



Inter-Parliamentary Union  
For democracy. For everyone.

# Interregional Seminar on Parliamentary Capacity Building and the further implementation of the Sustainable Development Goals

**Implementing the SDGs through  
South-South parliamentary cooperation**

**10-17 September 2018 - Beijing (China)**

## GENERAL INFORMATION

### VENUE, DATE AND PROGRAMME

The seminar will be held from 10 to 12 September 2018 at the National People's Congress in Beijing (China) and will be followed by a field trip until 17 September. The draft agenda of the seminar will be sent in due course. All delegates will be expected to arrive in Beijing on 9 September 2018.

### FIELD VISIT

For those delegates that are able to stay in China until 17 September, the National People's Congress would be pleased to organize a field visit to the Cities of Xi'an and Nanjing. Delegations registering for the seminar should indicate on the registration form whether they will stay on for the field visit.

### 1. PARTICIPATION

This seminar is open to the following parliaments: Ethiopia, Mauritius, Mongolia, Mozambique, Namibia, Pakistan and Sri Lanka. Those parliaments are invited to send a delegation of up to 6 members (or three members for each chamber in the case of bicameral parliaments), which should be gender-balanced and reflect the political representation within parliament. Each delegation could be composed of parliamentarians only or may include one parliamentary staff. It is recommended that members of the delegations be persons working directly on development issues in parliament.

### 2. ORGANIZATION OF PROCEEDINGS

In keeping with IPU practice, all participants will have equal speaking rights. To make the discussions as fruitful and enriching as possible, the following rules will apply:

- (a) There will be no list of speakers on any agenda item. After the resource persons have introduced an agenda item, the floor will be open to participants for interventions, questions and comments.
- (b) Experience has shown that this kind of meeting does not lend itself to the reading out of prepared statements. Subject to arrangements that the Chair may make to suit the circumstances, oral contributions may not exceed three to five minutes. Participants may speak several times on each item, particularly to respond to other statements.

### 3. DOCUMENTS

Participants will receive copies of the resource persons' presentations as they become available. Participants wishing to distribute relevant documentation to their colleagues will be required to provide it in sufficient quantities and place it on a designated table.

### 4. WORKING LANGUAGE

The working languages will be **English and Chinese**.

### 5. REGISTRATION

Parliaments that have been invited are requested to send their list of participants **no later than 10 August 2018**, using the enclosed Registration Form, to the following address:

## Inter-Parliamentary Union

5, chemin du Pommier  
case postale 330  
1218 Grand-Saconnex  
Geneva, Switzerland  
Email: [postbox@ipu.org](mailto:postbox@ipu.org)  
Tel: +41 22 919 41 50  
Fax: +41 22 919 41 60

## 6. HOTEL ACCOMODATION, LOCAL TRANSPORTATION AND MEALS

The National People's Congress will book and cover expenses for hotel rooms for all participants. The National People's Congress will also provide local transportation and meals from 9 to 17 September.

## 7. TRAVEL, ARRIVAL AND DEPARTURE

The Inter-Parliamentary Union will cover the cost of flight on the basis of the economy class ticket for a delegation of up to six members (or three members for each chamber in the case of bicameral parliaments). Delegations should be either composed of 6 parliamentarians or 5 parliamentarians and one parliamentary staff. The National People's Congress will organize transport of all participants from/to the airport.

Participants are informed that the IPU Secretariat is responsible for purchasing their tickets to China. Delegations are expected to arrive in Beijing on 9 September 2018 and depart from the City of Nanjing or Shanghai on 18 September. Flight reservations should be made **in economy class**.

IPU's official travel agent **RAPTIM Humanitarian Travel** has been tasked with making all flights reservations for participants based on communicated travel dates and according to IPU travel policy (most economical and direct route). Please select a flight option from the list below and contact RAPTIM as soon as possible to reserve your tickets. **The deadline for reservations is 15 August 2018. Please note that the subject of your email should be the following: "China interregional seminar on the SDGs"**

Please inform RAPTIM if you decide to change your travel dates for any reasons. **Once tickets have been issued, and except in cases of force majeure, any penalties or additional charges incurred for changing or cancelling your ticket must be paid for at the participants' own expenses.** Please also note that, should you wish to upgrade your flight or extend your stay for personal reasons and as a result, your air fare is higher than what the cost of a ticket would have been for the official travel dates of the seminar, then you will be required to pay the difference between the two fares directly to the travel agent using your personal credit card. The contact details of the travel agency are set out below. Please provide the agency with a **copy of your passport or your exact name** (as it appears in your passport) **together with the flight reservation form before 15 August 2018.**

### **RAPTIM Humanitarian Travel**

**e-mail:** [travelteam2.ch@raptim.org](mailto:travelteam2.ch@raptim.org)

**Tel.: +41 (0)22 533 50 42**

## 8. VISAS

A valid passport is required to enter China.

To obtain visas or further information on customs regulations, participants are advised to contact the Embassy of China in their respective countries.

## **10. REGISTRATION AND INFORMATION DESK**

A registration and information desk will be available to participants at the seminar venue from 10 to 12 September, according to the programme of the seminar.

## **11. SECURITY**

The national authorities will take all necessary security measures. Participants are required to wear their identity badges at all times while at the seminar venue.

Participants are kindly requested to show valid identification documents (a passport or identity card) when entering the National People's Congress. For security reasons, participants should be prepared for identity checks.

## **12. WEATHER CONDITIONS**

For information on weather in Beijing please see [www.accuweather.com](http://www.accuweather.com).

## **13. CURRENCY REGULATIONS**

The local currency is the Yuan. The exchange rate is about 1 Yuan = 0, 15 US Dollars.

Major international currencies can be exchanged at banks, exchange offices and hotels; most major credit cards are widely accepted.

## **14. MEDICAL FACILITIES**

During the seminar, first aid facilities will be available at the venue. All other medical services and prescriptions will be at the participants' own expense.