



149th ASSEMBLY GUIDEBOOK

13 – 17 October 2024

Geneva

CONTENTS

	Page
OFFICIAL OPENING AND MEETING PLACES	3
OFFICIAL RECEPTIONS AND OTHER EVENTS	3
TIMETABLE OF THE ASSEMBLY AND RELATED MEETINGS	4
SEATING ARRANGEMENTS IN MEETING ROOMS	11
AGENDAS OF THE ASSEMBLY AND STANDING COMMITTEES	11
REGISTRATION OF SPEAKERS AND SPEAKING TIME FOR THE GENERAL DEBATE	12
ADDITIONAL INFORMATION	
Registration and Information Desk	13
Table of votes at the Assembly	14
Assembly documents	14
Distribution of messages and non-official documentation	14
Results of the Assembly and related meetings	15
Summary records of the debates	15
Submission and control of documents	15
Distribution of documents	15
Simultaneous interpretation	15
IPU Communications	15
Ensuring a safe and respectful Assembly	16
Informal and bilateral meeting rooms	16
Typing Pool, Photocopying and Print-on-demand Service	16
Internet and Wi-Fi access	16
First Aid post	16
No smoking policy	16
Coffee bar and cafeteria	16
MEMBERSHIP OF STATUTORY BODIES	
Assembly of the Inter-Parliamentary Union	17
Governing Council of the Inter-Parliamentary Union	17
Executive Committee	17
Assembly responsibilities	18
PRESIDENCY OF THE IPU AND ASSEMBLY SECRETARIAT	20

OFFICIAL OPENING AND MEETING PLACES

The 149th Assembly will be opened by the President of the Inter-Parliamentary Union, Dr. Tulia Ackson, in Amphitheatre D (first floor) of the *Centre international de conférences de Genève* (CICG) at its first sitting on Monday, 14 October 2024 at 11:00.

The plenary sittings of the Assembly and its Standing Committees, as well as the meetings of the Governing Council, the Forum of Women Parliamentarians, the Forum of Young Parliamentarians, the Committee on the Human Rights of Parliamentarians, and the meetings of the Association of Secretaries General of Parliaments (ASGP) will also be held at the CICG and its Annexe building – the *Centre de conférences de Varembé* (CCV).

The first two days of the Executive Committee meetings (11 and 12 October) will take place at IPU Headquarters.

For admission to the CICG, participants are kindly requested to wear their identity badges. Members of the diplomatic corps attending the Assembly will be admitted to the CICG upon presentation of their UN pass and do not require another badge.

OFFICIAL RECEPTIONS AND OTHER EVENTS

Monday, 14 October 2024

Luncheon for Speakers of Parliament (by invitation only)

Venue : Espace Riviera, CCV (Annexe building)
Time : 13:00 – 14:30

Monday, 14 October 2024

Cocktail reception offered by Switzerland

Venue : Espace Violeta Parra, level 1, CICG
Time : 18:30 – 20:30

General timetable of the 149th Assembly and related meetings

Sunday, 13 October 2024 – Thursday, 17 October 2024
Geneva, Switzerland

Friday

11 October 2024

- 10:00 – 13:00 Executive Committee (*closed session*)
Large meeting room, IPU Headquarters
- 15:00 – 18:00 Executive Committee (*closed session*)
Large meeting room, IPU Headquarters

Saturday

12 October 2024

- 09:00 – 10:00 Gender Partnership Group (*closed session*)
Large meeting room, IPU Headquarters
- 09:30 – 13:00 Committee on the Human Rights of Parliamentarians (*closed session*)
Salle Lausanne, CCV Annexe building
- 10:00 – 13:00 Executive Committee (*closed session*)
Large meeting room, IPU Headquarters
- 11:00 – 18:00 Beginning of Registration
Lobby, CICG
- 14:00 – 16:00 Arab Group meeting (*closed session*)
Plenary E&F, level 3
- 14:30 – 18:00 Committee on the Human Rights of Parliamentarians (*closed session*)
Salle Lausanne, CCV Annexe building
- 15:00 – 18:00 Group of Latin America and the Caribbean meeting (*closed session*)
Salle Genève, CCV Annexe building
- 15:00 – 19:30 Twelve Plus Group meeting (*closed session*)
Plenary A, level 0
- 17:00 – 20:00 African Group meeting (*closed session*)
Plenary B&C, level 0

Sunday





13 October 2024

- 09:00 – 10:00 Bureau of Women Parliamentarians (*closed session*)
Salle Genève, CCV Annexe building
- 09:00 – 11:00 Asia-Pacific Group meeting (*closed session*)
Plenary B&C, level 0

-
-  09:30 – 11:00 Group of Facilitators for Cyprus (*closed session*)
Salle 4, level -1
-
-  10:00 – 11:00 Meeting of Advisers and Secretaries to delegations
Plenary E&F, level 3
-
-  10:30 – 13:00 Forum of Women Parliamentarians
Plenary A, level 0
-
-  11:30 – 13:00 Joint Meeting with the Chairpersons of the Geopolitical Groups and the Presidents of the Standing Committees (*closed session*)
Salle Genève, CCV Annexe building
-
-  12:15 – 14:00 Eurasia Group meeting (*closed session*)
Plenary B&C, level 0
-
-  14:30 – 17:30 High-Level Advisory Group on Countering Terrorism and Violent Extremism (*closed session*)
Salle Genève, CCV Annexe building
-
-  14:30 – 17:30 Forum of Women Parliamentarians
Plenary A, level 0
-
-  14:30 – 17:30 Advisory Group on Health (English only) (*closed session*)
Salle 4, level -1
-
-  14:30 – 18:00 Committee on the Human Rights of Parliamentarians (*closed session*)
Salle Lausanne, CCV Annexe building
-

Monday


14 October 2024


-
-  08:00 – 09:00 Assembly Steering Committee (*closed session*)
-
-  09:00 – 10:30 Workshop on *Practical tools to achieve sustainable development*
Salle Genève, CCV Annexe building
-
-  09:00 - 11.00 Governing Council
Amphitheatre D, level 1
-
-  09:00 – 13:00 Standing Committee on Democracy and Human Rights
- Debate on the draft resolution
Plenary B&C, level 0
-

-
-  09:30 – 11:00 Board of the Forum of Young Parliamentarians
(closed session)
Salle Lausanne, CCV Annexe building
-
-  09:30 – 13:00 Standing Committee on Peace and International Security
- Panel discussion: *The role of parliamentarians in preventing conflicts over natural resources*
 - Panel discussion: *The role of parliamentarians in nuclear security*
- Plenary A, level 0*
-
-  11:00 – 12:30 ASGP meeting
Plenary E&F, level 3
-
-  11:00 – 13:00 Assembly: Start of the General Debate on the theme
Harnessing science, technology and innovation (STI) for a more peaceful and sustainable future
Amphitheatre D, level 1
-
-  11:30 – 13:00 Bureau of the Standing Committee on United Nations Affairs (closed session)
Salle 4, level -1
-
-  11:30 – 13:00 Panel discussion on the theme *Common Principles: Parliamentary development as a defence to democratic backsliding*
Salle Genève, CCV Annexe building
-
-  11:30 – 13:00 Bureau of the Standing Committee on Sustainable Development (closed session)
Salle Lausanne, CCV Annexe building
-
- 13:15 – 14:30 High-level luncheon for Speakers of Parliament – by invitation only
Espace Riviera, CCV Annexe building
-
-  14:30 – 16:00 Workshop on *Parliamentary Leadership in Disarmament: Preventing and alleviating human suffering caused by weapon proliferation*
Salle Genève, CCV Annexe building
-
-  14:30 – 17:30 ASGP meeting
Plenary E&F, level 3
-
-  14:30 – 17:30 Committee on Middle East Questions (closed session)
Salle 4, level -1
-
-  14:30 – 17:30 Forum of Young Parliamentarians
Plenary A, level 0
-
-  14:30 – 17:30 Standing Committee on Democracy and Human Rights
- Drafting in plenary of the draft resolution
- Plenary B&C, level 0*
-


Tuesday


15 October 2024


 14:30 – 18:00 Committee on the Human Rights of Parliamentarians
(closed session)
Salle Lausanne, CCV Annexe building


 14:30 – 18:30 Assembly: General Debate
Amphitheatre D, level 1


18:30 Reception offered by Switzerland
Espace Violeta Parra, level 1


 09:00 – 10:30 Workshop organized by the IPU, WHO and PMNCH
Can parliaments tip the balance for sexual and reproductive health and rights?
Salle Genève, CCV Annexe building


 09:00 – 13:00 Assembly
- Continuation of the General Debate
Amphitheatre D, level 1


 09:30 – 12:30 Standing Committee on Democracy and Human Rights
- Completion of drafting in plenary of the draft resolution
Plenary B&C, level 0

 09:30 – 12:30 Working Group on Science and Technology
(closed session)
Salle 4, level -1

 09:30 – 13:00 Committee on the Human Rights of Parliamentarians
(closed session)
Salle Lausanne, CCV Annexe building

 10:00 – 12:30 ASGP meeting
Plenary E&F, level 3

 11:00 – 13:00 Standing Committee on United Nations Affairs
- Financing the UN system: A critical perspective
- UN treaties: a review of ratifications and entry into force
Plenary A, level 0

 11:30 – 13:00 Open session of the Committee to Promote Respect for International Humanitarian Law *Armed conflict and disability: Enhancing parliamentary action to address disability during armed conflicts and their aftermath*
Salle Genève, CCV Annexe building

▲ 14:00 – 16:00 Workshop on *Redoubling efforts to combat child labour and forced labour: What support can parliaments provide?*
Salle Lausanne, CCV Annexe building

✦ 14:00 – 17:00 Task Force on the peaceful resolution of the war in Ukraine (*closed session*)
Salle Genève, CCV Annexe building

✦ 14:00 – 17:00 Committee to Promote Respect for International Humanitarian Law (*closed session*)
Salle 4, level -1

▲ 14:30 – 16:00 Joint IPU and ASGP Panel discussion: *Committees of the future: The future of Parliaments?*
Plenary E&F, level 3

▲ 16:00-17:30 ASGP meeting
Plenary E&F, level 3

■ 14:30 – 17:30 Standing Committee on Sustainable Development
- Debate on the theme of the next resolution entitled *Parliamentary strategies to mitigate the long-lasting impact of conflicts, including armed conflicts, on sustainable development*
Plenary A, level 0

● 14:30 – 18:30 Assembly
- Continuation of the General Debate
- Vote on the Emergency Item
Amphitheatre D, level 1

Wednesday

16 October 2024


✦ 08:30 – 10:00 Gender Partnership Group (*closed session*)
Salle Genève, CCV Annexe building


✦ 09:00 – 10:30 Bureau of the Standing Committee on Peace and International Security (*closed session*)
Salle Lausanne, CCV Annexe building

✦ 09:00 – 11:00 Committee on Middle East Questions (*closed session*)
Salle 4, level -1

■ 09:00 – 11:00 Standing Committee on United Nations Affairs
- The United Nations and the G20: Complementarity or redundancy?
- Sharing best practices and lessons learned: Follow-up on the first two motions of the Standing Committee
- Elections to the Bureau of the Standing Committee
Plenary A, level 0


-
- 09:00 – 13:00 Assembly
- Debate on the Emergency Item
 - Continuation of the General Debate
- Amphitheatre D, level 1*
-
- 09:30 – 13:00 Standing Committee on Sustainable Development
- Preparations for the Parliamentary Meeting at the United Nations Climate Change Conference (COP29) in Azerbaijan
 - Panel debate on the theme *Towards a fair global financial system: The role of parliaments in preventing corporate tax avoidance and achieving sustainable development*
 - Elections to the Bureau of the Standing Committee
- Plenary B&C, level 0*
-
- ▲ 10:00 – 12:30 ASGP meeting
- Plenary E&F, level 3*
-
- ◆ 10:00 – 13:00 Executive Committee (closed session)
- Salle Genève, CCV Annexe building*
-
- ◆ 11:00 – 13:00 Bureau of the Standing Committee on Democracy and Human Rights (closed session)
- Salle Lausanne, CCV Annexe building*
-
- ▲ 11:30 – 13:00 Parity Debate on the theme *Pushing back on the pushback: Men and women MPs preserving and advancing gender equality*
- Plenary A, level 0*
-
- ▲ 12:00 – 13:30 Panel on *Fostering peaceful coexistence: The IPU Science for Peace Schools*
- Salle 4, level -1*
-
- ▲ 14:30 – 16:00 Workshop on *Data and evidence for decision-making and accountability in parliament*
- Salle 4, level -1*
-
- ▲ 14:30 – 16:30 Open session of the Forum of Young Parliamentarians bringing together young MPs, youth leaders and youth organizations
- Plenary B&C, level 0*
-
- ▲ 14:30 – 17:30 ASGP meeting
- Plenary E&F, level 3*
-
- 14:30 – 18:00 Assembly
- Cremer-Passy Prize ceremony
 - Special accountability segment on the implementation of IPU resolutions and other decisions
 - Conclusion of the General Debate
- Amphitheatre D, level 1*
-


 14:30 – 18:00 Committee on the Human Rights of Parliamentarians
(closed session)
Salle Lausanne, CCV Annexe building

 14:30 – 18:00 Standing Committee on Peace and International Security

- Expert hearing on the theme *The role of parliaments in advancing a two-State solution in Palestine*
- Elections to the Bureau of the Standing Committee

Plenary A, level 0

 14:30 – 18:30 Possible drafting committee on the emergency item
(closed session)
Salle Genève, CCV Annexe building


 17:00 – 18:30 Standing Committee on Democracy and Human Rights

- Adoption of the draft resolution

Plenary B&C, level 0


Thursday

17 October 2024


 09:00 – 13:00 Governing Council

- Amendments to the IPU Rules
- Decisions on the human rights of MPs, and
- Reports of specialized meetings

Amphitheatre D, level 1

 09:00 – 11:00 Bureau of Women Parliamentarians *(closed session)*
Salle Genève, CCV Annexe building

 14:30 - Governing Council
Amphitheatre D, level 1

 At the end of the Governing Council Assembly

- Amendments to the IPU Statutes
- Adoption of resolutions
- Reports of the Standing Committees
- Outcome document of the General Debate
- Closing sitting

Amphitheatre D, level 1

SEATING ARRANGEMENTS IN MEETING ROOMS

As usual, lots will be drawn among the delegations participating in the session to determine which will be seated in the first row of the Plenary Hall. The result of this drawing of lots and the name of the delegation placed in the front row, on the right-hand side of the Chair, will be posted on the Assembly App and shared on the WhatsApp group. Other delegations follow in *English alphabetical order*. The first and last seats of each delegation are marked by a country nameplate.

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.

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 of the 149th Assembly
2. Consideration of requests for the inclusion of an emergency item in the Assembly agenda
3. General Debate on the theme *Harnessing science, technology and innovation (STI) for a more peaceful and sustainable future*
4. Special accountability segment on the implementation of IPU resolutions and other decisions
5. *The impact of artificial intelligence on democracy, human rights and the rule of law* (Standing Committee on Democracy and Human Rights)
6. Reports of the Standing Committees
7. Approval of the subject item for the Standing Committee on Democracy and Human Rights at the 151st IPU Assembly and appointment of the co-Rapporteurs
8. Amendments to the IPU Statutes and Rules

AGENDAS OF THE STANDING COMMITTEES

Standing Committee on Peace and International Security

1. Adoption of the agenda
2. Approval of the summary records of the Committee's session held at the 148th IPU Assembly in Geneva (March 2024)
3. Panel discussion: *The role of parliamentarians in preventing conflicts over natural resources*
4. Panel discussion: *The role of parliamentarians in nuclear security*
5. Expert hearing on the theme *The role of parliaments in advancing a two-State solution in Palestine*
6. *Elections to the Bureau of the Standing Committee*
7. Any other business

Standing Committee on Sustainable Development

1. Adoption of the agenda
2. Approval of the summary records of the Committee's session held at the 148th IPU Assembly in Geneva (March 2024)
3. Debate on the theme of the next resolution entitled *Parliamentary strategies to mitigate the long-lasting impact of conflicts, including armed conflicts, on sustainable development*
4. Preparations for the Parliamentary Meeting at the United Nations Climate Change Conference (COP29) in Azerbaijan
5. Panel debate on the theme *Towards a fair global financial system: The role of parliaments in preventing corporate tax avoidance and achieving sustainable development*
6. *Elections to the Bureau of the Standing Committee*
7. 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 session held at the 148th IPU Assembly in Geneva (March 2024)
3. Preparation of a resolution entitled *The impact of artificial intelligence on democracy, human rights and the rule of law*
4. Preparations for future Assemblies
5. Elections to the Bureau of the Standing Committee
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 session held at the 148th IPU Assembly in Geneva (March 2024)
3. Financing the United Nations system: A critical perspective
4. United Nations treaties: A review of ratifications and entry into force
5. The United Nations and the G20: Complementarity or redundancy?
6. Sharing best practices and lessons learned: Follow-up on the first two motions of the Standing Committee on United Nations Affairs
7. Elections to the Bureau of the Standing Committee
8. Any other business

REGISTRATION OF SPEAKERS AND SPEAKING TIME FOR THE GENERAL DEBATE

Delegations may register at the Speakers' Registration Desk.

Venue	Speakers' Registration Desk, near to the entrance of Amphitheatre D (CICG, first floor)
Opening hours	<ul style="list-style-type: none">• Sunday, 13 October 2024 from 11:00 to 17:00• Monday, 14 October 2024 from 09:00 to 13:00 and from 14:00 to 18:30
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 can be registered only if they are a young member of parliament (under 45 years of age)</i>• Observers: one speaker
Speaking time	The speaking time allocated to delegations will be as follows: <ul style="list-style-type: none">• Member delegations– 7 minutes (delegations led by Speakers of Parliament) and 6 minutes (other delegates)• Young parliamentarians – 2 minutes• Permanent observers – 3 minutes
Segments in the list	The Secretariat will register speakers for the following four segments: <ul style="list-style-type: none">• Speakers of Parliament• First speakers from delegations• Second speakers from delegations• Young parliamentarians
Distribution of speeches	Delegations are 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.

Final order of speakers	At 17:00 on Sunday, 13 October 2024, the Secretariat will determine the final order of speakers for each segment by the public drawing of lots (at the Speakers' Registration Desk).
Where to find the list?	The list of speakers will be available at the Documents Distribution Service (close to Registration on the ground floor), as well as on the 149th Assembly webpage and App.
Can we register after the drawing of lots?	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.
How to change the order?	Delegates may exchange their place on the list with other speakers. In the event of any such changes, please inform Ms. Anda Filip, Secretary of the Assembly. 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.
Timekeeping	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. 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.

ADDITIONAL INFORMATION

Registration and Information Desk

The Registration and Information Desk is located in the Lobby of the CIG and will be open as follows:

- 11:00 to 18:00 on Friday, 12 October 2024
- 08:00 to 18:30 from Saturday, 13 October to Thursday, 17 October 2024.

All participants must register with the Registration Desk, which will distribute the identity badges. Delegates may also collect documents and other communications from their pigeonholes.

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 Monday, 14 October 2024, delegation coordinators and secretaries are kindly requested to collect from the Registration Service a document containing information relating to their delegation. Any modifications should be signed by the head of the delegation and given to Ms. K. Tatam at the Registration Desk no later than 16 October 2024 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 a bilingual glossary of terms will be included.

The colour of the identity badges corresponds to the following categories of participants:

	<u>Colour</u>
Members of Parliament, Delegates	Dark blue
Secretaries, Advisers of delegations	Green
Observers	Dark grey
ASGP	Red
Special Guests	Orange
Accompanying Persons	Brown
IPU Secretariat and local staff	Pink
Media / Press	Yellow
Public	White
Security	Brown

For security reasons, admission to the Assembly facilities and to all programme activities will be limited to persons wearing Assembly badges received at the time of registration. All participants are therefore requested to wear their Assembly 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 will be made available to delegates. In keeping with the decision by the IPU governing bodies to reduce the carbon footprint of the Organization and continue to reduce 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 Print-on-demand Service for delegates, located on level -1, close to the Internet café. All documents on the 149th Assembly webpage 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 Desk, as well as on the 149th Assembly webpage 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 (first floor, walkway to Plenary Hall).

Results of the Assembly and related meetings

All delegations will receive one printed copy of the Results of the 149th Assembly. The Assembly Results brochure will also be made available on the event webpage:

<https://www.ipu.org/event/149th-ipu-assembly-and-related-meetings>

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 224/225 (second floor). The person in charge of this service is Ms. E. Vulpillière.

Distribution of documents

As usual, a limited number of copies of working documents will be available to delegates in the various meeting rooms. Additional copies can be obtained from the Documents Distribution Service, located in the CICG Lobby. The person in charge of this service is Mr. A.R. Farzaam.

Simultaneous interpretation

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.

In Amphitheatre D, four interpretation booths have been reserved for Chinese, Japanese, Portuguese and Russian. These booths are provided free of charge and may be used by the interpretation teams for these languages.

Delegations are informed that no other meeting rooms will be equipped with booths, as the sessions there will be serviced by off-site interpreters. Therefore, if a national parliament wishes to recruit remote simultaneous interpreters (RSI) for these rooms, they should make sure that the interpreters are familiar with interpreting via Zoom. For more details, please contact Conference Services (conf.services@ipu.org).

Delegates may deliver their speech in another language, provided that they arrange for it to be interpreted into one of the IPU's official languages (English or French) by a person designated by them, who will be given access to an interpretation booth or interpretation channel. To allow for all necessary arrangements to be made in good time, delegations should contact well in advance the Conference Services team (conf.services@ipu.org) or the English booth interpreters assigned to the meeting at which the speech will be delivered. Moreover, eight copies of a translation of the speech into one of the IPU's official languages should be given to the English booth for distribution to the other interpreters.

IPU Communications

Publications

Come and browse the latest IPU publications and products on the IPU communications stand next to the main registration desk.

Interviews

As part of the IPU's climate campaign *Parliaments for the Planet*, we are interested in interviewing you to hear what action you are taking on climate change in the lead-up to the 10th anniversary of the Paris Agreement next year.

Media, photos and video

For media enquiries or video footage, please contact press@ipu.org

For photos of the Assembly, download directly from our Flickr account. (www.flickr.com/photos/inter-parliamentary-union/albums).

Social media

Join the conversation using #IPU149 and/or #Parliaments4thePlanet.

Follow us on:



(formerly Twitter) (www.twitter.com/ipuparliament).



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>



NEW The IPU is now on Threads https://www.threads.net/@ipu.parliament_official

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 follow the provisions of the IPU [Policy to prevent and address harassment, including sexual harassment, at IPU Assemblies and other IPU events](#).

Informal and bilateral meeting rooms

On the Assembly premises, there are two meeting rooms available for geopolitical and other group meetings, as well as seven bilateral meeting rooms.

Reservations of these rooms are handled by the Bilateral Meeting Rooms Desk, located on the ground floor of the CICG, just after badge control. All reservations are made on a first-come, first-served basis.

Typing pool, photocopying and print-on-demand service

The typing pool, photocopying and print-on-demand service for delegates (close to the Internet café, level -1 of the CICG) is open from 13 to 17 October 2024. Delegates may request additional copies of any documents posted on the IPU website.

Internet and Wi-Fi access

An internet café will be available from 13 to 17 October 2024, from 08:30 to 18:30, level -1 of the CICG. Wi-Fi access is also available throughout the building (network: **UIP149_13**; password: **Geneva149**).

First Aid post

A first-aid post will be available at the CICG located on level -1, close to the Internet café.

No-smoking policy

There is a no-smoking policy in effect throughout the CICG. Delegates wishing to smoke should do so outside (main concourse).

Coffee bar and cafeteria

Assembly participants will have access to the café on the ground floor, to the restaurant on the first floor, as well as to a coffee bar near the escalator, of the CICG. Payment can be made in cash or with international credit cards.

MEMBERSHIP OF STATUTORY BODIES

Assembly of the Inter-Parliamentary Union

President

The Assembly will elect its President at the opening of its proceedings on Monday, 14 October 2024 at 11:00. It is customary for the IPU President to serve as President of IPU Assemblies held in Geneva.

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: Ms. A. Kuspan (Kazakhstan)
Vice-President: Vacancy
Secretary: Ms. Laurence Marzal

Standing Committee – Sustainable Development

President: Mr. W. William (Seychelles)
Vice-President: Ms. M. Al Suwaidi (United Arab Emirates)
Secretary: Ms. Aleksandra Blagojevic

Standing Committee – Democracy and Human Rights

President: Vacancy
Vice-President: Mr. A. Torosyan (Armenia)
Secretary: Mr. Andy Richardson

Standing Committee – United Nations Affairs

President: Mr. D. McGuinty (Canada)
Vice-President: Ms. C.L. Crexell (Argentina)
Secretary: Ms. Paddy Torsney

Governing Council of the Inter-Parliamentary Union

President: Dr. Tulia Ackson (United Republic of Tanzania)

Executive Committee

President: Dr. Tulia Ackson (United Republic of Tanzania)

IPU Vice-Presidents: Mr. A. Kharchi (Algeria)
Mr. A.R. Al Nuaimi (United Arab Emirates)
Ms. A. Sarangi (India)
Ms. S. Mikayilova (Azerbaijan)
Ms. B. Argimón (Uruguay)
Ms. D.-T. Avgerinopoulou (Greece)

Members: Mr. M. Dick (Australia)
Mr. C. Cajado Sampaio (Brazil)
Mr. X. Iacovelli (France)
Mr. F. Zon (Indonesia)
Mr. G.O. Akpabio (Nigeria)
Ms. G. Morawska-Stanecka (Poland)
Mr. A. Almódozar Barceló (Spain)
Ms. N.B.K. Mutti (Zambia)
Ms. I. Kitwa Godalena (Democratic Republic of the Congo)

Ex officio: Ms. C. López Castro (Mexico)
President of the Bureau of Women Parliamentarians
Mr. D. Carden (United Kingdom)
President of the Board of the Forum of Young Parliamentarians

Assembly responsibilities

Secretary General

Mr. Martin Chungong

Assembly

Ms. Anda Filip, Secretary

Ms. Andrée Lorber

Mr. Ed Cooper

Governing Council

Mr. Akiyo Afouda, Secretary

Ms. Sharon Varturk

Executive Committee

Ms. Sharon Varturk

Mr. Michael Stott

Sub-Committee on Finance

Ms. Andrée Lorber, Secretary

Mr. Ed Cooper

Gender Partnership Group

Ms. Kareen Jabre, Secretary

Ms. Mariana Duarte Mutzenberg

Ms. Marie-Graziella Nguini

Forum and Bureau of Women Parliamentarians

Ms. Zeina Hilal, Secretary

Ms. Brigitte Fillion

Ms. Mariana Duarte Mutzenberg

Ms. Graça Sanches

Forum of Young Parliamentarians

Ms. Zeina Hilal, Secretary

Mr. Jonathan Lang

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

Committee to Promote Respect for International Humanitarian Law

Ms. Kareen Jabre, Secretary

Mr. Julio Veiga-Bezerra

Advisory Group on Health

Ms. Aleksandra Blagojevic, Secretary

Ms. Miriam Sangiorgio

Group of Facilitators for Cyprus

Ms. Norah Babic, Secretary

High-Level Advisory Group on Countering Terrorism and Violent Extremism

Mr. Mokhtar Omar, Secretary

Ms. Carmen Castillo

Working Group on Science and Technology

Mr. Mokhtar Omar, Secretary

Ms. Tasnim Jberi

Working Group on Transparency, Accountability and Openness

Ms. Andrée Lorber, Secretary

Ms. Aushee Malika Gupta

Task Force on the peaceful resolution of the war in Ukraine

Ms. Anda Filip

Mr. Mauricio Huertas Glauser

Drafting Committee on the Emergency Item

Ms. Norah Babic, Joint Secretary

Ms. Hiroko Yamaguchi, Joint Secretary

Media and Press

Mr. Thomas Fitzsimons, Director

Ms. Kate Brooks

Conference Services

Ms. Tara Staub

Mr. Angelo Jacinto

Ms. Sarah Bencherif

Submission and Control of Documents

Ms. Emilie Vulpillière

Ms. Diana Razakaso

Language Services

Mr. Hervé Compagnion, Senior French Reviser

Mr. Michael Stott, Senior English Reviser

IT Support

Mr. Pieyre-Bernard Castelier

Mr. Bruno Garavaglia

Document Reproduction and Distribution Service

Mr. Roshid Farzaam

Registration and Information Desk

Ms. Kirsten Tatam

Mr. Dan Woodburn

PRESIDENCY OF THE IPU AND ASSEMBLY SECRETARIAT

	OFFICES
President of the Inter-Parliamentary Union Dr. Tulia Ackson	VIP Office, third floor, CIGC
Secretary General of the Inter-Parliamentary Union Mr. Martin Chungong	Room 13, second floor, CIGC
President's Secretariat Ms. Zainab Kihange	VIP Office, third floor, CIGC
IPU Executive Office Ms. Sharon Varturk, Senior Executive Assistant	Room 12, second floor, CIGC
Directors' Offices Ms. Anda Filip, Member Parliaments and External Relations Ms. Andrée Lorber, Support Services Ms. Kareen Jabre, Programmes Mr. Thomas Fitzsimons, Communications	Room 219, second floor, CIGC Room 218, second floor, CIGC Room 217, second floor, CIGC Room 212/213, second floor, CIGC
French Translation Mr. Hervé Compagnion English Editing and Translation Mr. Michael Stott	Room 222/223, second floor, CIGC Room 221, second floor, CIGC
Submission and Control of Documents service Ms. Emilie Vulpillière, Team Leader	Room 224/225, second floor, CIGC
Distribution of Documents Mr. Roshid Farzaam, Officer-in-charge	Lobby, ground floor, CIGC
Registration Desk Ms. Kirsten Tatam	Lobby, ground floor, CIGC
Typing pool, Photocopying and Print-on-demand Service for delegates	Level -1, CIGC
President of the ASGP Mr. Najib El Khadi	Room 16, third floor CIGC
Joint Secretaries of the ASGP Ms. Elektra Garvie-Adams Ms. Capucine Capon	Room 15, third floor, CIGC