

## **RULES OF THE CONFERENCE**

### **RULE 1**

The in-person segment of the Fifth World Conference of Speakers of Parliament is convened by the Inter-Parliamentary Union (IPU) and the Austrian Parliament (hereinafter referred to as the Host Parliament), in close cooperation with the United Nations.

### **Venue and duration**

#### **RULE 2**

1. The Conference is convened at the Austria Center Vienna from 6 to 8 September 2021.
2. The Conference shall begin its deliberations on Tuesday 7 September 2021 at 9:30 a.m. and shall end by 5 p.m. on Wednesday 8 September 2021.
3. The Conference shall include a general debate in interactive format and five panels convened on 7 and 8 September 2021. The Conference shall be preceded by the Summit of Women Speakers of Parliament on 6 September 2021.
4. If necessary, the President of the Conference may decide, on the advice of the Steering Committee, to extend the debate of some sittings.

### **Participants and observers**

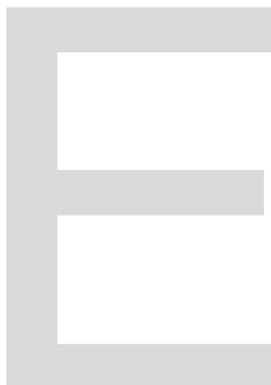
#### **RULE 3**

1. Invitations to the Conference shall be extended by the President of the IPU and the Speaker of the Host Parliament to the Speakers of all Member Parliaments of the IPU and to the Speakers of all other parliaments of UN Member States not represented at the IPU.
2. In the case of bicameral parliaments, invitations will be addressed to the Speakers of both chambers.
3. The Presidents of the main regional and international parliamentary assemblies and organizations (Associate Members and Permanent Observers of the IPU), as well as representatives of programmes and agencies of the United Nations system, may attend the proceedings of the Conference as observers.

### **Size of delegations**

#### **RULE 4**

The size of the delegation of each parliament shall, in principle, not exceed four persons (six persons in the case of bicameral parliaments), including the Speaker(s). Associate Members may register a maximum of three delegates; invited Observer delegations shall, in principle, be composed of no more than two persons.



## **Agenda and Rules**

### **RULE 5**

At the beginning of its proceedings, the Conference shall adopt its Agenda and Rules. A provisional agenda shall be distributed before the Conference, along with the draft rules proposed by the Preparatory Committee.

### **Presidency and Steering Committee**

#### **RULE 6**

1. The President of the IPU shall be the President of the Conference (hereinafter referred to as the President) and shall open, suspend and close the sittings, direct the proceedings of the Conference, ensure that the Rules are observed, call upon speakers and declare the Conference closed. The President's decisions in these matters shall be final and shall be accepted without debate.
2. The President shall decide on all matters not covered by these Rules, after taking the advice of the Steering Committee if necessary.
3. The President shall be assisted by Speakers proposed on a regional basis from among the Speakers on the Preparatory Committee.

#### **RULE 7**

1. The Steering Committee shall be composed of the President of the IPU, the Speaker of the Host Parliament, the Vice-President of the IPU Executive Committee and Vice-Presidents from among the Preparatory Committee representing each geopolitical group.
2. The Steering Committee, which shall be assisted by the Secretary General of the IPU, shall take all appropriate measures to ensure the effective organization and smooth functioning of the Conference proceedings, in conformity with these Rules.

### **Speaking rights – Order**

#### **RULE 8**

1. The following Speakers of parliament, Presidents and other persons shall be invited to take the floor and address the Conference:
  - (i) All Speakers of parliament who have received an invitation in conformity with Rule 3 of these Rules, including the Speakers of both chambers in the case of bicameral parliaments;
  - (ii) The Presidents of the official parliamentary assemblies that are Associate Members and Permanent Observers of the IPU.
2. The Secretary-General of the United Nations shall be invited to address the inaugural ceremony of the Conference, and the President of the United Nations General Assembly shall be invited to speak at the Conference. The Chair of the in-person segment of the 13th Summit of Women Speakers shall also be invited to address the inaugural ceremony of the Conference. The President of the Conference may invite other persons to address the Conference, following consultation with the Steering Committee.

#### **RULE 9**

1. Each Speaker of parliament shall in principle be entitled to three minutes' speaking time in the interactive sessions of the general debate and two minutes' speaking time in the panels.
2. The Presidents of the official parliamentary assemblies referred to in Rule 8.1 (ii) above shall each be entitled to two minutes' speaking time.
3. Speakers of parliament and Presidents of official parliamentary assemblies that are Associate Members and Permanent Observers of the IPU may submit their interventions in writing or as pre-recorded video messages of maximum three minutes. These shall form part of the official records of the event.
4. The President of the Conference may authorize, on the advice of the Steering Committee, the inclusion in the records and subsequent publication of speeches that could not be delivered by a delegation present at the Conference.
5. For the interactive sessions of the general debate, interpretation will be provided in Arabic, Chinese, English, French, German, Russian and Spanish. Panel discussions will be conducted in Arabic, English, French, German and Spanish.

#### RULE 10

Speakers may be interrupted by other delegates only on a point of order. The President shall rule immediately without debate on all points of order.

#### RULE 11

The President shall call to order any speaker who fails to keep to the subject under discussion or who prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak, and may have the objectionable words withdrawn by the speaker and/or struck from the record.

#### RULE 12

The President shall deal immediately with any incident that arises during the Conference and, if necessary, take any measure required to restore order.

### **Adoption of the Declaration**

#### RULE 13

1. The Conference shall conclude its work by adopting a high-level Declaration.
2. The draft high-level Declaration prepared by the Preparatory Committee shall be distributed to all participants in advance of the Conference.
3. The Preparatory Committee shall meet on the eve of the Conference, and may amend the text if necessary.
4. The draft high-level Declaration shall be presented to the Conference by the Rapporteur(s).

### **Official documents**

#### RULE 14

1. The provisional agenda, the draft Declaration drawn up by the Preparatory Committee with input from IPU Member Parliaments, the draft Rules, reports commissioned by the Preparatory Committee for the Conference, the list of participants and the daily journal of the Conference proceedings prepared by the Secretariat shall be the only official documents of the Conference.
2. Documents will be prepared and distributed in English and French, the two official languages of the IPU. After its adoption, the Final Declaration will be translated and circulated in the six official languages of the United Nations.
3. Information documents that delegations may wish to have distributed shall be placed on tables set aside for this purpose at the entrance to the Plenary Hall.

### **Secretariat**

#### RULE 15

1. The IPU Secretary General or his representative shall assist the President in directing the proceedings of the Conference.
2. The IPU Secretary General or his representative may be invited by the President to clarify any issue during the debate.