



ASSOCIATION DES SECRETAIRES GENERAUX DES PARLEMENTS
ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS

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London, 31 July, 2019

Dear Secretary General,

I have the pleasure of inviting you to the next session of the ASGP. The Association will meet in Belgrade (Serbia) from Sunday 13th until Wednesday 16th October 2019, in parallel with the 141st conference of the IPU. The first day, Sunday 13th October, will consist of a cultural programme arranged by our hosts, in which you are warmly invited to participate. On the morning of Thursday 17th October, there will be a joint conference with the IPU on the theme of the next Global Parliamentary Report.

Location

The meetings will take place at the Sava Conference Centre, Belgrade, and the plenary sessions will be held in Room 2/0 on the ground floor of Building A. 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.

Meetings

The first plenary sitting will begin on **Monday 14th October at 11.00am**. Afternoon sessions will begin at 2.30pm. The Tuesday and Wednesday morning sessions will begin at 10.30am, and the Executive Committee will meet every morning from Monday to Wednesday at 9.30am.

The deadline for the receipt of proposals for communications is **Friday 13th September, 2019**. 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 **Friday 20th 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.

A joint meeting of the ASGP and the IPU will be organised on Thursday 17th October, from 11am to 1pm, on the topic of the next global Parliamentary report.

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

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.

Any member wishing to pay separately for interpretation in an additional language must ensure, several weeks before the start of the session, that it will be possible to reserve a supplementary cabin for their interpreter. If you wish to arrange this, please let me know, and I will put you in touch with the IPU secretariat who can arrange for the reservation of a cabin, if available. Reservations attract a fee which must be paid by the member Parliament concerned.

I should also note that any interpreters recruited by members must be fully trained and suitably qualified professional interpreters. Any interpreters must present themselves in Belgrade and make themselves known to the ASGP secretariat on Saturday 12 October 2019. They must also make contact on the first day of the session with the official interpreters of the ASGP, no later than half an hour before the beginning of the session, in order to ensure the smooth working of the interpretation relays.

I and my colleagues would be most grateful for the assistance of ASGP members in respecting these guidelines, so as to ensure a smooth and high quality interpretation service for all debates.

Attendance

I would be very grateful if you could let Daniel Moeller know, before the session, of any changes 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.

Handbook of ASGP members

The National Assembly of Kuwait very generously provided all members at the Doha session of the ASGP with the second edition of the handbook they have produced. It contains details and photographs of all ASGP members. It is the responsibility of each ASGP member to make sure that his or her details in the



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handbook are correct and up to date. If you would like to correct or add to the information in the booklet that relates to you, please contact the Secretariat of the National Assembly of Kuwait, in English, at the following address: ipu-grp@kna.kw.

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,

Rhiannon HOLLIS
Joint Secretary, ASGP