Fifth World Conference of Speakers of Parliament

United Nations Office, Vienna (Austria), 19–21 August 2020

Information note

The Fifth World Conference of Speakers of Parliament will be held at the United Nations Office at Vienna (UNOV) from 19 to 21 August 2020. It will be preceded by the Summit of Women Speakers of Parliament on 17 and 18 August. The Speakers’ Conference will focus on the overall theme of Parliamentary leadership for more effective multilateralism that delivers peace and sustainable development for the people and planet. The Conference is part of the series of high-level meetings leading up to the Summit for the 75th anniversary of the United Nations in September 2020.

The Conference is organized by the Inter-Parliamentary Union (IPU) in close cooperation with the United Nations and the Parliament of Austria. All arrangements relating to the holding of the event are being made under the guidance of a Preparatory Committee composed of Speakers of parliament and members of the IPU Executive Committee.

This note is intended to provide a preliminary overview of the general organizational aspects of the Conference. It is accompanied by the draft Rules of the Conference (as proposed by the Preparatory Committee) and a form to indicate speaking preferences. More detailed information, including a draft Declaration, will be distributed in May 2020, after the third meeting of the Preparatory Committee.

Schedule of meetings

A plenary debate on the overall theme of the Conference will be held in the Plenary Hall at UNOV from Wednesday, 19 August to Friday, 21 August. It will run from 10 a.m. to 1 p.m. and from 3 to 6 p.m. each day. The United Nations Secretary-General is expected to participate in the opening of the Conference on 19 August.

A group photo of the Speakers will be taken during the lunch break on the first day.

Five panel discussions will be held in the afternoon of 19 August, all day Thursday, 20 August, and in the morning of 21 August. They will address subjects that are linked to the overall theme of the Conference (see annex on the overall structure of the Conference).

A limited number of rooms at UNOV will be available for bilateral meetings, with bookings made through the IPU Secretariat.

The Parliament of Austria will host social events during the Conference.
Participation

The Conference will include the following categories of participants:

**Speakers**

Invitations shall be extended to the Speakers of all Member Parliaments of the IPU, as well as of all other parliaments of UN Member States not represented at the IPU. In the case of bicameral parliaments, invitations will be addressed to the Speakers of both chambers.

**Observers**

- Presidents of the main regional and international parliamentary assemblies and organizations (Associate Members and Permanent Observers of the IPU)
- Heads of programmes and agencies of the United Nations system and the WTO

**Special guests**

High-ranking officials of the United Nations and other international figures will be invited to address the meeting on specific topics.

Size and composition of delegations

The size of the delegation from each parliament should in principle not exceed six persons (10 persons in the case of bicameral parliaments). Associate Member delegations should not exceed four persons. Invited Observer delegations should be composed of no more than two persons. Seating arrangements at desks will be made according to this formula.

Speaking time in the General Debate

Speakers of parliament, presidents of the official parliamentary organizations that are Associate Members and Permanent Observers of the IPU, as well as special guests, will be invited to address the meeting.

During the plenary sessions in the Plenary Hall, each Speaker shall be entitled to five minutes’ speaking time or, in instances where both Speakers from a bicameral parliament wish to address the Conference, each of them will be entitled to speak for four minutes. Presidents of parliamentary organizations shall be entitled to three minutes’ speaking time.

A speaker's registration form is attached to this note. Each parliament is requested to indicate in writing to the IPU Secretariat, **by 1 July 2020**, at which sitting the Speaker would like to take the floor. The IPU Secretariat will establish the order of the speakers by taking into account, as far as possible and on a first come, first served basis, the preferences that have been indicated.

Declaration

At the end of the Conference, participants will be invited to adopt a Declaration, which will have been drafted by the Preparatory Committee and submitted to all parliaments in advance of the Conference for comments. The Declaration will be presented officially at the UN Summit in September.

Languages

The plenary meeting of the Conference will have interpretation into all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Speakers addressing the Conference in any other languages will need to have their individual statements translated into one of the six official languages. 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 and French) by a person designated by them, who will be given access to an interpretation booth. To allow for all necessary arrangements to be made in good time, delegations should contact well in advance the English booth interpreters assigned to the sitting at which the speech will be delivered.

The proceedings of the Conference panels will be conducted in the four working languages of the IPU (English, French, Spanish and Arabic).
**Registration and accreditation**

The deadline for registrations is **1 August 2020**.

All invited participants should use the IPU online registration system. Instructions on how to use the system, which will be operational as of **20 April 2020**, will be sent in early 2020. Only one person should be designated as the delegation coordinator and have access to the system. The UN Pass Office will send to each registered coordinator a weblink that is to be used to upload delegates’ photos.

A provisional list of participants will be compiled based on registrations received. Delegates will have an opportunity to check the accuracy of this list before the end of the Conference.

**Accommodation**

The Austrian Parliament has made some provisional block bookings in hotels in Vienna (see [www.ipu.org/event/fifth-world-conference-speakers-parlament#event-sub-page-documents](https://www.ipu.org/event/fifth-world-conference-speakers-parlament#event-sub-page-documents) for more information), both in the city centre and close to the Conference venue.

August is a particularly busy month for hotels in Vienna. Delegates are therefore advised to make their hotel reservations as soon as possible. Delegations from countries with an embassy or permanent mission in Vienna are invited to contact them, as they are accustomed to receiving delegations to UN meetings and handling hotel reservations. In keeping with the practice of hotels in Vienna, only reservations made with a credit card guarantee will be confirmed.

**Immigration formalities – visas**

Austria is a member of the Schengen Area.

Please note that nationals of certain countries require a Schengen visa to enter Austria. A list of these countries is available from the Federal Ministry of the Interior at: [https://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/Visumpflichtige_Laender/start.aspx](https://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/Visumpflichtige_Laender/start.aspx) (website available in German only, though the links listed include an English translation).

You will find relevant information and practical references concerning entry to Austria or the Schengen Area as well as information about the application process at: [https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entrance-and-residencevisa/](https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entrance-and-residencevisa/)


We advise you to apply for your visa in good time – in any case by 10 July 2020 at the latest – at the Austrian diplomatic representation competent for your place of residence. If there is no Austrian representation situated in your country of residence, you may submit your application for a Schengen visa at the embassy of the Schengen partner State that represents Austria. You may find the embassy of a Schengen partner at: [https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/schengen-visa/representations-by-schengen-partner/](https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/schengen-visa/representations-by-schengen-partner/). Please note that the procedures of the embassies representing Austria follow the relevant regulations of the respective State.

**National security officers / Firearms requests**

If close-security details travelling with Speakers intend to carry firearms during their stay in Austria, the following procedure applies:

- For security officers of Speakers from non-EU member States, the competent Austrian embassy abroad will – provided it receives the request in good time – issue a permit entitling a national security officer to enter Austria with a firearm and to carry it during their stay. The permit must be carried when crossing the border and will be checked and completed by the border guards.

- For national security officers accompanying Speakers from EU member States, no special permit is required for the import, possession and carrying of firearms. However, the Federal Ministry for Europe, Integration and Foreign Affairs must be notified thereof by note verbale no later than two weeks before their arrival in Austria (Protocol Department of the Federal Ministry for Europe, Integration and Foreign Affairs, abt1@bmeia.gv.at, cc: Austrian Parliament werner.autericky@parlament.gv.at and Federal Ministry of the Interior/Federal Agency for State Protection and Counter Terrorism abt3@bvt.gv.at). The note verbale should include the
personal details of each national security officer (date and place of birth, passport number and expiry date) as well as the type and serial number of the weapon, the amount of ammunition carried, the date of arrival and departure and the border crossing points.

Please note that only handguns and only one firearm per security officer will be authorized.

Radio frequencies
If radio equipment is to be used during the Speaker’s visit, an application to use specific frequencies must be submitted. Permission to use such frequencies must be requested by note verbale sent to the Protocol Department of the Federal Ministry for Europe, Integration and Foreign Affairs (abt1@bmeia.gv.at) no later than two weeks before arrival in Austria. The requested frequency as well as a possible alternative frequency, the transmission power, the time frame and approximate geographical indications (i.e. province) should be specified in the note verbale.

Flight clearance
Delegations arriving in government, military or custom aircraft must request diplomatic overflight and landing clearances by note verbale sent to the Federal Ministry for Europe, Integration and Foreign Affairs (exportkontrolle@bmeia.gv.at, cc: abt1@bmeia.gv.at). The note verbale must include the following information: arrival date and time, handling company, aircraft registration number, flight number (if applicable) and full details of all passengers as well as their passport numbers.

Transportation
As with previous IPU Speakers’ conferences, transport and escort arrangements are the responsibility of the respective delegations. Please coordinate with your embassy or mission. The Austrian Parliament will provide escorted bus transfers to and from the two social events on the evenings of 17 and 19 August.

Entry passes into the United Nations compound
Due to strict security measures in effect at the United Nations, every delegate to the Conference will need a special United Nations identification pass in order to enter UN premises. Information about the registration system will be circulated in due time.

The IPU will be able to assist in obtaining UN passes for the presidents of interested parliamentary assemblies and other special guests.

Media
The United Nations’ media accreditation office will issue the necessary passes to allow journalists access to the United Nations Office at Vienna. A press conference room will be available upon request and on a first come, first served basis for Speakers wishing to hold media briefings.

Security
Security at UNOV is the responsibility of the United Nations, which will apply its own regulations in this respect. One such regulation obliges all Conference participants to display their identity badges visibly upon entering and at all times while on UN premises. More information concerning security at UNOV will be provided in the coming months.

Any special arrangements for Speakers who travel with a close security detail should be organized bilaterally between the country’s Permanent Mission to the United Nations in Vienna and UN Security. Any related costs will be borne by the country making the request.