



Inter-Parliamentary Union
For democracy. For everyone.

Ninth G20 Parliamentary Speakers' Summit (P20) and G20 Parliamentary Forum New Delhi - India 12-14 October 2023

GENERAL INFORMATION NOTE

1. MEETING DATES AND VENUE

The Ninth G20 Parliamentary Speakers' Summit (P20 Speakers' Summit) will be hosted by the Parliament of India in cooperation with the Inter-Parliamentary Union (IPU) on Friday 13 October and Saturday 14 October. The Summit will be preceded by a Parliamentary Forum on Thursday 12 October which is open to all delegation members.

Conference Venue

Parliament of India Complex

Address: Parliament Street, New Delhi 110001 – India

2. PARTICIPATION AND REGISTRATION

Participation

The pre-Summit G20 Parliamentary Forum is open to all participating Delegates from Parliaments of G20 members and Invited Countries. However, only Speakers will be entitled to speak during the Ninth P20 Speakers' Summit. The Speakers of both houses of bicameral legislatures are welcome to participate. If Speakers are unable to attend, they may designate a Deputy Speaker or other high-level parliamentary leader as their representative/Leader of the Delegation.

Maximum Four (04) Delegates from each house of Parliament will be allowed in the Conference/ Meeting room. Additional delegates can follow the proceedings from a viewing room (with a live video broadcast of the conference).

Registration and Accreditation of the Delegates

All delegates attending the P20 Summit in New Delhi must be registered and accredited. The registration and accreditation of the Delegates will be done through an online portal which will be shared shortly.

Delegate Accreditation Officer (DAO)

A Delegate Accreditation Officer (DAO) is required to be nominated by the respective G20 member and Invited Countries who will coordinate the registration process of the participating delegates. All queries relating to accreditation will be addressed through respective DAOs. The DAO is required to submit the following details by email to india-p20@sansad.nic.in latest by **04 September 2023**:

- DAO Name
- DAO Email ID
- Name of Country
- Mobile Number
- Date of Birth

The delegate registration link will be shared with the DAOs shortly. **All delegates should be accredited by DAOs latest by 20 September 2023.** For any registration related difficulty, the DAO may write to our technical support team at techsupport@g20.in with copy to india-p20@sansad.nic.in. Our technical support team may also be contacted at Phone No. +91-11-24156563.

Delegation Contact Officer (DCO):

- Each delegation is requested to appoint a Delegation Contact Officer (DCO) from among the accredited delegates. The DCO's name and contact number may please be provided to the host Secretariat by the DAO when registering delegates.
- The DCO should be present at the meeting and will be the first point of contact for the Host Secretariat and the Delegation Liaison Officers for any administrative or logistical requirements that may arise.
- The DCO will be the initial point of contact for the Delegation Liaison Officer (DLO) regarding further assistance and information.

Delegation Liaison Officers (DLOs):

- A Delegation Liaison Officer (DLO) will be assigned to each delegation by the host Parliament.
- The DLOs will welcome the delegations upon arrival and assist them during their departure. The DLOs will also collect the delegation kits, passes and badges in advance and hand it over to the delegation members. DLOs will make initial contact with each delegation's DCO.
- Contact details of DLOs will be shared with each delegation (through their DCOs) in due course.

3. CONFERENCE BADGES

Delegates will be provided colour-coded badges according to their classification. Each badge will display relevant information such as name, country etc, and will be non-transferable. Delegates will be required to keep their badges on display at all times during the events.

4. VISA GUIDELINES FOR DELEGATES

(a) The Government of India has bilateral Visa Waiver Agreements for holders of Diplomatic/Official/Service Passports with 19 G20 Member/Invited Countries (Argentina, Brazil, Indonesia, South Korea, Mexico, Russia, South Africa, Bangladesh, Egypt, Mauritius, Oman, United Arab Emirates, Singapore, France Germany, Italy, Japan, Türkiye and Spain). The details can be found at <http://mea.gov.in/bvwa-menu.htm>

(b) Delegates holding Diplomatic/Official Passports of countries with whom India does not have a Visa Waiver Agreement may apply for a regular/paper Conference Visa with multiple entries at <https://indianvisaonline.gov.in>.

(c) Visa, including e-visa, on a gratis basis will be given to all registered/accredited members. Once the accreditation is complete, the delegates may submit a visa application along with a copy of the accreditation letter or a Note Verbale from the Ministry of Foreign Affairs/ Authorities from their Government, to the Indian High Commission/Embassy/Consulate for affixing the appropriate Indian visa.

(d) All delegates holding Ordinary Passports from eligible countries under the e-visa regime can apply for e-Conference Visas (electronic Visa) at <https://indianvisaonline.gov.in>.

(e) For the delegates/participants traveling on e-Conference Visa, the Biometric details of the delegate/participant will be mandatorily captured at Immigration on arrival in India.

(f) All delegates are to ensure that their passports have at least six months of validity and a minimum of two blank passport pages for validation.

Visa guidelines may also be seen on the G20 website:

https://www.g20.org/content/dam/gtwenty/gtwenty_new/visarequirements/Visa%20Guidelines%20for%20G%20Delegates.pdf

In case of any visa related doubt/ clarification, the delegate may kindly contact the nearest Indian Mission/ Post.

5. WORKING MODALITIES AND SPEECHES

The opening session of the Summit will be followed by four sessions. The details of the Session are given in the Draft Programme and Concept Note. For each session, two to three Speakers of Parliament will be invited to deliver keynote speeches. Each keynote speech shall be limited to seven (7) minutes. After the keynote speeches, the Chairperson/Moderator will give the floor to other delegates for their interventions, taking into account the registrations received for each agenda item. Interventions shall be limited to four (4) minutes. As each session will focus on a different theme, please select the sessions indicating the order of preferences of your Speaker for the keynote speeches and interventions while the registration form is filled online by the DAO.

As the slots for Keynote Speakers are limited, they will be finalized on first come first serve basis by the host Parliament based on the online registration of the Speakers by the DAO in the online Registration/Accreditation portal. Final adjustments will be made at the discretion of the Speaker of the Lok Sabha, Parliament of India.

To provide as accurate an interpretation as possible during the summit, delegates who plan to speak are requested to submit a written copy in English to the liaison officer.

6. LANGUAGES

The official language of the P20 Speakers' Summit is English. Remote Interpretation facility will be provided by IPU Secretariat in Four Official Languages of IPU namely English, French, Spanish and Arabic throughout the Summit. The host Secretariat will provide 5 supplementary interpretation booths/channels for the use of Delegations who may bring their own interpreters. The request for additional interpretation booths will be accommodated on first come first serve basis.

7. OUTCOME DOCUMENT/JOINT STATEMENT

A preliminary draft Joint Statement will be circulated to Parliaments of G20 members and guest countries in early September. Delegations that wish to propose amendments to the preliminary draft Joint Statement will be invited to submit their amendments. A compilation of the proposed amendments, as well as a revised draft Joint Statement will be circulated in advance of the P20 Speakers' Summit. The above document will be discussed during a meeting of Delegation Secretaries to finalize the draft Joint

Statement which will be held virtually in September 2023. Dates and timings of the organizational details about this meeting will be provided in due course. If required, an additional meeting of delegation secretaries will be held on-site in the evening of 12 October 2023.



The draft Joint Statement will be adopted during the closing session of the P20 Speakers' Summit on 14 October 2023.



8. OFFICIAL HOTELS

All accommodation and related costs (food, hotel services etc.) will be borne by the participating delegations. Based on security considerations, the following four (04) hotels in New Delhi are recommended for accommodating the delegates for the Ninth P20 Summit.:

1. **Hotel ITC Maurya**
2. **Hotel Taj Palace**
3. **Hotel Taj Mahal**
4. **The Leela Palace**

Tentative block reservations have been made at these hotels and delegations may book the rooms directly with the hotels on a first come, first serve basis. You may directly contact the Hotels for booking of suitable accommodation.

Hotel Name	Hotel Photo
<p>Hotel ITC Maurya, New Delhi</p> <p>https://www.itchotels.com/in/en/itcmaurya-new-delhi</p> <p>Contact: Mr. Kumar Vinay</p> <p>Mobile: +91-9718356272</p> <p>E-mail: kumar.vinay@itchotels.in</p>	
<p>Hotel Taj Mahal, New Delhi</p> <p>https://www.tajhotels.com/en-in/taj/taj-mahal-new-delhi/?gclid=EAlaIqObChMIjpvuklv4gAMViplmAh2zywFrEAAAYASAAEgI1UvD_BwE</p> <p>Contact: Mr. Ajitpal Singh</p> <p>Mobile: +91-9999679827</p> <p>E-mail: MICE.DelhiNCR@ihctata.com</p> <p>cc: das.ritika@tajhotels.com, ajitpal.singh@tajhotels.com</p>	

<p>Hotel Taj Palace, New Delhi</p> <p>https://www.tajhotels.com/en-in/taj/taj-palace-new-delhi/</p> <p>Contact: Mr. Ajitpal Singh</p> <p>Mobile: +91-9999679827</p> <p>E-mail: tphconferences.del@tajhotels.com</p> <p>cc. ritika.chadha@tajhotels.com</p>	
<p>The Leela Palace, New Delhi</p> <p>http://www.theleela.com%3Chttp://www.theleela.com/</p> <p>Contact: Mr. Nikihil Mitra</p> <p>Mobile: +91-9560093788</p> <p>Email: nikhil.mitra@theleela.com</p>	

9. CUSTOMS REGULATIONS

India's national laws govern the importation and exportation of prohibited or controlled items into or out of India, including medications. Delegates are allowed to bring medication, strictly for personal use. Drugs containing narcotics are prohibited from entering India. Those containing psychotropics are restricted and must be declared. In addition, delegates must carry a letter from their physician and/or a copy of the original prescription stating the list of medication(s) and amount used per day, and present to the custom authorities, if required.

The government exempts some excisable goods purchased abroad for personal use from import duties, excise, and taxes for every adult at each arrival with the following maximum allowance: 2 Litres Alcohol; 100 Cigarettes; 25 Cigars; 125 grams Tobacco. Excisable goods in excess will be destroyed. Incoming delegates carrying more than USD 10,000 (or equivalent in other foreign currencies) in cash should declare the same to Custom authorities. Delegates may also note that the following four items are NOT to be carried in personal baggage of delegates/ officials travelling by air in India: Cigarette lighters, e-cigarettes, satellite phones and drones.

10. ARRIVAL AND DEPARTURE

Delegates attending the Ninth P20 Summit should make their own travel arrangements, to and from New Delhi. DAOs are requested to please fill out the details related to arrival and departure of their respective Delegation in the online registration/accreditation form no later than 20 September 2023. The host Parliament will provide an arrival and departure service at the Indira Gandhi International Airport, New Delhi.

11. TRANSPORTATION SERVICES

The host Parliament will provide a dedicated car for the Speaker/President/Head of Delegation of each participating Delegation. For other Delegates, one minibus/van will be provided to each Delegation. The aforesaid vehicles will be available for use during the summit from arrival to and for departure from the Indira Gandhi International Airport, New Delhi.

Shuttle services will also be available from the official hotels to the Summit venue throughout its duration.

12. SECURITY

The host Parliament will take the necessary measures to ensure safety and security of the participating Delegations in India during the P20 Speakers' Summit.

13. HEALTH INFORMATION

Ministry of Health & Family Welfare has issued 'Guidelines for International Arrivals' in the context of COVID-19 pandemic and updated the same from time to time. The Guidelines currently stipulate that all international travelers to India should preferably be vaccinated as per the approved vaccination against COVID 19 in their country. Detailed Guidelines can be seen on the website of the Ministry of Health & Family Welfare.

All passengers who are travelling from Yellow Fever endemic countries as notified by World Health Organization are advised to take Yellow Fever vaccination 10 days before their scheduled arrival in India. List of Yellow Fever endemic countries may be seen at: <https://ihpoe.mohfw.gov.in/vaccination.php> .

14. ON-SITE FACILITIES

The following services will be made available at the conference venue:

1. Information desk
2. Bilateral meeting rooms
3. To use the bilateral meeting rooms, please send an email to india-p20@sansad.nic.in with the caption "Bilateral meeting room registration".
4. Internet and printing facilities
5. Computer and photocopying facilities
6. Tea/Coffee Stalls
7. Emergency medical service

15. OTHER INFORMATION

(1) Time zone

The [Republic of India](#) uses only one time called [Indian Standard Time](#) (IST), which equates to [UTC+05:30](#), i.e. five and a half hours ahead of [Coordinated Universal Time](#) (UTC).

(2) Climate

October is pleasant and warm in New Delhi. The average maximum daytime temperature in New Delhi in October is 33°C. The average minimum night time temperature goes down to 21°C.

(3) Electricity

The electricity supply voltage in India is **220-240 volts with plug types C and D**. Delegates are encouraged to bring their equipment, such as electric adaptors for mobile devices intended to be used. Round pins with three points are used in Indian plug point.

(4) Currency exchange

The currency of India is the **Indian Rupee (INR)**. **Current exchange rates against the US Dollar are approximately 80 INRs to one US Dollar**. Currency is easily exchanged at the airport and at designated Government of India-approved dealers and at designated hotels. Delegates can withdraw INRs through ATMs. There are facilities for currency exchange at the Hotels. Major foreign credit cards are widely accepted in all hotels, restaurants, and stores.

16. IMPORTANT DATES

Last date for nomination of DAO	04 September 2023
Commencement of the Registration through online Portal	05 September 2023
Last date for registration of delegates	20 September 2023
Last date for update on hotel reservation, flight details of delegates, preferences for Sessions for Keynote Address/Intervention on the accreditation portal and other special requirements	25 September 2023
Last date for submitting request for supplementary interpretation booths	25 September 2023
Arrival at New Delhi	11 October 2023
(i) Pre Summit G20 Parliamentary Forum (ii) Meeting of the Delegation Secretaries to Finalize the Draft Joint Statement	12 October 2023
Ninth G20 Parliamentary Speakers' Summit (P20)	13-14 October 2023
Departure of Delegations	15 October 2023

17. COORDINATION OFFICERS:

Host Secretariat	IPU Secretariat
Mr. Anjani Kumar Joint Secretary, Secretariat of the House of the People Mobile: +91-9818495661 Phone: +91-11-23034433 Email: india-p20@sansad.nic.in Mr. L.V. Ramana Director, Secretariat of the House of the	Mr. Akiyo Afouda Secretary, P20 Summit, IPU Secretariat, Geneva Email: aa@ipu.org

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