



Inter-Parliamentary Union

For democracy. For everyone.

25 January 2021

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INFORMATION SEMINAR ON THE STRUCTURE AND FUNCTIONING OF THE INTER-PARLIAMENTARY UNION

Office of the
Secretary General

Dear Madam President,
Dear Mr. President,

Every year, the Inter-Parliamentary Union (IPU) organizes, at its Headquarters in Geneva, an information seminar for parliamentary staff who serve as Secretaries of IPU Groups or are responsible for the relationship of their respective parliaments with the IPU. The seminar is intended to provide them with an opportunity to acquire in-depth knowledge of the IPU, and hence facilitate their work in advising and assisting parliament and its members on all matters relating to the IPU, its programmes and activities, structures and working methods.

If your Parliament recently joined the IPU and is seeking to build a solid base to help its members get to grips with IPU work and activities, if it has just appointed a new Secretary for whom it wishes to receive IPU-specific training, or if it wants to strengthen the professional staff support it already enjoys, I strongly recommend that you consider taking advantage of this programme.

In light of the COVID-19 pandemic, **the Information Seminar this year will be an online event. It will take place during the week of 22-26 March 2021 and will be conducted in English.** As it is a virtual session, the daily sittings will last for three to four hours, rather than for the whole day, with some material available online for consultation by participants at their convenience. The candidates must have a good command of English to be able to follow and fully participate in the proceedings of the Seminar.

You will receive a draft programme at a later stage. In this connection, suggestions of topics of interest to your Parliament are welcome. At our end, we shall make every effort to include in the programme practical tools that may be helpful to the work of your Parliament during the extraordinary circumstances brought about by the pandemic – more at <https://www.ipu.org/parliaments-in-time-pandemic>.

I look forward to hearing from you about whether your Parliament would like to participate in this Seminar. If so, may I invite you to nominate one candidate as soon as possible and no later than 1 March 2021, so that the necessary arrangements can be made in a timely manner.

Yours sincerely,

Martin Chungong
Secretary General