



Inter-Parliamentary Union
For democracy. For everyone.

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

IPU Headquarters, Geneva, 20-23 May 2025

Information Note

The Seminar is intended to offer IPU Group Secretaries or other parliamentary staff whose work is directly related to the IPU an opportunity to acquire a more in-depth knowledge of the working of the IPU, so that they may more effectively assist their Parliament and its members, particularly during IPU meetings.

It particularly targets Secretaries of recently affiliated Member Parliaments that are seeking to build a solid base of dialogue and interaction with the IPU, as well as newly appointed Secretaries wishing to familiarize themselves with the structure and functioning of the IPU.

It also allows the IPU Secretariat to become better acquainted with the characteristics, functioning and possible needs of the different Member Parliaments and to envisage, through active dialogue with the participants, ways to better meet their expectations.

Working language

The 2025 Seminar will be conducted in English. It is a highly interactive event, which means that participants must be able to understand and express themselves fluently in English.

Registration and number of participants

Official requests from the competent parliamentary authorities should be accompanied by a brief curriculum vitae (maximum one page) of the person concerned, specifying the functions s/he performs in the service of the Member Parliament and providing evidence of fluency in English.

Member Parliaments may register one person only. Depending on the candidatures received, priority will be given to recently affiliated Member Parliaments and to newly appointed Secretaries of delegations. Parliaments are requested to inform the IPU Secretariat in Geneva of their interest in participating as soon as possible so that a place may be reserved for them.

Conditions for participation

Member Parliaments are responsible for covering the travel, accommodation and living expenses of their participants. For information: the official daily subsistence allowance (DSA) (including accommodation) determined by the United Nations for Geneva was US\$ 423 (CHF 388) as of 24 January 2025.

The month of May is an extremely busy month in Geneva and hotel booking conditions are very strict. Participants are therefore advised to reserve rooms as soon as possible. In case of need, you may wish to contact your Permanent Mission in Geneva as it may have contracted preferential rates with some hotels in the city. Should you require assistance, our Secretariat will do its best to help: please contact Ms. Tara Staub (ts@ipu.org).

Visas

Should you require an entry visa for Switzerland:

- It is highly recommended that appointments are made and Schengen visa applications lodged well in advance (preferably beginning of April 2025) with the Swiss Embassy/Consulate responsible for the delegate's legal residence. For details, please refer to www.swiss-visa.ch/ivis2/#/i210-select-country.
- Visa applicants must consult the website of the responsible Swiss Embassy/Consulate to check the current appointment and visa application procedure.
- It is high season for some Embassies/Consulates, meaning appointments must be made well in advance.
- Depending on where delegates have their legal residence, some may have to travel to a different country to lodge their visa application and register their biometric data.
- Some nationalities are subject to a Schengen consultation, which lasts 8-10 days.
- Under exceptional and urgent circumstances, Swiss Embassies or Consulates may issue visas with limited territorial validity (LTV) in accordance with Schengen regulations. This only applies to individual cases that are duly justified. A holder of an LTV visa, which is only valid for Switzerland, cannot visit nor transit through another Schengen State (they must enter and exit the Schengen area via Switzerland only).

If the IPU is required to provide a nominative invitation for a participant's visa application, please ensure that a copy of the delegate's passport is sent to IPU Headquarters (ts@ipu.org).

Welcome of participants

Participants who have announced their travel details (date, arrival time, flight number, etc.) will be met on arrival, on Monday, 19 May 2025 by a member of the IPU Secretariat. Participants who have made their own arrangements with their Consulates/Missions or friends to be met on their arrival in Geneva are kindly requested to inform the IPU Secretariat.

Other information

For further information on the Seminar, please email Ms. Tara Staub in the Division for Member Parliaments and External Relations (ts@ipu.org).