



Inter-Parliamentary Union

For democracy. For everyone.

# **140<sup>th</sup> ASSEMBLY GUIDEBOOK**

**6 to 10 April 2019**

**Doha, Qatar**

## CONTENTS

	<b>Page</b>
INAUGURAL CEREMONY AND MEETING VENUE .....	3
OFFICIAL RECEPTIONS AND OTHER EVENTS .....	3
TIMETABLE OF THE ASSEMBLY AND RELATED MEETINGS .....	4
SEATING ARRANGEMENTS IN MEETING ROOMS .....	9
AGENDAS OF THE ASSEMBLY AND STANDING COMMITTEES .....	9
REGISTRATION OF SPEAKERS AND SPEAKING TIME FOR THE GENERAL DEBATE .....	11
ADDITIONAL INFORMATION	
Registration Desk and Information Counter .....	12
Table of votes at the Assembly .....	13
Assembly documents .....	13
Distribution of messages and non-official documentation .....	14
Results of the Assembly and related meetings .....	14
Summary records of the debates .....	14
Submission and Control of Documents .....	14
Distribution of Documents .....	14
Simultaneous Interpretation .....	14
Press Service .....	15
Social Media .....	15
Informal and bilateral meeting rooms .....	15
Typing Pool, Photocopying and Print-on-demand Service .....	15
Internet and Wi-Fi access .....	15
Assembly App .....	16
Medical Service .....	16
Prayer Room .....	16
No smoking policy .....	16
Facilities .....	16
DELEGATION OF QATAR TO THE 140 <sup>th</sup> ASSEMBLY .....	16
STATUTORY BODIES	
Assembly of the Inter-Parliamentary Union .....	17
Governing Council of the Inter-Parliamentary Union .....	17
Executive Committee .....	17
Secretariat of the Inter-Parliamentary Union .....	18
PRESIDENCY OF THE IPU AND ASSEMBLY SECRETARIAT .....	21
ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS (ASGP) .....	22

## **OFFICIAL OPENING AND MEETING PLACES**

The Inaugural Ceremony of the 140<sup>th</sup> Assembly of the Inter-Parliamentary Union will take place on Saturday, 6 April, at 7.30 p.m. in the Al-Dafna Hall, Sheraton Convention Center, in the presence of H.H. Tamim bin Hamad Al Thani, Emir of Qatar.

**For admission to the Inaugural Ceremony and all other official events held during the Assembly, participants are kindly requested to wear their identity badges and present the appropriate invitation.**

The plenary sittings of the Assembly and its Standing Committees, as well as the meetings of the IPU Governing Council, the Executive Committee, the Forum of Women Parliamentarians, the Committee on the Human Rights of Parliamentarians, and the meetings of the Association of Secretaries General of Parliaments (ASGP) will also be held at the Sheraton Convention Centre.

## **OFFICIAL RECEPTIONS AND OTHER EVENTS**

### **Reception for the IPU Executive Committee**

Host : H.E. Mr. Ahmed Bin Abdullah Al Mahmoud  
Speaker of the Shura Council  
Date and time : 4 April 2019, 7 p.m.  
Venue : Sheraton Hotel

### **Inaugural Ceremony and Reception**

Host : H.E. Mr. Ahmed Bin Abdullah Al Mahmoud  
Speaker of the Shura Council  
Date and time : 6 April 2019, 7.30 p.m.  
Venue : Al-Dafna Hall, Sheraton Convention Center

### **Reception in Honour of the Forum of Women Parliamentarians**

Host : Ms. Reem Al-Mansoori, MP  
President of the Forum of Women Parliamentarians  
Date and time : 7 April 2019, 7 p.m.  
Venue : Yasmine Restaurant, The Pearl, Doha

### **Embassy Night**

Date : 8 April 2019


### **Cultural Evening**

Host : H.E. Mr. Ahmed Bin Abdullah Al Mahmoud  
Speaker of the Shura Council  
Date and time : 9 April 2019, 7 p.m.  
Venue : Kattar Amphitheatre, Doha

## GENERAL TIMETABLE OF THE 140th ASSEMBLY AND RELATED MEETINGS

*Doha, 6 to 10 April 2019*

### Wednesday, 3 April 2019

 14.00 – 18.00 Sub-Committee on Finance\*  
*Salwa 1, Sheraton Convention Center*


### Thursday, 4 April 2019


09.00 – 18.00 Beginning of Registration  
*Lobby, Sheraton Hotel*


 10.00 – 13.00 Executive Committee\*  
15.00 – 18.00 *Salwa 1, Sheraton Convention Center*


### Friday, 5 April 2019

 09.00 – 10.00 Gender Partnership Group\*  
*Salwa 1, Sheraton Convention Center*


 09.30 – 13.00 Committee on the Human Rights of Parliamentarians\*  
*Al Bashir, Sheraton Convention Center*


 10.00 – 13.00 Executive Committee\*  
*Salwa 1, Sheraton Convention Center*

 14.30 – 18.00 Committee on the Human Rights of Parliamentarians\*  
*Al Bashir, Sheraton Convention Center*

 15.00 - 18.00 Executive Committee\*  
*Salwa 1, Sheraton Convention Center*


### Saturday, 6 April 2019


 09.00 – 10.00 Bureau of Women Parliamentarians\*  
*Salwa 1, Sheraton Convention Center*

 10.00 – 11.00 Meeting of Advisers and Secretaries to delegations  
*Salwa 3, Sheraton Convention Center*


 10.30 – 13.00 **Forum of Women Parliamentarians**  
*Al Rayyan, Sheraton Convention Center*

 11.30 – 13.00 Break out Group of the Forum of Women Parliamentarians  
*Salwa 1, Sheraton Convention Center*

 11.30 – 13.00 Meeting with the Chairpersons of the Geopolitical Groups and the Presidents of the Standing Committees\*  
*Al Bashir, Sheraton Convention Center*

 14.00 – 15.30 Meeting with Heads of regional and other parliamentary organizations\*  
*Salwa 3, Sheraton Convention Center*



 14.30 – 17.30 **Forum of Women Parliamentarians**  
*Al Rayyan, Sheraton Convention Center*

 14.30 – 17.30 Advisory Group on Health  
**(English only)\***  
*Al Nakhil, Sheraton Convention Center*

	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* <i>Al Bashir, Sheraton Convention Center</i>
	15.00 – 18.00	Committee on Middle East Questions* <i>Salwa 1, Sheraton Convention Center</i>
	19.30 – 20.30	<b>Inaugural Ceremony</b> <i>Al Dafna, Sheraton Convention Center</i>

## Sunday, 7 April 2019

	08.00 – 09.00	<b>Assembly Steering Committee*</b> <i>Al Nakhil, Sheraton Convention Center</i>
	08.30 – 09.30	Board of the Forum of Young Parliamentarians* <i>Salwa 1, Sheraton Convention Center</i>
	09.00 – 11.00	Committee to Promote Respect for International Humanitarian Law* <i>Al Bashir, Sheraton Convention Center</i>
	09.00 – 11.00	<b>Governing Council</b> <i>Al Dafna, Sheraton Convention Center</i>
	09.00 – 12.30	<b>Standing Committee on Peace and International Security</b> Debate and possible start of drafting in plenary of the draft resolution on the <i>Non-admissibility of using mercenaries as means of undermining peace and violating human rights</i> <i>Al Rayyan, Sheraton Convention Center</i>
	10.00 – 13.00	<b>Forum of Young Parliamentarians of the IPU</b> <i>Salwa 2, Sheraton Convention Center</i>
	11.00 – 13.00	<b>Assembly:</b> Start of the General Debate on the theme <i>Parliaments as platforms to enhance education for peace, security and the rule of law</i> <i>Al Dafna, Sheraton Convention Center</i>
	11.30 – 13.00	Panel discussion on <i>Ending energy poverty through access to renewable energies and inclusive public policies: How can parliaments help?</i> <i>Salwa 1, Sheraton Convention Center</i>
	14.15 – 14.30	<b>Group photo – all Heads of delegation</b>
	14.30 – 16.00	Preparatory Committee of the Fifth World Conference of Speakers of Parliament * <i>Salwa 1, Sheraton Convention Center</i>
	14.30 – 17.00	<b>Assembly:</b> General Debate <i>Al Dafna, Sheraton Convention Center</i>
	14.30 – 18.00	<b>Standing Committee on Peace and International Security</b> Drafting in plenary of the resolution <i>Al Rayyan, Sheraton Convention Center</i>
	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* <i>Al Bashir, Sheraton Convention Center</i>
	14.30 – 18.30	<b>Standing Committee on Sustainable Development, Finance and Trade</b> Debate and start of drafting in plenary on the draft resolution on <i>The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation</i> <i>Salwa 2, Sheraton Convention Center</i>

	16.30 – 18.00	Bureau of the Standing Committee on United Nations Affairs* <i>Salwa 1, Sheraton Convention Center</i>
	17.00 – 18.30	<b>Assembly:</b> Decision on the emergency item <i>Al Dafna, Sheraton Convention Center</i>

## Monday, 8 April 2019

	09.00 – 13.00	<b>Assembly</b>
	09.00 – 10.30	- Debate on the emergency item, and
	10.30 – 13.00	- Continuation of the General Debate <i>Al Dafna, Sheraton Convention Center</i>
	09.00 – 13.00	<b>Standing Committee on Peace and International Security</b> Completion of drafting in plenary of the resolution on the <i>Non-admissibility of using mercenaries as means of undermining peace and violating human rights</i> <i>Al Rayyan, Sheraton Convention Center</i>
	09.30 – 12.30	Workshop on maternal, newborn and child health <i>Salwa 1, Sheraton Convention Center</i>
	09.30 – 12.30	<b>Standing Committee on Democracy and Human Rights</b> Debate on follow-up to previous IPU resolutions ( <i>democracy in the digital era, use of media for citizen engagement, freedom of expression</i> ) <i>Salwa 2, Sheraton Convention Center</i>
	09.30 – 13.00	Committee on the Human Rights of Parliamentarians* <i>Al Bashir, Sheraton Convention Center</i>
<b>ASGP</b>	11.00 – 12.30	ASGP Meeting <i>Salwa 3, Sheraton Convention Center</i>
	14.30 – 16.00	Speakers' dialogue* <i>Salwa 1, Sheraton Convention Center</i>
<b>ASGP</b>	14.30 – 17.30	ASGP Meeting <i>Salwa 3, Sheraton Convention Center</i>
	14.30 – 18.30	<b>Standing Committee on Sustainable Development, Finance and Trade</b> Drafting in plenary of the resolution on <i>The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation</i> <i>Al Rayyan, Sheraton Convention Center</i>
	14.30 – 18.30	<b>Assembly:</b> Continuation of the General Debate <i>Al Dafna, Sheraton Convention Center</i>
	14.30 – 18.30	Possible drafting committee on the emergency item* <i>Al Bashir, Sheraton Convention Center</i>
	16.30 – 18.30	Bureau of the Standing Committee on Peace and International Security* <i>Salwa 1, Sheraton Convention Center</i>

## Tuesday, 9 April 2019

	09.00 – 10.00	Gender Partnership Group* <i>Salwa 1, Sheraton Convention Center</i>
	09.00 – 11.00	Bureau of the Standing Committee on Sustainable Development, Finance and Trade* <i>Al-Bashir, Sheraton Convention Center</i>
	09.00 – 13.00	<b>Standing Committee on United Nations Affairs</b> <ul style="list-style-type: none"><li>- Debate on <i>Parliamentary follow-up on the Sustainable Development Goals (SDGs) in preparation for the 2019 session of the United Nations High-level Political Forum (HLPF) on Sustainable Development</i>, and</li><li>- Panel discussion on the main theme of the 2019 HLPF: <i>Empowering people and ensuring inclusiveness and equality</i></li></ul> <i>Al-Rayyan, Sheraton Convention Center</i>
	09.30 – 12.30	<b>Standing Committee on Democracy and Human Rights</b> Debate on the draft resolution to be adopted at the 141 <sup>st</sup> Assembly on <i>Achieving Universal Health Coverage by 2030: The role of parliaments in ensuring the right to health</i> <i>Salwa 2, Sheraton Convention Center</i>
	10.00 – 12.30	Executive Committee* <i>Salwa 1, Sheraton Convention Center</i>
<b>ASGP</b>	10.30 – 12.30	ASGP Meeting <i>Salwa 3, Sheraton Convention Center</i>
	11.30 – 13.00	<b>Assembly:</b> Continuation of the General Debate <i>Al Dafna, Sheraton Convention Center</i>
	14.30 – 16.00	<b>Standing Committee on Sustainable Development, Finance and Trade</b> Adoption of the draft resolution on <i>The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation</i> <i>Al Rayyan, Sheraton Convention Center</i>
	14.30 – 16.00	Bureau of the Standing Committee on Democracy and Human Rights* <i>Salwa 1, Sheraton Convention Center</i>
	14.30 – 16.00	Panel discussion on counter-terrorism and violent extremism <i>From international resolutions to national legislations: Bridging the implementation gap</i> <i>Salwa 2, Sheraton Convention Center</i>
<b>ASGP</b>	14.30 – 17.30	ASGP Meeting <i>Salwa 3, Sheraton Convention Center</i>
	14.30 – 18.00	Committee on the Human Rights of Parliamentarians* <i>Al Bashir, Sheraton Convention Center</i>
	14.30 – 18.30	<b>Assembly</b> <ul style="list-style-type: none"><li>- Adoption of the resolution on the emergency item, and</li><li>- Conclusion of the General Debate</li></ul> <i>Al Dafna, Sheraton Convention Center</i>
	16.30 – 18.00	Committee on Middle East Questions* <i>Salwa 2, Sheraton Convention Center</i>
	16.30 – 18.30	<b>Standing Committee on Peace and International Security</b> Adoption of the draft resolution on <i>Non-admissibility of using mercenaries as means of undermining peace and violating human rights</i> <i>Al Rayyan, Sheraton Convention Center</i>



16.30 – 18.30

Bureau of Women Parliamentarians\*  
*Salwa 1, Sheraton Convention Center*

## Wednesday, 10 April 2019



09.00 – 10.00

Board of the Forum of Young Parliamentarians\*  
*Salwa 1, Sheraton Convention Center*



09.30 – 13.00

### **Governing Council**

- Decisions on the human rights of MPs, and
  - Reports of specialized meetings
- Al Dafna, Sheraton Convention Center*

**ASGP**

10.30 – 12.30

ASGP Meeting  
*Salwa 3, Sheraton Convention Center*



10.30 – 12.30

Joint Meeting of the Bureau of Women Parliamentarians and the Board of the Forum of Young Parliamentarians on *sexism, harassment and violence against women MPs* \*  
*Salwa 1, Sheraton Convention Center*

**ASGP**

14.00 – 16.00

Joint IPU-ASGP session on *Innovation in parliament: getting ready for the future*  
*Salwa 3, Sheraton Convention Center*



14.30 -

### **Governing Council**

*Al Dafna, Sheraton Convention Center*



At the end of the  
Governing Council

### **Assembly**

- Adoption of resolutions
- Reports of the Standing Committees
- Outcome document of the General debate, and
- Closing sitting

*Al Dafna, Sheraton Convention Center*

---

#### Legend:

Assembly /  
Governing Council



Committees /  
Panel discussions



Other Assembly events,  
including *in camera*  
sessions





## SEATING ARRANGEMENTS IN MEETING ROOMS

As usual, lots have been drawn among the delegations participating in the session to determine which will be seated in the first row of the Plenary Hall.

The name of the delegation from **MOROCCO** was drawn, and this delegation has accordingly been placed in the first row, on the left-hand side of the Chair. Other delegations follow in *English alphabetical order*.

Seats shall be allocated to each delegation in conformity with the Rules of the Assembly and of the Governing Council and shall be proportional to the number of parliamentarians in each delegation.

Delegations are reminded that each Member of the IPU shall be represented on the Governing Council by three parliamentarians, provided that its representation includes both men and women. Each representative will then have one vote. A member who is unable to attend may be replaced by another representative, duly authorized for that purpose.

The first and last seats of each delegation are marked by a country nameplate.

For the Forum of Women Parliamentarians, Standing Committee plenary sessions and other meetings, delegates are invited to collect their country nameplate when entering the room and place it in front of them, clearly visible.

## AGENDA OF THE ASSEMBLY

1. Election of the President and Vice-Presidents of the 140<sup>th</sup> Assembly
2. Consideration of requests for the inclusion of an emergency item in the Assembly agenda
3. General Debate on *Parliaments as platforms to enhance education for peace, security and the rule of law*
4. *Non-admissibility of using mercenaries as a means of undermining peace and violating human rights*  
(Standing Committee on Peace and International Security)
5. *The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation*  
(Standing Committee on Sustainable Development, Finance and Trade)
6. Reports of the Standing Committees
7. Approval of the subject items for the Standing Committee on Peace and International Security and for the Standing Committee on Sustainable Development, Finance and Trade at the 142<sup>nd</sup> IPU Assembly and appointment of the Rapporteurs
8. Amendments to the IPU Statutes and Rules

## AGENDAS OF THE STANDING COMMITTEES

### Standing Committee on Peace and International Security

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held during the 139<sup>th</sup> IPU Assembly in Geneva (October 2018)
3. *Non-admissibility of using mercenaries as a means of undermining peace and violating human rights*
4. Preparations for future Assemblies
5. Elections to the Bureau of the Standing Committee
6. Any other business

### Standing Committee on Sustainable Development, Finance and Trade

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held during the 139<sup>th</sup> IPU Assembly in Geneva (October 2018)
3. *The role of fair and free trade and investment in achieving the SDGs, especially regarding economic equality, sustainable infrastructure, industrialization and innovation*
4. Preparations for future Assemblies
5. Elections to the Bureau of the Standing Committee
6. Any other business

### Standing Committee on Democracy and Human Rights

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held during the 139<sup>th</sup> IPU Assembly in Geneva (October 2018)
3. The next resolution of the Standing Committee: *Achieving Universal Health Coverage by 2030: The role of parliaments in ensuring the right to health*
4. Debate on follow-up to previous IPU resolutions
5. Elections to the Bureau of the Standing Committee
6. Any other business

### Standing Committee on United Nations Affairs

1. Adoption of the agenda
2. Approval of the summary record of the Committee's session held during the 139<sup>th</sup> IPU Assembly in Geneva (October 2018)
3. Panel discussion on *Parliamentary follow-up on the Sustainable Development Goals (SDGs) in preparation for the 2019 session of the UN High-level Political Forum (HLPF) on Sustainable Development*
4. Panel discussion on the main theme of the 2019 HLPF: *Empowering people and ensuring inclusiveness and equality*
5. Elections to the Bureau of the Standing Committee
6. Any other business

### **Other events**

- Meeting with Heads of regional and other parliamentary organizations, 6 April, 14.00 – 15.30, Salwa 1 Hall
- Workshop on maternal, newborn and child health, 8 April, 9.30 – 12.30, Salwa 1 Hall
- Speakers' dialogue, 8 April, 17.00 – 18.30, Salwa 1 Hall
- Joint IPU-ASGP workshop on *Innovation in Parliament: getting ready for the future* 10 April, 14.00 – 16.00, Salwa 3 Hall

## REGISTRATION OF SPEAKERS AND SPEAKING TIME FOR THE GENERAL DEBATE

Delegations may register at the Speakers' Registration Desk.

Venue	Registration Desk, outside the Plenary Hall (Al-Dafna, ground floor)
Opening hours	<ul style="list-style-type: none"><li>• Saturday, 6 April between 11:00 – 17:00</li><li>• Sunday, 7 April from 9:00 - 13:00 and from 14:00 to 18:30</li></ul>
Officer in charge	Mr. Ed Cooper
Number of speakers	<ul style="list-style-type: none"><li>• IPU Members &amp; Associate Members: up to 3 speakers <i>A third speaker will be registered if they are a young member of parliament (under 45 years of age)</i></li><li>• Observers: only 1 speaker <i>According to the decision adopted at the 164<sup>th</sup> session of the Council in Brussels (April 1999). Each programme and organ of the United Nations will be allowed to register one speaker each.</i></li></ul>
Speaking time	<ul style="list-style-type: none"><li>• IPU Members and Associate Members: 7 to 9 minutes* per delegation, depending on its composition (unless the Assembly Steering Committee decides otherwise)</li><li>• Observers: 3 minutes</li></ul> <p>* <i>(depending on the number of persons registered to speak, the Assembly Steering Committee may decide to reduce speaking time)</i></p>
Segments in the list	The Secretariat will register speakers to the following four segments: <ul style="list-style-type: none"><li>• Presiding Officers</li><li>• First speakers</li><li>• Second speakers</li><li>• Young Parliamentarians</li></ul>
Distribution of speeches	Delegations are kindly invited to submit the texts of official speeches to <a href="mailto:speeches@ipu.org">speeches@ipu.org</a> . As far as possible, the texts of official statements delivered in the General Debate will be published on the Assembly webpage and will be part of the records of the Assembly. Due to technical limitations, only speeches in English, French and Spanish will be posted. Please note that the IPU Secretariat is not in a position to translate the texts of speeches.
Final order of speakers	At 17:00 on Saturday, 6 April, the Secretariat will determine the final order of speakers for each segment by the public drawing of lots (at the speakers' registration desk).
Where to find the list?	The List of Speakers will be available on the official documents' tables located inside the Plenary Hall, at the Documents Distribution Service, as well as on the 140 <sup>th</sup> Assembly web page and App.
Can we register after the drawing of lots?	Speakers registering after the drawing of lots will be added to the list (in their respective categories) in the order in which they have registered, until the Assembly closes the List of Speakers. A revised list containing such additions will be issued at the end of each day.
How to change the order?	Delegates may exchange their place on the list with other speakers. In case of changes, please inform Ms. Anda Filip, Secretary of the Assembly.  Any bilateral arrangements which may be made by delegations to exchange places in the List of Speakers will not lead to a renumbering of the position held by speakers in the list.
Timekeeping	A green light will shine when the speaker commences; when the speaker has only one minute remaining, an orange light will shine; when the

speaking time has been used up, a red light will flash.

Second speakers from a delegation may find it useful to consult the timekeepers to ascertain the precise amount of time available to them for their statements.

## **ADDITIONAL INFORMATION**

### **Registration Desk and Information Counter**

The Registration Desk is located in the Sheraton Hotel Lobby. The Information Counter, where delegates may collect documents and other communications from their pigeon-holes, as well as book meeting rooms, is located in the Al Dafna Foyer, Sheraton Convention Center. Both services will be open as follows:

- 9.00 to 18.00 on Thursday, 4 April;
- 8.00 to 18.30 from Friday, 5 to Tuesday, 9 April; and
- 8.00 to 18.00 on Wednesday, 10 April.

All participants are requested to register with the Registration Desk that will distribute the identity badges.

The provisional List of Delegates will be available for consultation on the IPU website and App. A hard copy can be obtained, upon request, from the Documents Distribution Service. In the afternoon of Sunday, 7 April, delegation coordinators and secretaries are kindly requested to collect from the Registration Desk, a document containing information relating to their delegation. Any modifications should be signed by the Head of the delegation and given to Ms. M. Filippin at the Registration Desk not later than 9 April at 12 noon.

As part of the IPU's paper smart policy, the List of Participants is no longer a bilingual document. The information in the list will appear in the language of registration and will include a glossary of terms.

The colour of the identity badges corresponds to the following categories of participants:

	<b><u>Colour</u></b>
Head of delegation, Members of Parliament	Black
Delegates, Members of Parliament	Dark blue
Secretaries, Advisers of delegations	Mauve
Observers	Lime green
ASGP	Brown
Special Guests	Pale blue
Accompanying Persons	Orange
Assembly Secretariat	Grey
Organizer	Burgundy
Protocol	Green
Media	Yellow
Public	White
Security	Red
Service Providers	Pink

For security reasons, admission to the Assembly facilities and to all programme activities will be limited to the persons wearing identity badges received at the time of registration. All participants are therefore requested to wear their identity badges at all times.

### Table of votes at the Assembly

In conformity with Rule 29 of the Assembly Rules, the table indicating the number of votes to which delegations taking part in the session are entitled will be distributed at the opening of the Assembly. Delegates are reminded that votes are allocated in accordance with the provisions of Article 15 of the Statutes, which stipulates as follows:

#### ARTICLE 15

1. Only delegates present in person shall have the right to vote.
2. The number of votes to which each Member of the IPU is entitled shall be calculated on the following basis:

- (a) Each Member of the IPU shall have a minimum of ten votes;
- (b) Each Member of the IPU shall have the following additional number of votes in relation to the population of its country:

From	1	to	5	million	1	vote
				inhabitants:		
From over	5	to	10	" "	2	votes
" " "	10	to	20	" "	3	"
" " "	20	to	30	" "	4	"
" " "	30	to	40	" "	5	"
" " "	40	to	50	" "	6	"
" " "	50	to	60	" "	7	"
" " "	60	to	80	" "	8	"
" " "	80	to	100	" "	9	"
" " "	100	to	150	" "	10	"
" " "	150	to	200	" "	11	"
" " "	200	to	300	" "	12	"
From over	"		300	" "	13	"

- (c) Any delegation composed exclusively of parliamentarians of the same sex shall have a minimum of eight votes (instead of the 10 for mixed delegations) at the Assembly of the Inter-Parliamentary Union. For delegations entitled to a certain number of additional votes, the overall calculation will be made on the basis of eight votes instead of 10.
3. A delegation may split its votes so as to express the diverse views of its members. No one delegate may record more than 10 votes.

### Assembly documents

The Secretary General has overall responsibility for authorizing the circulation of all official documents for the session.

Before the opening of each session, all meeting documents are on the tables inside the meeting rooms. In keeping with the decision by the IPU governing bodies to reduce the carbon footprint of the Organization and continue to diminish paper waste, only a limited number of documentation sets will be printed for the various sessions of the Assembly.

Delegates who wish to obtain additional copies of documents posted on the IPU website may use the print-on-demand service available at the Typing Pool and Photocopying Service for delegates (Business centre). All documents on the IPU website are also posted on the Assembly App.

The Assembly Journal providing the latest updates on the programme of meetings and other information is available in meeting rooms and at the Information Counter, as well as on the IPU website (<https://www.ipu.org/event/140th-assembly-and-related-meetings>) and Assembly App.

### **Distribution of messages and non-official documentation**

The transmission of messages through the Information Desk is a service made available to delegations with a view to facilitating communications on matters relating to the Assembly and its proceedings.

Delegations that wish to share information on any question other than those related to the working of the sessions may do so, under their own responsibility, by leaving documentation on tables set aside for this purpose, close to Al-Dafna (Plenary Hall) area.

### **Results of the Assembly and related meetings**

All Delegations will receive one printed copy of the Results of the 140<sup>th</sup> Assembly. Members of the IPU are also reminded that the different sections of the Brochure are accessible from the IPU website (<http://www.ipu.org>) and can be downloaded in PDF format two weeks after the Assembly.

### **Summary records of the debates**

The Summary Records of the Governing Council, those of the Assembly, and of the four Standing Committees, will be prepared by the Secretariat and posted on the website within three months after the Assembly.

### **Submission and Control of Documents**

Delegations wishing to submit documents relating to the agenda of the Assembly and of the Governing Council or transmit any information to the Secretariat of the Assembly (change in their Executive Bureau, contact details, etc.) are requested to do so at this Service, located in the Dukhan Hall. The person in charge of this service is Ms. C. Bon.

### **Distribution of Documents**

As usual, working documents will be available to delegates in the various meeting rooms. Additional copies can be obtained from the Documents Distribution Service, located in the Al-Dafna (Plenary Hall) Foyer. The person in charge of this Service is Mr. A.R. Farzaam.

### **Simultaneous Interpretation**

The IPU Secretariat will provide simultaneous interpretation in English, French, Arabic and Spanish at the meetings of all statutory bodies.

Four other interpretation channels have been reserved for Chinese, Japanese, Portuguese and Russian at sittings of the Assembly and the Governing Council, and for some sessions of the Standing Committees. These booths are provided free of charge and may be used by the interpretation teams of these languages. The number of additional booths available in the Plenary Hall is limited. The related costs incurred must be borne by the requesting party. All such requests are handled on a first-come, first-served basis.

Delegates may use another language provided that they arrange for their speech 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 Chief Interpreter (Ms. F. Steinig-Huang) or the English booth interpreters assigned to the meeting at which the speech will be delivered. Moreover, eight copies of the translation of the speech into one of the IPU's official languages should be given to the Chief Interpreter or to the English booth for distribution to the other interpreters.

Official statements delivered in the General Debate are published on the Assembly web page and form part of the official records of the Assembly. All delegations are therefore encouraged to send their statements to [speeches@ipu.org](mailto:speeches@ipu.org). Due to technical limitations, only speeches in English, French and Spanish will be posted.

E-mailing the speech (**a minimum of three hours before it is to be made**) will also help to ensure a high quality of simultaneous interpretation into the other working languages.

### **Press Service**

A Press Service (adjacent to the Media centre, Al Majlis Hall) will operate throughout the Assembly to answer media enquiries and help facilitate press interviews. The person in charge of this service is Mr. Thomas Fitzsimons, Communications Director, who can be contacted by email at [tf@ipu.org](mailto:tf@ipu.org) or telephone: +41 79 854 31 53. Mr. Fitzsimons will also assist delegations wishing to meet with the press.

Journalists wishing to cover the Assembly must receive accreditation from the Press Service in order to obtain the necessary documentation and identity badges.

### **Social Media**



Get the latest information on the 140<sup>th</sup> IPU Assembly's programme and events by following us on Twitter ([www.twitter.com/ipuparliament](http://www.twitter.com/ipuparliament)). The Assembly's official hashtag is #IPU140.



Photos from the 140<sup>th</sup> Assembly of the IPU will be posted on Flickr ([www.ipu.org/140pics](http://www.ipu.org/140pics)). For information on the official photo bank, please visit the Press Service adjacent to the Media centre (Al Majlis Hall).



Instagram: [https://www.instagram.com/ipu.parliament\\_official/](https://www.instagram.com/ipu.parliament_official/)



Facebook: <https://www.facebook.com/InterParliamentaryUnion/>



YouTube: <https://www.youtube.com/user/iparliamentaryunion>

### **Informal and bilateral meeting rooms**

On the Assembly premises, there is a meeting room available for geopolitical and other group meetings, as well as some bilateral meeting rooms. Reservations for the informal meeting room are handled by the IPU Information Desk (Al Dafna Foyer area). Any delegation wishing to reserve a bilateral meeting room may contact Ms. S.-A. Sader through the Information Desk or by email: [sas@ipu.org](mailto:sas@ipu.org). All reservations are made on a first-come first-served basis.

### **Typing Pool, Photocopying and Print-on-demand Service**

The Typing Pool, Photocopying and Print-on-demand Service for delegates (Business centre) is open from 4 to 10 April. Delegates may request additional copies of all documents posted on the IPU website.

### **Internet and Wi-Fi access**

Free Internet access for delegates will be available from 4 to 10 April 2019, from 8.30 to 18.30; this service is in the Business centre. Wi-Fi access to the Internet is also available throughout the building, using the following codes: user name "doha140ipu" and password "Doha2019!",

### **Assembly App**

The App is available from the App store on iOS devices and Play Store on Android. Search for “Crowdcompass attendeehub”. Once downloaded, open the AttendeeHub app and enter the corresponding Assembly session number, i.e. IPU 140 Assembly. Alternatively, the IPU Secretariat will be pleased to send delegates an invitation by email (sas@ipu.org).

The purpose of the App is to facilitate the online consultation of official IPU documents and to enhance delegates’ participation in IPU Assemblies. The hard-coded text of the App is available in English, French, German, Portuguese and Spanish. A user manual in English and French is available on the Assembly web page.

As part of the IPU’s ongoing papersmart policy, a new feature under the icon “delegates’ services” allows delegations to post the information, usually contained in printed brochures, on the composition of their delegation to the IPU Assembly. Any delegation that wishes to take advantage of this new service should forward the file in pdf format (not more than 10MB) to sas@ipu.org.

### **Medical Service**

A first-aid medical service will be available on the Assembly premises. There will also be an ambulance on stand-by at the Assembly venue, as well as at all official hotels, and social events.

### **Prayer Room**

Delegates are informed that there is a Prayer Room on the premises of the Convention Center.

### **No-smoking policy**

There is a no-smoking policy in effect in all meeting rooms. Delegates wishing to smoke are invited to use the areas designated for this purpose.

### **Facilities**

Assembly participants will have access to the following services at the Assembly venue:

- Restaurants, cafeteria and bars
- Banks
- Postal Services
- Courier Services
- Travel agency
- Tour Operator
- Transport Desk

### **DELEGATION OF QATAR TO THE 140<sup>th</sup> ASSEMBLY**

Mr. Mohammed Bin Abdulla AL-SULATI, Leader of the Delegation, Deputy Speaker of the Shura Council

Mr. Nasser Bin Khalil AL-JAIDA, Member of the Shura Council

Mr. Mohammed Bin Ali AL-HENZAB, Member of the Shura Council

Mr. Khalid Bin Abdulla AL-BUAININ, Member of the Shura Council

Mr. Mohammed Bin Mahdi AL-AHBABI, Member of the Shura Council

Mr. Nasser Bin Rashed AL-KAABI, Member of the Shura Council



Mr. Mohammed Bin Ali AL-MAADID, Member of the Shura Council

Mr. Ali Bin Abd Al-latif AL-MUHANNADI, Member of the Shura Council

Mr. Rashid Bin Hamad AL-MEADADI, Member of the Shura Council

Mr. Abdullabin Fahad AL-MARRI, Member of the Shura Council

Mrs. Reem Bint Mohammed AL-MANSOORI, Member of the Shura Council

Mr. Yousifbin Rashid AL-KHATER, Member of the Shura Council

## **STATUTORY BODIES**

### **Assembly of the Inter-Parliamentary Union**

#### President

The Assembly will elect its President at the opening of its proceedings on Sunday, 7 April 2019 at 11.00.

#### Steering Committee

Under Assembly Rule 9, the Steering Committee is composed of the President of the Assembly, the President of the Inter-Parliamentary Union and the Vice-President of the IPU Executive Committee. The Presidents of the Standing Committees may take part in an advisory capacity in the work of the Steering Committee, which is assisted by the IPU Secretary General.

#### Standing Committee - Peace and International Security

President: Mr. J.I. Echániz (Spain)  
Vice-President: Mr. S. Rakhmanov (Belarus)  
Secretary: Ms. Laurence Marzal

#### Standing Committee - Sustainable Development, Finance and Trade

President: Ms. V. Muzenda Tsitsi (Zimbabwe)  
Vice-President: Ms. W. Bani Mustafa (Jordan)  
Secretary: Ms. Aleksandra Blagojevic

#### Standing Committee - Democracy and Human Rights

President: Mr. A.Y. Desai (India)  
Vice-President: Ms. A. Gerken (Netherlands)  
Secretary: Mr. Andy Richardson

#### Standing Committee – United Nations Affairs

President: Mr. J.C. Romero (Argentina)  
Vice-President: Ms. S. Al-Hashem (Kuwait)  
Secretary: Ms. Paddy Torsney

### **Governing Council of the Inter-Parliamentary Union**

President: Ms. G. Cuevas Barron (Mexico)

### **Executive Committee**

President: Ms. G. Cuevas Barron (Mexico)  
Vice-President: Mr. K. Kosachev (Russian Federation)  
IPU Vice-Presidents: Mr. A. Abdel Aal (Egypt)  
Mr. Nguyen Van Giau (Viet Nam)

Mr. K. Kosachev (Russian Federation)  
Mr. A. Lins (Brazil)  
Mr. D. McGuinty (Canada)

Members: Ms. A. Habibou (Niger)  
Mr. K. Jalali (Islamic Republic of Iran)  
Ms. M.I. Oliveira Valente (Angola)  
Mr. K.M. Lusaka (Kenya)  
Ms. H. Haukeland Liadal (Norway)  
Ms. Y. Ferrer Gómez (Cuba)  
Ms. M. Kiener Nellen (Switzerland)  
Mr. G. Gali Ngothé (Chad)  
Mr. G. Chen (China)  
Mr. M. Grujic (Serbia)

Ex officio: Ms. A. Albasti (United Arab Emirates)  
First Vice-President of the Bureau of Women MPs  
Ms. M. Osooru (Uganda)  
President of the Board of the Forum of Young MPs

## **IPU Secretariat**

### Secretary General

Mr. Martin Chungong

### Executive Office

Mr. Mokhtar Omar, Senior Adviser to the Secretary General  
Ms. Sharon Varturk, Executive Assistant  
Ms. Clarita Montant, Consultant

### Division for Member Parliaments and External Relations

Ms. Anda Filip, Director  
Ms. Sally-Anne Sader, Conference Services Officer  
Mr. Roberto Rodriguez Valencia, External Relations Officer

#### *Language Services*

Mr. Hervé Compagnion, Senior French Reviser  
Ms. Borislava Sasic, English Reviser

#### *Documents Control Service*

Ms. Catherine Bon, Team Leader

### Office of the Permanent Observer of the IPU to the United Nations

Ms. Paddy Torsney, Head  
Mr. Alessandro Motter, Senior Adviser

### Division of Programmes

Ms. Kareen Jabre, Director

#### *Technical Cooperation*

Ms. Norah Babic, Programme Manager  
Ms. Laurence Marzal, Programme Officer  
Mr. Jonathan Lang, Project Officer  
Mr. Mauricio Huertas Glaser, Consultant

#### *International Development*

Ms. Aleksandra Blagojevic, Programme Manager  
Ms. Isabel Obadiaru, Consultant  
Ms. Miriam Sangiorgio, Consultant

*Parliamentary Standards Setting and Knowledge Generation*

Mr. Andy Richardson, Programme Manager  
Ms. Hiroko Yamaguchi, Research and Database Officer  
Ms. Kee Young Seo, Research Officer  
Ms. Irena Mijanovic, Consultant

*Gender Partnership Programme*

Ms. Zeina Hilal, Programme Manager  
Ms. Mariana Duarte Mützenberg, Programme Officer

*Youth Participation*

Ms. Zeina Hilal, Programme Manager  
Mr. Jonathan Lang, Project Officer

Human Rights Programme

Mr. Rogier Huizenga, Programme Manager  
Ms. Gaëlle Laroque, Programme Officer  
Mr. Akiyo Afouda, Programme Officer, Secretary, Parliamentary Conference on the WTO  
Ms. Boutayna Lamharzi, Consultant

Communications Division

Mr. Thomas Fitzsimons, Director  
Ms. Suroor Alikhan, Web and Social Media Editor  
Mr. Pieyre-Bernard Castelier, Information Systems Officer

Division of Support Services

Ms. Andrée Lorber-Willis, Director  
Mr. Ed Cooper, Senior Finance Officer

*Documents reproduction service*

Mr. Roshid Farzaam, Document Management Assistant

**Assembly responsibilities**

Assembly

Ms. Anda Filip, Secretary  
Ms. Andrée Lorber-Willis  
Mr. Ed Cooper  
Mr. Roberto Rodriguez Valencia

Governing Council

Mr. Martin Chungong  
Mr. Akiyo Afouda

Executive Committee

Mr. Martin Chungong  
Mr. Akiyo Afouda  
Ms. Sharon Varturk

Sub-Committee on Finance

Ms. Andrée Lorber-Willis, Secretary  
Mr. Ed Cooper

Gender Partnership Group

Ms. Kareen Jabre, Secretary  
Ms. Zeina Hilal  
Ms. Mariana Duarte Mützenberg

Forum and Bureau of Women Parliamentarians

Ms. Zeina Hilal, Secretary  
Ms. Mariana Duarte Mützenberg  
Ms. Brigitte Filion

Forum of Young Parliamentarians of the IPU

Ms. Zeina Hilal, Secretary  
Mr. Jonathan Lang  
Mr. Roberto Rodriguez Valencia

Committee on the Human Rights of Parliamentarians

Mr. Rogier Huizenga, Secretary  
Ms. Gaëlle Laroque  
Ms. Boutayna Lamharzi

Committee on Middle East Questions

Mr. Martin Chungong, Secretary  
Mr. Mokhtar Omar

Standing Committee - Peace and International Security

Ms. Laurence Marzal, Secretary  
Mr. Jonathan Lang

Standing Committee - Sustainable Development, Finance and Trade

Ms. Aleksandra Blagojevic, Secretary  
Ms. Isabel Obadiaru

Standing Committee - Democracy and Human Rights

Mr. Andy Richardson, Secretary  
Ms. Mariana Duarte Mützenberg

Standing Committee – United Nations Affairs

Ms. Paddy Torsney, Secretary  
Mr. Alessandro Motter

Drafting Committee on the Emergency Item

Ms. Norah Babic, Joint Secretary  
Ms. Hiroko Yamaguchi, Joint Secretary

Committee to Promote and Respect International Humanitarian Law

Ms. Kareen Jabre, Secretary

Media and Press

Mr. Thomas Fitzsimons, Director  
Ms. Suroor Alikhan

Conference Services

Ms. Sally-Anne Sader

Submission and Control of Documents

Ms. Catherine Bon

Language Services

Mr. Hervé Compagnion, Senior French Reviser  
Ms. Borislava Sasic, English Translator  
Ms. Frances Steinig-Huang, Chief Interpreter, Head: English, French and Spanish teams  
Mr. Chawki Rayess, Chief Interpreter, Head of the Arabic team

IT Support

Mr. Pieyre-Bernard Castelier

Document Reproduction and Distribution Service

Mr. Roshid Farzaam

Registration and Information Desk

Ms. Marina Filippin

**PRESIDENCY OF THE IPU AND ASSEMBLY SECRETARIAT**

	<b>LOCATION</b>	<b>TELEPHONE</b>
President of the Inter-Parliamentary Union Ms. Gabriela Cuevas Barron	Presidential Room 3	
President's Secretariat: Ms. Nathalie Michaud-Chiovetta	Antechamber to PR 3	
Secretary General of the Inter-Parliamentary Union Mr. Martin Chungong	Presidential Room 5	
Executive Office Senior Adviser, Mr. Mokhtar Omar Executive Assistant, Ms. Sharon Varturk	Antechamber to PR 5	
Directors' Office Ms. Anda Filip, Members and External Relations Ms. Andrée Lorber-Willis, Support Services Ms. Kareen Jabre, Programmes Mr. Thomas Fitzsimons, Communications	Presidential Room 4	
Communications Mr. Thomas Fitzsimons, Director Ms. Suroor Alikhan, Web and Social Media	Office adjacent to the Media centre (Al Majlis)	
French Translation Mr. Hervé Compagnion	IPU Secretariat Dukhan Hall	
English Translation Ms. Borislava Sasic	IPU Secretariat Dukhan Hall	
Documents Control service Team Leader, Ms. Catherine Bon	IPU Secretariat Dukhan Hall	
Distribution of Documents Officer-in-charge, Mr. Roshid Farzaam	Al Dafna Foyer	
Registration Desk Ms. Marina Filippin	Hotel Lobby	
Information Desk Ms. Susanna Ortiz	Al Dafna Foyer	
Typing pool, Photocopying and Print-on- demand Service for delegates	Business Centre	
President of the ASGP Mr. Philippe Schwab	Private Lounge Sheraton Hotel, 6 <sup>th</sup> floor	
Joint Secretaries of the ASGP Ms. Rhiannon Hollis Ms. Perrine Preuvot	Private Lounge Sheraton Hotel, 6 <sup>th</sup> floor	

## **ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS (ASGP)**

### **Timetable**

#### Monday, 8 April 2019

9.30	Executive Committee Private Lounge (Sheraton Hotel, 6 <sup>th</sup> floor)
11.00	Plenary sitting Salwa 3 Hall
14.30	Plenary sitting Salwa 3 Hall

#### Tuesday, 9 April 2019

9.30	Executive Committee Private Lounge (Sheraton Hotel, 6 <sup>th</sup> floor)
10.30	Plenary sitting Salwa 3 Hall
14.30	Plenary sitting Salwa 3 Hall

#### Wednesday, 10 April 2019

9.30	Executive Committee Private Lounge (Sheraton Hotel, 6 <sup>th</sup> floor)
10.30	Plenary sitting Salwa 3 Hall
14.00	Joint ASGP/IPU Meeting Salwa 3 Hall

### **Governing bodies of the ASGP**

#### Executive Committee

President:	Mr. Philippe Schwab (Switzerland)
Vice-Presidents:	Mr. José Manuel Araújo (Portugal) Mr. Najib El Khadi (Morocco)
Members:	Mr. Allam Ali Jaafar Al-Kandari (Kuwait) Mr. Manohar Prasad Bhattarai (Nepal) Ms. Lydia Kandetu (Namibia) Ms. Jane Lubowe Kibirige (Uganda) Mr. José Pedro Montero (Uruguay) Mr. Christophe Pallez (France) Mr. Charles Robert (Canada) Mr. Desh Deepak Verma (India)

<u>Secretariat</u>	Ms. Rhiannon Hollis (United Kingdom) Ms. Perrine Preuvot (France)
--------------------	--