



Inter-Parliamentary Union

For democracy. For everyone.

143rd ASSEMBLY GUIDEBOOK

26 – 30 November 2021

Madrid, Spain

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COVID-19 HEALTH MEASURES

The Spanish Parliament, in close cooperation with the Inter-Parliamentary Union (IPU), has taken all necessary measures to provide a safe and healthy environment during the Assembly in Madrid. Prior to accessing the Assembly venue, it is mandatory for all delegates to undergo a rapid anti-gen test at the testing site, set-up at the Novotel, opposite the Palacio Municipal (next to the Pullman Hotel, where Assembly badges are to be collected, prior to testing).

Access to testing site, only available to persons with a 143 Assembly badge. Please test well in advance of your first meetings. Priority lanes for Speakers will be in place. Upon receipt of a negative test a coloured sticker will be affixed to the Assembly badge and delegates may enter the venue. More details in the [Health Information Note](#). All delegates travelling to Madrid for the 14 IPU Assembly should ensure that they carry international health and travel insurance.

OFFICIAL OPENING AND MEETING PLACES

The Inaugural Ceremony of the 143rd Assembly of the Inter-Parliamentary Union will take place on Saturday, 26 November at 18:30 in the Auditorium of the Palacio Municipal, in the presence of H.R.H., King Felipe VI of the Kingdom of Spain.

For admission to the Inaugural Ceremony and all other official events held during the Assembly, participants are kindly requested to wear their identity badges and present the appropriate invitation.

The plenary sittings of the Governing Council and Assembly will take place in Hall 3 (IFEMA).

The Assembly Standing Committees, as well as the meetings of the Executive Committee, the Forum of Women Parliamentarians, the Committee on the Human Rights of Parliamentarians and other statutory bodies, as well as the meetings of the Association of Secretaries General of Parliaments (ASGP) will be held at the Palacio Municipal.

There will be a non-stop shuttle service between the Palacio Municipal and Hall 3 (IFEMA).

OFFICIAL RECEPTIONS AND OTHER EVENTS

Reception for the IPU Executive Committee

Host : Mr. Ander Gil, President of the Senate of Spain
Date and time : 24 November 2021, 8:30 p.m.
Venue : El Filandón

Inaugural Ceremony and Reception

Host :
Date and time : 26 November 2021, 6.30 p.m.
Venue : Auditorium of the Palacio Municipal

Reception in honour of Heads of delegations (only)

Host : Speakers of the Congress of Deputies and Senate of Spain
Date and time : 26 November 2021, 9:00 p.m.
Venue : Hotel Four Seasons


Embassy Night

Date : 28 November 2021

GENERAL TIMETABLE OF THE 143rd ASSEMBLY AND RELATED MEETINGS

Madrid, 26 – 30 November 2021

Wednesday, 24 November 2021

	12:30 – 18:00	Beginning of Registration <i>Salon Blanco, Pullman Hotel (opposite the Palacio Municipal)</i>
	15:00 – 18:00	Executive Committee* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i> (preceded by virtual sittings of the Executive Committee during the weeks leading up to the Assembly)




Thursday, 25 November 2021

	09:30 – 13:00	Committee on the Human Rights of Parliamentarians* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
	10:00 – 13:00	Executive Committee* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:00	Committee on the Human Rights of Parliamentarians* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>

Friday, 26 November 2021






	09:00 – 10:00	Bureau of Women Parliamentarians* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
	09:30 – 10:30	Meeting of Advisers and Secretaries to delegations <i>Hall Paris, 1st floor, Palacio Municipal (IFEMA)</i>
	10:00 – 13:00	Forum of Women Parliamentarians <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	11:00 – 13:00	Meeting with the Chairpersons of the Geopolitical Groups* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	11:30 – 13:00	Breakout Group of the Forum of Women Parliamentarians <i>Hall Roma, 2nd floor, Palacio Municipal (IFEMA)</i>
	14:30 – 17:30	Forum of Women Parliamentarians <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:00	Committee on the Human Rights of Parliamentarians* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
	15:00 – 18:00	High-Level Advisory Group on Countering Terrorism and Violent Extremism* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	18:30 – 19:30	Inaugural Ceremony <i>Auditorium, ground floor, Palacio Municipal (IFEMA)</i>

Saturday, 27 November 2021

	08:00 – 09:00	Assembly Steering Committee* <i>Hall Shanghai, 4th floor, Palacio Municipal (IFEMA)</i>
	09:00 – 10:00	Board of the Forum of Young Parliamentarians* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	09:00 – 11:00	Governing Council <i>Hall 3, IFEMA</i>

	09:00 – 12:00	Standing Committee on Sustainable Development Debate on the theme of the next resolution, <i>Leveraging Information and Communication Technology as an enabler for the education sector, including in times of pandemic</i> <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	09:00 – 13:00	Standing Committee on Democracy and Human Rights Debate on the draft resolution, <i>Legislation worldwide to combat online child sexual exploitation and abuse</i> <i>Hall Roma, 2nd floor, Palacio Municipal (IFEMA)</i>
	10:00 – 12:00	Group of Facilitators for Cyprus* <i>Hall Amsterdam, 2nd floor, Palacio Municipal (IFEMA)</i>
ASGP	11:00 – 12:30	ASGP Meeting <i>Hall Paris, 1st floor, Palacio Municipal (IFEMA)</i>
	11:00 – 13:00	Assembly: Start of the General Debate on the theme <i>Contemporary challenges to democracy: Overcoming division and building community</i> <i>Hall 3, IFEMA</i>
	11:00 – 13:00	Committee to Promote Respect for International Humanitarian Law* <i>Hall Berlin, 2nd floor, Palacio Municipal (IFEMA)</i>
	14:30 – 17:00	Assembly: General Debate <i>Hall 3, IFEMA</i>
	14:30 – 17:30	Advisory Group on Health* (English only) <i>Hall Amsterdam, 2nd floor, Palacio Municipal (IFEMA)</i>
ASGP	14:30 – 17:30	ASGP Meeting <i>Hall Paris, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:00	Committee on the Human Rights of Parliamentarians* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:30	Standing Committee on Democracy and Human Rights Drafting in plenary of the draft resolution <i>Hall Roma, 2nd floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:30	Forum of Young Parliamentarians of the IPU <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	17:00 – 18:30	Assembly Decision on the emergency item <i>Hall 3, IFEMA</i>


Sunday 28 November 2021

	09:00 – 10:30	Bureau of the Standing Committee on United Nations Affairs* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	09:00 – 10:30	Bureau of the Standing Committee on Sustainable Development* <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	09:00 – 13:00	Assembly
	09:00 – 10:00	- Debate on the emergency item
	10:00 – 13:00	- Continuation of the General Debate <i>Hall 3, IFEMA</i>
	09:00 – 13:00	Standing Committee on Democracy and Human Rights Completion of drafting in plenary of the draft resolution <i>Hall Roma, 2nd floor, Palacio Municipal (IFEMA)</i>
	09:30 – 13:00	Committee on the Human Rights of Parliamentarians* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
ASGP	10:30 – 12:30	ASGP Meeting <i>Hall Paris, 1st floor, Palacio Municipal (IFEMA)</i>





	11:00 – 12:30	Bureau of the Standing Committee on Peace and International Security* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	11:30 – 13:00	Workshop on climate change <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 – 17:30	Working Group on Science and Technology* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
ASGP	14:30 – 17:30	ASGP Meeting <i>Hall Paris, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 - 17:30	Standing Committee on Peace and International Security - Expert hearing on the theme <i>Rethinking and reframing the approach to peace processes with a view to fostering lasting peace</i> <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:00	Assembly Continuation of the General Debate
	15:00 – 15:30	<i>Special segment on youth participation and gender equality</i> <i>Hall 3, IFEMA</i>
	14:30 – 18:30	Possible drafting committee on the emergency item* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	16:00 – 18:00	Workshop on interfaith dialogue <i>Hall Roma, 2nd floor, Palacio Municipal (IFEMA)</i>

Monday, 29 November 2021

	09:00 – 10:00	Gender Partnership Group* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	09:00 – 10:30	Parity debate <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	09:00 – 11:00	Bureau of the Standing Committee on Democracy and Human Rights* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
	09:00 – 13:00	Assembly: Continuation of the General Debate <i>Hall 3, IFEMA</i>
ASGP	Morning	ASGP Visit of the Senate of Spain
	10:00 – 13:00	Executive Committee* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	11:00 – 13:00	Standing Committee on Sustainable Development - Panel discussion on the theme <i>Impact of climate change on natural resources: How can parliaments ensure inclusive water access and availability?</i> - Elections <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
	11:30 – 13:00	Open session of the Committee to Promote Respect for International Humanitarian Law: <i>Supporting a mine-free world: Universalization and implementation of the Anti-Personnel Mine Ban Convention</i> <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 – 16:30	Standing Committee on Peace and International Security - Panel discussion on the theme <i>Parliament's role in addressing the risks of diversion in arms transfers</i> - Elections <i>Hall Roma, 2nd floor, Palacio Municipal (IFEMA)</i>

	14:30 – 17:30	Committee on Middle East Questions* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:00	Committee on the Human Rights of Parliamentarians* <i>Hall Berlin, 1st floor, Palacio Municipal (IFEMA)</i>
	14:30 – 18:30	Assembly <ul style="list-style-type: none">- Adoption of the resolution on the emergency item, and- Conclusion of the General Debate <i>Hall 3, IFEMA</i>
	14:30 – 18:30	Standing Committee on United Nations Affairs <ul style="list-style-type: none">- Panel discussion: <i>The global vaccination campaign to end the COVID-19 pandemic: lessons from the WHO and WTO</i>- Panel discussion: <i>The UN Secretary-General's Report on Our Common Agenda</i>- Elections <i>Hall Madrid, 1st floor, Palacio Municipal (IFEMA)</i>
ASGP	15:00 – 17:00	Workshop (joint IPU - ASGP - UNDP event) <i>Public engagement in the work of parliaments: Challenges, opportunities and good practices</i> <i>Hall Paris, 1st floor, Palacio Municipal (IFEMA)</i>
	17:00 – 18:30	Standing Committee on Democracy and Human Rights Adoption of the draft resolution <i>Hall Roma, 2nd floor, Palacio Municipal (IFEMA)</i>

Tuesday, 30 November 2021

	08:30 – 10:30	Bureau of Women Parliamentarians* <i>Hall Londres, 2nd floor, Palacio Municipal (IFEMA)</i>
	09:30 – 13:00	Governing Council <ul style="list-style-type: none">- Decisions on the human rights of MPs, and- Reports of specialized meetings <i>Hall 3, IFEMA</i>
	14:30 -	Governing Council <i>Hall 3, IFEMA</i>
	At the end of the Governing Council	Assembly <ul style="list-style-type: none">- Adoption of resolutions- Reports of the Standing Committees- Outcome document of the General Debate, and- Closing sitting <i>Hall 3, IFEMA</i>

* closed session

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 **Morocco** 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. In light of the COVID-19 health protocol, social distancing measures have been put in place in all meeting rooms. Consequently, in the Plenary Hall seating at desks is strictly limited to two delegates, unless the delegation is led by a Speaker of Parliament.

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 nameplate.

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 143rd Assembly
2. Consideration of requests for the inclusion of an emergency item in the Assembly agenda
3. General Debate on the theme *Contemporary challenges to democracy: Overcoming division and building community*
4. *Legislation worldwide to combat online child sexual exploitation*
(Standing Committee on Democracy and Human Rights)
5. Reports of the Standing Committee on Peace and International Security; Standing Committee on Sustainable Development; and Standing Committee on United Nations Affairs
6. Approval of the subject item for the Standing Committee on Democracy and Human Rights at the 145th IPU Assembly and appointment of the Rapporteurs

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 virtual session held during the 142nd IPU Assembly in (April/May 2021)
3. Expert hearing on the theme *Rethinking and reframing the approach to peace processes with a view to fostering lasting peace*
4. Panel discussion on the theme *Parliament's role in addressing the risks of diversion in arms transfers*
5. Elections
6. Any other business

Standing Committee on Sustainable Development

1. Adoption of the agenda
2. Approval of the summary record of the Committee's virtual session held during the 142nd IPU Assembly (April/May 2021)
3. Debate on the theme *Leveraging Information and Communication Technology as an enabler for the education sector, including in times of pandemic*
4. Panel discussion on the *Impact of climate change on natural resources: How can parliaments ensure inclusive water access and availability?*
5. Elections
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 virtual session held during the 142nd IPU Assembly (April/May 2021)
3. Preparation of a resolution entitled *Legislation worldwide to combat online child sexual exploitation and abuse*
4. Preparations for future Assemblies
5. Elections
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 virtual session held during the 142nd IPU Assembly (April 2021)
3. The global vaccination campaign to end the COVID-19 pandemic: lessons from the WHO and WTO
4. The UN Secretary-General's Report on Our Common Agenda
5. Elections
6. Any other business

Other events

- Workshop on climate change, 28 November, 11:30 – 13:00, Hall Madrid, 1st floor
- Workshop on interfaith dialogue, 28 November, 16:00 – 18:00, Hall Roma, 2nd floor
- Parity Debate, 29 November, 9:00 – 10:30, Hall Madrid, 1st floor
- Workshop (joint IPU - ASGP - UNDP event) *Public engagement in the work of parliaments: Challenges, opportunities and good practices*, 29 November, 17:00 - 18:30, Hall Roma, 2nd floor

REGISTRATION OF SPEAKERS AND SPEAKING TIME FOR THE GENERAL DEBATE

Delegations may register at the Speakers' Registration Desk.

Venue	Speakers' Registration Desk,
Opening hours	<ul style="list-style-type: none">• Friday, 26 November from 11:00 to 17:00 - main lobby of the Palacio Municipal (principal Assembly venue)• Saturday, 27 November from 9:00 to 13:00 and from 14:00 to 18:30 – lobby of the Pavillon 3, venue of the Assembly General debate and Governing Council sittings
Officer in charge	Mr. Ed Cooper
Number of speakers	<ul style="list-style-type: none">• IPU Members and Associate Members: up to three speakers <i>A third speaker will be registered if they are a young member of parliament (under 45 years of age)</i>• Observers: only one speaker <i>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.</i>
Speaking time	<p>The speaking time allocated to delegations will be as follows:</p> <ul style="list-style-type: none">• Delegations led by Speakers of Parliament – 7 minutes• Other delegations (Member Parliaments and Associate Members) – 6 minutes• Young parliamentarians – 2 minutes• Permanent observers – 3 minutes
Segments in the list	<p>The Secretariat will register speakers to the following four segments:</p> <ul style="list-style-type: none">• Presiding officers• First speakers• Second speakers• Young parliamentarians
Distribution of speeches	<p>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.</p>
Final order of speakers	<p>At 17:00 on Friday, 26 November, the Secretariat will determine the final order of speakers for each segment by the public drawing of lots (at the speakers' registration desk).</p>
Where to find the list?	<p>The list of speakers will be available at the Documents Distribution Service (third floor), as well as on the 143rd Assembly webpage and App.</p>
Can we register after the drawing of lots?	<p>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.</p>
How to change the order?	<p>Delegates may exchange their place on the list with other speakers. In case of changes, please inform Ms. Anda Filip, Secretary of the Assembly.</p> <p>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.</p>
Timekeeping	<p>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.</p> <p>Second speakers from a delegation may find it useful to consult the timekeepers to ascertain the precise amount of time available to them for their statements.</p>

ADDITIONAL INFORMATION

Registration and Information Desk

The Registration and Information Desk is located in Salon Blanco, Pullman Hotel, opposite the Palacio Municipal, and will be open as follows:

- 12:30 to 18:00 on Wednesday, 24 November;
- 08:00 to 18:30 from Thursday, 25 to Monday, 29 November; and
- 08:00 to 18:00 on Tuesday, 30 November.

All participants are requested to register with the Registration Desk, which will distribute the identity badges. Delegates may also collect documents and other communications from their pigeonholes, as well as book meeting rooms with this service.

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 Saturday, 27 November, delegation coordinators and secretaries are kindly requested to collect from the Information Service a document containing information relating to their delegation. Any modifications should be signed by the Head of the delegation and given to Mr. M. Huertas Glauser at the Registration Desk not later than 29 November 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:

	<u>Colour</u>
Speakers of Parliament	Red
Heads of delegation	Dark blue
Members of Parliament, Delegates	Dark blue and white
Secretaries, Advisers of delegations	Green and white
Observers	Yellow
ASGP	Green
Diplomatic Corps	Light blue
Special Guests	Black
Accompanying Persons	Light pink
IPU Secretariat	Dark pink
Assembly Secretariat	Light green
Staff	Grey
Media	Orange
Public	White
Service Providers	Burgundy

For security reasons, admission to the Assembly facilities and to all programme activities will be limited to 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:

From	1	to	5	million	1	vote
				inhabitants:		
From over	5	to	10	" "	2	votes
" " "	10	to	20	" "	3	"
" " "	20	to	30	" "	4	"
" " "	30	to	40	" "	5	"
" " "	40	to	50	" "	6	"
" " "	50	to	60	" "	7	"
" " "	60	to	80	" "	8	"
" " "	80	to	100	" "	9	"
" " "	100	to	150	" "	10	"
" " "	150	to	200	" "	11	"
" " "	200	to	300	" "	12	"
From over	"		300	" "	13	"

(c) 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.

Before the opening of each session, all meeting documents are on the tables inside the meeting rooms. 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 (third floor, right side of the Palacio Municipal). All documents on the IPU website are also posted on the Assembly App.

The Assembly Journal providing the latest updates on the programme of meetings and other information is available in meeting rooms and at the Information Counter, as well as on the IPU website (<https://www.ipu.org/event/143rd-assembly-and-related-meetings>) and Assembly App.

Distribution of messages and non-official documentation

The transmission of messages through the Registration and 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 that wish to share information 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, close to the Plenary Hall (Hall 3) area.

Results of the Assembly and related meetings

All delegations will receive one printed copy of the Results of the 143rd Assembly. Members of the IPU are also reminded that the different sections of the brochure are accessible from the IPU website (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, 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 documents relating to the agenda of the Assembly and of the Governing Council 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 no. 9, IPU Secretariat, on the ground floor of the Palacio Municipal. The person in charge of this service is Ms. E. Vulpillière.

Distribution of documents

As usual, working documents will be available to delegates in the various meeting rooms. Additional copies can be obtained from the Documents Distribution Service, located on the third floor, left side of the Palacio Municipal. The person in charge of this service is Mr. A.R. Farzaam.

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. 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 are 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 coordinator for the interpreters Mr. Jelle De Leeuw (jelle.deleeuw@presencegroup.eu) and 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 coordinator 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.

Press service

The Communications Stand is on the ground floor to the left of the main entrance. Please pass by to see the latest IPU publications, to sign up to our newsletter or to ask any questions about IPU digital platforms. We will also be surveying delegates on IPU communications as we prepare our next strategy. Your feedback is welcome!

A press service (Vestibulo Sala de Prensa, first floor, right side of the Palacio Municipal) will operate throughout the Assembly to answer media enquiries and help facilitate press interviews. Please contact press@ipu.org if you have any questions.

Journalists wishing to cover the Assembly must receive accreditation from the Press Service in order to obtain the necessary documentation and identity badges.

The Press Centre (Sala de Prensa) is located on the first floor, right side of the Palacio Municipal and is equipped with computers, the Internet and monitors to follow the Assembly proceedings.

On social media, please join the conversation using #IPU143



Get the latest information on the 143rd IPU Assembly's programme and events by following us on Twitter (www.twitter.com/ipuparliament).



Photos from the 143rd Assembly of the IPU will be posted on Flickr (www.ipu.org/143pics). For information on the official photo bank, please visit the Press Service.



Instagram: www.instagram.com/ipu.parliament_official



Facebook: www.facebook.com/InterParliamentaryUnion



YouTube: www.youtube.com/user/iparliamentaryunion

LinkedIn <https://www.linkedin.com/company/inter-parliamentary-union>

We have also prepared an extensive communications toolkit which is available for all delegates. Please contact press@ipu.org if you wish to receive it.

Ensuring a safe and respectful Assembly

The IPU is committed to protecting and promoting the freedom of opinion and expression in its meetings; however, abusive language, expressions of intolerance and incitement to discrimination, hostility or violence are unacceptable. Speakers shall refrain from such conduct. The presiding officer of the meeting may take any action deemed necessary to call to order anyone who disrupts the proceedings in this way.

The IPU is also committed to ensuring a working environment for the Assembly that is free of sexism and sexual harassment. All those working for or on behalf of the IPU, delegates and other attendees are expected to conduct themselves in a professional and respectful manner, and to actively prevent sexism, sexual harassment and misconduct.

Informal and bilateral meeting rooms

On the Assembly premises, there are three meeting rooms available for geopolitical and other group meetings, as well as some bilateral meeting rooms. Reservations for the informal meeting rooms are handled by the IPU Information Desk (Lobby, Palacio Municipal). Any delegation wishing to reserve a bilateral meeting room may do so at the Bilateral Meeting Rooms Desk, Lobby, Palacio Municipal or by e-mail: ts@ipu.org. All reservations are made on a first-come, first-served basis.

Information and transport services

Delegations are kindly requested to arrange their own transportation from the airport to hotels.

The Spanish Parliament will provide a shuttle service from the official hotels to all official events for the duration of the Assembly.

Timetables will be displayed at information desks in hotels.

Typing pool, photocopying and print-on-demand service

The typing pool, photocopying and print-on-demand service for delegates (third floor, left side of the Palacio Municipal) is open from 24 to 30 November. Delegates may request additional copies of all documents posted on the IPU website.

Internet and Wi-Fi access

Free Internet access for delegates will be available from 25 to 30 November, from 8:30 to 18:30; this service is on the third floor, right side of the Palacio Municipal. Wi-Fi access is also available throughout the building, using the following codes: user name: **143rd IPU ASSEMBLY FREE WIFI** and password: **143.Madrid**.

Medical service

There will be a complete medical service (doctor, paramedic and ambulance) on stand-by at the Assembly venue.

No-smoking policy

There is a no-smoking policy in effect in all meeting rooms. Delegates wishing to smoke are invited to use the areas designated for this purpose.

Facilities

Assembly participants will have access to the following services at (or close to) the Assembly venue:

- post office (located close to the Novotel)
- Internet and typing pool, restaurants and cafes

STATUTORY BODIES

Assembly of the Inter-Parliamentary Union

President

The Assembly will elect its President at the opening of its proceedings on Saturday, 27 November at 11:00.

Steering Committee

Under Assembly Rule 9, the Steering Committee is composed of the President of the Assembly, the President of the IPU 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: *Vacancy*
Vice-President: *Vacancy*
Secretary: Ms. Laurence Marzal

Standing Committee – Sustainable Development, Finance and Trade

President: *Vacancy*
Vice-President: *Vacancy*
Secretary: Ms. Aleksandra Blagojevic

Standing Committee – Democracy and Human Rights

President: *Vacancy*
Vice-President: *Vacancy*
Secretary: Mr. Andy Richardson

Standing Committee – United Nations Affairs

President: *Vacancy*
Vice-President: *Vacancy*
Secretary: Ms. Paddy Torsney

Governing Council of the Inter-Parliamentary Union

President: Mr. Duarte Pacheco (Portugal)

Executive Committee

President: Mr. Duarte Pacheco (Portugal)
Vice-President: Ms. A.D. Mergane Kanouté (Senegal)
IPU Vice-Presidents: Mr. A.R. AlNuaimi (United Arab Emirates)
Mr. G. Chen (China)
Mr. A. Saidov (Uzbekistan)
Ms. B. Argimón (Uruguay)
Mr. D. McGuinty (Canada)

Members: Mr. J.P. Letelier (Chile)
Mr. R. Rabbani (Pakistan)
Mr. M. Grujic (Serbia)
Ms. C. Widegren (Sweden)
Ms. L. Fehlmann Rielle (Switzerland)
Ms. P. Krairiksh (Thailand)
Ms. E. Anyakun (Uganda)
Mr. J.F.N. Mudenda (Zimbabwe)

Ex officio: Ms. L. Vasylenko (Ukraine)
President of the Bureau of Women MPs
Ms. S. Albazar (Egypt)
President of the Board of the Forum of Young MPs

Assembly responsibilities

Secretary General

Mr. Martin Chungong

Assembly

Ms. Anda Filip, Secretary

Ms. Andrée Lorber

Mr. Ed Cooper

Mr. Dorin Vremis

Governing Council

Mr. Akiyo Afouda

Ms. Sharon Varturk

Executive Committee

Mr. Akiyo Afouda

Ms. Sharon Varturk

Sub-Committee on Finance

Ms. Andrée Lorber, 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

Ms. Zeina Hilal, Secretary

Mr. Jonathan Lang

Mr. Roberto Rodriguez Valencia

Committee on the Human Rights of Parliamentarians

Mr. Rogier Huizenga, Secretary

Ms. Boutayna Lamharzi

Mr. Roberto Rodriguez Valencia

Committee on Middle East Questions

Mr. Martin Chungong, Secretary

Mr. Mokhtar Omar

Standing Committee – Peace and International Security

Ms. Laurence Marzal, Secretary

Mr. Arthur Duforest

Standing Committee – Sustainable Development, Finance and Trade

Ms. Aleksandra Blagojevic, Secretary

Ms. Sara Libera Zanetti

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

Ms. Brigitte Brenner

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
Mr. Thomas Fitzsimons, Director
Ms. Kate Brooks

Conference Services
Ms. Sally-Anne Sader

Submission and Control of Documents
Ms. Emilie Vulpillière

Language Services
Mr. Hervé Compagnion, Senior French Reviser
Mr. Michael Stott, Senior English Reviser

IT Support
Mr. Pieyre-Bernard Castelier

Document Reproduction and Distribution Service
Mr. Roshid Farzaam

Registration and Information Desk
Mr. Mauricio Huertas Glauser

PRESIDENCY OF THE IPU AND ASSEMBLY SECRETARIAT

	LOCATION
President of the Congress of Deputies Ms. Merixtell Batet, President of the Senate Mr. Ander Gil,	Sala VIP, fourth floor left side, Palacio Municipal
Secretariat of the Speakers of the Spanish Parliament	Sala VIP, fourth floor left side, Palacio Municipal
President of the Inter-Parliamentary Union Mr. Duarte Pacheco	Tokio, fourth floor left side, Palacio Municipal
President's Secretariat: Mr. Artur Reis	Antesala Tokio, fourth floor left side, Palacio Municipal
Secretary General of the Inter-Parliamentary Union Mr. Martin Chungong	Pekin, fourth floor left side, Palacio Municipal
Executive Office Executive Assistant, Ms. Sharon Varturk	Antesala Pekin, fourth floor left side, Palacio Municipal
Directors' Office Ms. Anda Filip, Members and External Relations Ms. Andrée Lorber, Support Services Ms. Kareen Jabre, Programmes	Monaco, first floor left side, Palacio Municipal
Communications Mr. Thomas Fitzsimons, Director Ms. Kate Brooks, Web and Social Media	Vestibulo Sala de Prensa, first floor right side, Palacio Municipal
French Translation Mr. Hervé Compagnon	Office 12, Hall Estrasburgo, ground floor right side, Palacio Municipal
English Editing and Translation Mr. Mike Stott	Office 12, Hall Estrasburgo, ground floor right side, Palacio Municipal
Documents Control service Team Leader, Ms. Emilie Vulpillière	Office 9, Hall Estrasburgo, ground floor right side, Palacio Municipal
Distribution of Documents Officer-in-charge, Mr. Roshid Farzaam	Third floor left side, Palacio Municipal
Registration Desk Mr. Mauricio Huertas Glauser	Salon Blanco, Pullman Hotel (opposite the Palacio Municipal)
Information Desk	Lobby, ground floor left side, Palacio Municipal
Typing pool, Photocopying and Print-on-demand Service for delegates	Third floor left side, Palacio Municipal
President of the ASGP Mr. Philippe Schwab	Hall Oslo, fourth floor right side, Palacio Municipal
Joint Secretaries of the ASGP Ms. Elektra Garvie-Adams Ms. Perrine Preuvot	Hall Estocolmo, fourth floor right side, Palacio Municipal