



Inter-Parliamentary Union  
For democracy. For everyone.

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30 January 2025

## Information Seminar on the structure and functioning of the Inter-Parliamentary Union

Dear Madam President,  
Dear Mr. President,

This year marks another opportunity for the Inter-Parliamentary Union (IPU) to organize its information seminar for parliamentary staff who serve as Secretaries of IPU Groups or are responsible for the relationship with the IPU within their respective parliaments. Since resuming in-person seminars in 2023, these gatherings have provided participants with a valuable platform to acquire in-depth knowledge of the IPU. The seminar is designed to facilitate their work in advising and assisting parliaments and their members on all matters related to the IPU, including its programmes, activities, structures and working methods.

**This year's Information Seminar on the structure and functioning of the Inter-Parliamentary Union will be conducted in English and held from 20 to 23 May 2025.**

The draft programme will be sent to you shortly after the 150th IPU Assembly. Please note that candidates to attend must have a good command of English to be able to follow and fully participate in the work of the Seminar. Similarly, kindly note that their respective parliaments are expected to cover the costs of participants' travel, accommodation and living expenses in Geneva.

If your Parliament was recently affiliated to the IPU and is seeking to build a solid base to assist its members in the work and activities of the Organization, if it has just appointed a new Secretary who would benefit from IPU-specific training, or if it wants to strengthen the professional staff support it already enjoys, I strongly recommend that you consider taking advantage of this programme.

I look forward to hearing from you about whether your Parliament would like to participate in this Seminar. If so, I invite you to nominate one candidate as soon as possible (by 31 March 2025 at the latest), since there is a limited number of places available.

Yours sincerely,

Martin Chungong  
Secretary General