



Inter-Parliamentary Union
For democracy. For everyone.

130
years of
empowering
parliamentarians

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

Virtual meeting, 15-19 June 2020

Information Note

The Information Seminar is intended to offer IPU Group Secretaries or other persons 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 specifically targets Secretaries of recently affiliated Members 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 Members and to envisage, through active dialogue with the participants, ways to better meet Members' expectations.

Due to the current COVID-19 pandemic, this year's Seminar will be a virtual event. Participants should be able to follow all sessions remotely through the platform Zoom, which requires a stable Wi-Fi connection and, preferably, a headset with built-in microphone (see attached note on connection advice). Participants will receive an invitation with connection details to the event in due course (valid for the five sessions).

Zoom

This link will teach you all you need to know about participating in a Zoom meeting:
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting>

The Zoom website also has other useful videos:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

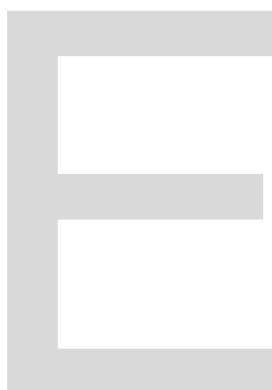
Working language

The 2020 Seminar will be conducted in French. It is a highly interactive event, which means that candidates must have a good command of French in order to be able to follow and fully participate in the proceedings of the Seminar.

Number of participants and registration

In principle, Member Parliaments may register one person only. Depending on the candidatures received, priority will be given to recently affiliated Members 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.

Requests for registration 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 a good command of French.



Conditions for participation

Member Parliaments are responsible for ensuring that persons nominated for the Seminar have the necessary technical means (see attached document) in order to be able to fully participate in this virtual event.

Preparing for the event

The IPU Secretariat will provide participants with a selection of material before the opening of the virtual session on 15 June. Taking into consideration the remote aspect of the Seminar and in order to ensure that the session is as interactive as possible, participants are strongly recommended to prepare for the event by familiarizing themselves with the documentation provided.

Due to the cognitive burden of attending a remote event over a period of three to four hours, participants will be offered regular 10-minute breaks. However, you are kindly invited to return to your computer at the appointed time.

As of Thursday, 4 June 2020, participants will also be invited to attend weekly virtual “meet your fellow Seminar participants” sessions (one hour) organized by the IPU Secretariat.

Further information

For further information, please contact Ms. Sally-Anne Sader in the Division for Member Parliaments and External Relations at sas@ipu.org.