



Inter-Parliamentary Union  
For democracy. For everyone.

# 206th session of the Governing Council (Extraordinary virtual session) 1–4 November 2020

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Annex 4  
15 September 2020

## Explanatory note on the IPU event registration system

The IPU event registration system (ERS) for the 206th session of the Governing Council (extraordinary virtual session) is only open to IPU Members. Please note that, in keeping with the IPU Statutes and Rules, **each Member Parliament of the IPU shall be represented on the Governing Council by three parliamentarians, provided that its representation includes both men and women. Single-gender delegations will be limited to one member.**

The ERS can be accessed through the webpage dedicated to the virtual session of the Governing Council, simply by clicking on the Registration button.

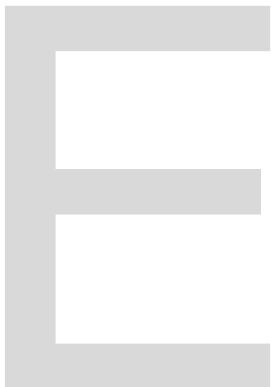
The system will be open from 15 September until the deadline of 18 October 2020. Please note that given the virtual nature of the meeting and the need to organize electronic voting, no additional registrations will be possible after the deadline (except in a certified case of force majeure).

**Important:** There should only be one coordinator per delegation using the ERS.

The registration process is as follows:

1. Carefully enter the information requested on the first page. Please note that this information cannot be edited at a later stage.
2. Each IPU Member shall register a maximum of three (3) Governing Council members with speaking and voting rights. The registration should be accompanied by a formal communication from the Speaker of Parliament or the President of the IPU Group notifying the three official delegates on the Governing Council.
3. Each Parliament may also register one additional parliamentarian and two support staff **from each parliamentary chamber** to observe the proceedings.
4. Any IPU Member registering a **single-gender delegation** will have **only one vote** in the Governing Council.
5. Provide an individual email address for each delegate<sup>1</sup> (this is now mandatory, as it is part of the delegate's registration identity).
6. Fill out the date of birth for each delegate.  
The Secretariat uses this information in the preparation of the Assembly statistics (monitoring of youth participation in the political process).
7. Due to the virtual nature of the Governing Council and the requirement for careful recording of members of the Governing Council for electronic voting purposes, a personal mobile phone number and personal email address for each member of the Governing Council are to be provided on page 3 of the ERS (registration questions). This data will be destroyed after the completion of the elections.

<sup>1</sup> The IPU is committed to respecting the privacy of the people it engages with. More information about our privacy practices is available at this link <https://www.ipu.org/privacy-statement>



8. Once registered and approved, the composition of the Governing Council members must not change. Changes will only be accepted in the case of force majeure, certified by the Speaker of parliament or the President of the IPU Group. In this case you are invited to contact [sas@ipu.org](mailto:sas@ipu.org) naming the replacement Governing Council member.

Some fields are mandatory (\*), i.e. details pertaining to a national parliament (committee membership, titles, etc.). Please **do not** use all capital letters when completing the different fields.

The registration process includes a **validation phase**, during which system administrators will examine your registration. Once your registration has been validated, you will receive a confirmation email.

Should you have any questions on registration, please send them to Ms. Sally-Anne Sader, Conference Services Officer, at [sas@ipu.org](mailto:sas@ipu.org), with copy to the generic IPU email address: [postbox@ipu.org](mailto:postbox@ipu.org).