allocated to delegations to the 139th Assembly is contained in **Annex 4**.

Member Parliaments are kindly requested to check the figures against their country name and, if necessary, inform the IPU Secretariat in Geneva in writing of any modifications required, preferably ahead of the Assembly. The final table showing the allocation of votes at the Assembly will be distributed at the opening of the session.

LANGUAGES, SPEECHES AND DOCUMENTATION

The IPU Secretariat will provide simultaneous interpretation in the IPU Assembly's working languages (Arabic, English, French 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 sittings of the Standing Committees. These booths are provided free of charge and may be used by the interpretation teams for these languages.

The number of additional booths available in the Plenary Hall is limited. The related costs incurred must be borne by the requesting party. All such requests will be handled on a first-come, first-served basis.

Delegates may use another language provided that they arrange for their speech to be interpreted into one of the IPU's official languages (English and French) by a person designated by them, 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 the 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.

Official statements delivered in the General Debate are published on the Assembly webpage and form part of the official records of the Assembly. All delegations are therefore encouraged to send their statements to speeches@ipu.org. Due to technical limitations, only speeches in English, French and Spanish will be posted.

E-mailing the speech (**a minimum of three hours before it is to be made**), will also help to ensure a high quality of simultaneous interpretation into the other working languages

Documentation pertaining to the work of the Assembly, Governing Council, Standing Committees and other IPU bodies, as well as other events taking place during the 139th Assembly, will be available on the IPU website at: <https://www.ipu.org/event/139th-assembly-and-related-meetings>, as well as on the Assembly App.

In keeping with the decision by the IPU Governing Council to reduce the carbon footprint of the Organization and continue to curb paper waste, only a very limited number of documentation sets will be printed for the various sittings of the Assembly.

ASSEMBLY APP

The 139th Assembly App will be available for downloading free of charge, in September 2018. Staff will be available to assist delegates download the App and show the different functionalities. A short users' manual in English and French will be posted on the website.

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

MEETINGS OF OTHER BODIES

The following IPU bodies will also meet during the Assembly:

- Executive Committee (12, 13 and 17 October, *in camera*);
- Sub-Committee on Finance (11 October, *in camera*);
- Forum of Women Parliamentarians (14 and 17 October, *public sittings*);
- Forum of Young Parliamentarians of the IPU (15 October, *public sitting*);

- Board of the Forum of Young Parliamentarians of the IPU (15 October, *in camera*);
- Bureau of Women Parliamentarians (14 and 18 October, *in camera*);
- Gender Partnership Group (13 and 17 October, *in camera*);
- Committee on the Human Rights of Parliamentarians (13 to 17 October, *in camera*);
- Committee on Middle East Questions (14 and 16 October, *in camera*);
- Committee to Promote Respect for International Humanitarian Law (IHL) (15 October, *in camera*; and 17 October, *public sitting*);
- High-level Advisory Group on Countering Terrorism and Violent Extremism (14 October, *in camera*);
- Advisory Group on Health (16 October, *in camera*).

The Association of Secretaries General of Parliaments (ASGP) will also meet at the CICG during the Assembly. It will be convened by its President.

RESULTS OF THE ASSEMBLY

All delegations will receive one printed copy of the *Results* of the 139th Assembly. In addition, the document will become accessible on the IPU website two weeks after the close of the Assembly, when a complete electronic version can be downloaded in PDF format.

ADDITIONAL INFORMATION

Further information concerning the Assembly will be provided in the Assembly Guidebook that will be distributed to delegations upon registration in Geneva. Delegates will also find the Assembly Journal every day in all meeting rooms and at the Registration and Information Desk, as well as on the IPU website and on the Assembly App. The Journal provides the latest updates on the programme of meetings and other important information.

REGISTRATION

All delegations are requested to respect the registration deadline of 8 October 2018 and should use the IPU online registration system. **Annex 5** provides instructions on how to use the system, which will be operational as of 20 June 2018. It is recommended that only one person be designated as the delegation coordinator and have access to the system.

In the event of difficulties, delegations may contact the registration service at postbox@ipu.org. If for any reason a Parliament is unable to register online, the composition of its delegation may be transmitted either by e-mail or fax (+41 22 919 41 60).

The Registration and Information Service will be open at the CICG as of Saturday, 13 October from 9 a.m. to 6 p.m. and from Sunday, 14 to Wednesday, 17 October from 8 a.m. to 7 p.m., as well as on Thursday, 18 October from 8 a.m. to 6 p.m.

Important: As part of the online registration procedure, **delegates are requested to provide their individual e-mail addresses and Committee assignments**. By doing so, they tacitly accept to be added to the IPU's mailing list and will receive regular updates on the work of the IPU. This information will also serve as the basis for an IPU database to facilitate networking among MPs.

HOTEL ACCOMMODATION

October is a particularly busy month for hotels in Geneva. Delegates are therefore advised to make their hotel reservations as soon as possible. Those delegations from countries with a Permanent Mission in Geneva are invited to contact their respective Mission, as they are accustomed to receiving delegations to UN meetings and handling hotel reservations. Many of them have agreements for preferential rates with hotels close to the Palais des Nations area and the CICG.

For those Members without diplomatic representation in Geneva, as well as Associate Members and permanent observers, the IPU Secretariat has pre-booked a limited number of rooms at the following hotels:

- **Warwick** <http://warwickhotels.com/geneva> (4-star, located opposite main train station in downtown Geneva), prices from CHF 250 for a classic room with breakfast. Please contact resa.group@warwickhotels.com, quoting IPU Assembly, to make your reservations.

- **Ibis Centre Genève Nations** <http://www.ibis.com/fr/hotel-8069-ibis-geneve-centre-nations/index.shtml> (3-star, 10-15 minute walk to the CICG), prices range from CHF 142 to CHF 186 for a standard single room with breakfast (from CHF 156 to CHF 202 for a twin/double room with breakfast). Please contact H8069-re@accor.com, quoting IPU Assembly to make your reservations.

An electronic copy of the hotel booking forms can be obtained from the IPU Secretariat (postbox@ipu.org). The preferential negotiated rates are available until 10 September 2018, after which the rooms will be released.

In keeping with the practice of hotels in Geneva, only reservations made with a credit card guarantee will be confirmed. It is also possible to make reservations online via the Tourist Office's website at: www.geneve-tourisme.ch/en/accommodation.

VISAS

Switzerland is an Associate Member of the Schengen Agreement and part of the Schengen area. The Visa Information System (VIS) was introduced in the Schengen area in October 2011, which stores biometric data (fingerprints and facial image) of the Schengen visa applicant. All Swiss embassies and consulates are connected to the VIS system.

All visa applicants are required to make an appointment in good time with the Swiss embassy/consulate responsible for their place of residence or with an external visa service provider in order to submit their visa application and register their biometric data in person. This data remains valid in the VIS system for a period of five years.

The contact details of the Swiss embassy/consulate responsible for the visa applicant's place of residence can be found at: <https://www.eda.admin.ch/eda/en/home/representations-and-travel-advice.html>. Applicants should contact immediately the Swiss embassy/consulate or external visa provider for the list of documents to be submitted when applying for a visa. The application form for a type C Schengen visa (short stay) is available at: <https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>.

The time needed to obtain a visa depends greatly on local circumstances. In addition, Switzerland has signed agreements with certain countries where it is not represented by a diplomatic or consular entity. Under certain conditions these agreements allow for the issuing of visas by a Schengen State in a country where Switzerland is not represented. It is therefore highly recommended that applicants enquire directly with the Swiss embassy/consulate responsible for their place or to consult the appropriate website. Appointments for submitting and registering biometric data must therefore be taken well in advance, according to the information provided by the Swiss authorities. The waiting time for an appointment varies depending on local circumstances and can sometimes take several weeks. Following Switzerland's entry into the Schengen area, visas are no longer issued upon arrival at Geneva International Airport.

Additional useful information on visas is available from the website of the State Secretariat for Migration at: <https://www.sem.admin.ch/sem/en/home/themen/einreise.html>.