



ASSOCIATION DES SECRETAIRES GENERAUX DES PARLEMENTS
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Lyon, 18 July, 2018

Dear Secretary General,

The Association will meet in Geneva (Switzerland) from Monday 15 until Wednesday 17 October, 2018, with a joint conference on the subject of "How good is parliament at holding government to account?" with the IPU in the morning of Thursday 18 October.

Location

The meetings will take place at the CICG – Centre International de conférences de Genève (15 rue de Varembe, 1211 Genève 20), which is close to the Palais des Nations. Participants should register in advance with the IPU secretariat in order that their name appears on the list of participants, which will enable them to receive a pass giving them access to the venue.

This session is neither organised nor financed by a host parliament, so you will need to organise your own transport between the airport or station, hotel and the conference centre.

Meetings

The first plenary sitting will begin on **Monday 15 October, at 11am**. On Tuesday 16 October the plenary sittings will be held at 10am and 2.30pm, and on Wednesday 17 October at 10.30am and 2.30pm. The Executive Committee will meet on Monday 15, Tuesday 16 and Wednesday 17 October, at 9.30am.

The deadline for the receipt of proposals for communications is **17 September, 2018**. The Executive Committee reserves the right not to accept proposals that arrive after the deadline has expired.

I would be grateful if the texts of all communications and contributions to general debates could be e-mailed to me **in both French and English** in a format that is compatible with Microsoft Word, as soon as possible, and in any case before **Monday 24 September**, in order that they can be made available on

our website. I draw your attention to the decision of the Executive Committee, made during the 2016 session in Geneva, that any text submitted after the expiry of the deadline is likely to be postponed until a subsequent session, or published on the internet without a presentation being made.

During the session, you are asked to **consult the texts of communications and contributions via the website on your tablet or computer**. In line with decisions taken by the IPU for environmental and cost reasons, **no paper copies will be produced**.

Following guidelines set down by the Executive Committee, members making a communication are asked to restrict their spoken remarks to a maximum of ten minutes in order to allow sufficient time for questions. Contributions to general debates are limited to five minutes, and any member intending simply to read the text of a published contribution may not be called if time is short.

Interpretation will be provided in English and French and, thanks to the support of the Association of Secretaries General of Arab Parliaments, in Arabic, too.

Attendance

I would be very grateful if you could let Daniel Moeller know, before the session, of any chances that you would like to appear in the list of members. New secretaries general are requested to fill out the attached membership form. Daniel can be contacted via moellerd@parliament.uk

If you would like to be represented by one of your colleagues at the session, in line with the rules of the Association, please notify us in advance by means of a letter addressed to Mr Philippe SCHWAB, President of the ASGP. The letter should mention the name of the person who will substitute for you. The letter can be sent via fax or e-mail should you prefer.

Elections

Elections for the post of ordinary member of the Executive Committee will take place in Geneva. In light of this, I remind you that **only members whose subscription payments are up-to-date will be allowed to vote**. I invite you, therefore, to confirm the subscription status of your parliament before the start of the session.

ASGP website

Our website (www.asgp.co) has been updated with biographies and photographs of our members. If your personal page is not up to date, please send the missing information to asgp@parliament.uk

Please do not hesitate to get in touch with any further questions about the forthcoming session, or about the ASGP in general.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E K Commander', written in a cursive style.

Emily COMMANDER
Joint Secretary, ASGP