



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

Secrétariat français :

Perrine Preuvot
Assemblée nationale
126, rue de l'Université
75355 Paris 07 SP, France
e-mail: ppreuvot@assemblee-nationale.fr
www.asgp.co/fr

British secretariat:

Elektra Garvie-Adams, House of Commons
c/o Daniel Moeller,
European Scrutiny Committee,
House of Commons, Palace of Westminster
London SW1A 0AA United Kingdom.
Tel: (44) 20 7219 0867
e-mail: garvieadamse@parliament.uk
www.asgp.com

London, 10 February 2022

Dear Secretaries General,

The secretariat of the Association of Secretaries General of Parliaments (ASGP) is delighted to provide details for the next meeting of the Association, which will take place in Nusa Dua (Bali), Indonesia from Sunday 20 March to Wednesday 23 March 2022. The meetings will take place over four days, which includes a cultural excursion organised by the host parliament, which will take place on Sunday 20 March.

Location and transport

The meetings will take place at the Bali International Conference Centre (BICC). The Assembly of the Interparliamentary Union (IPU) will take place in the same location. Participants must register with the secretariat of the IPU in order to appear on the list of participants and to receive a security pass for the conference centre.

Health measures

In light of the ongoing COVID-19 pandemic, the following health measures, which also apply to IPU participants, will be required of members of the ASGP:

- PCR testing before departure
- Daily rapid antigen testing mandatory to access the Assembly venue
- Mask wearing mandatory (including when seated)
- Social distancing at all events

Further information regarding health measures may be communicated nearer the time.

Cultural programme

On Sunday 20 March, members of the ASGP are invited to participate in a cultural excursion day organised by the Indonesian Parliament. The aim of the excursion day is to enable ASGP Members to meet informally and learn a little more about the culture of our Indonesian hosts. Further details about the itinerary for the visit day will be sent to members, via email, as soon

as possible. Members wishing to take part in the excursion day will be required to fill in, and return, a registration form which will be provided alongside details of the visit.

Plenary meetings

The first plenary meeting of the ASPG will begin on **Monday 21 March at 11am**, the afternoon session will commence at **2.30pm**. On **Tuesday 22 March** the plenary meeting will commence at **10am** for the morning session and **2.30pm** for the afternoon session. On **Wednesday 23 March** the plenary meeting will commence at **10.30am for the morning session** and **2.30pm** for the afternoon session.

The Executive Committee will meet on **Monday 21 March, Tuesday 22 March and Wednesday 23 March at 9.30am**.

Proposals for communications

The draft orders of the day are based on discussions held at the ASGP plenary meeting in Madrid in November 2021. It is still possible to add new items or themes to the orders of the day for this conference.

The **deadline for sending proposals for communications is 28 February 2022**. The Executive Committee reserves the right not to accept proposals that arrive after the deadline has expired.

I would be very grateful if the full text of all communications, and contributions to general debates, could be e-mailed to the secretariat **in both French and English**, in a format that is compatible with Microsoft Word. Please send your contributions in writing **as soon as possible**. There will be a final deadline of **7 March for the written texts**, in order that the documents can be made available on the [ASGP 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 website without the author having the opportunity to make an oral presentation.

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 provided**.

The following guidelines have been 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**.
- **Moderators** for a general debate are permitted **10 minutes introducing** the topic of the general debate, and a further **10 minutes at the end in summing up**.

Any member intending to simply 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 generous support of the Association of Secretaries General of Arab Parliaments, in Arabic too.

Elections

Elections for the post of **Vice-President of the Association** and **3 ordinary members of the Executive Committee** will take place in Nusa Dua.

I would like to take this opportunity to remind you that **only members whose subscription payments are up-to-date will be allowed to stand as candidates for election**. The Executive Committee **may also withdraw the right to vote from any ASGP member who is more than two years in arrears with their subscription payments**. I invite you, therefore, to confirm the subscription status of your parliament before the start of the meeting.

Only ASGP members, honorary members and those who have been empowered to vote on behalf of an ASGP member, or honorary member, by proxy may vote in these elections. The rules for establishing a proxy vote are as follows:

- The proxy must be designated before the start of the session at which the election is being held;
- The proxy must be designated by name in a letter signed by the member or honorary member, a form is available on the Association's website;
- The proxy must be a member of the personnel of your parliament;
- Each person can only vote once; therefore, a proxy cannot be a voting member of the Association or a person who also holds the proxy for another person.

Taking into account the ongoing restrictions on international travel, which may prevent some members from attending the ASGP meeting, it will be possible for members who are not physically present in Bali, having applied in writing, to stand for election.

A further note, setting out in detail the process and rules for the elections, will be sent via email to ASGP members and placed on the Associations' website shortly.

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 membership form which is attached to this email. Daniel can be contacted via email at moellerd@parliament.uk if you have any questions.

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 Najib El Khadi, President of the ASGP. The letter should mention the name of the person who will act as substitute for you. The letter should be sent via e-mail (to garvieadamse@parliament.uk and ppeuvot@assemblee-nationale.fr).

ASGP website

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

New French co-secretary

Finally, I would like to take this opportunity to announce that, from the end of the Nusa Dua session, a new French co-secretary will replace Perrine Preuvot. Her name is Capucine Capon and she will be present at the meeting in Nusa Dua to ensure a smooth transition.

Perrine has asked me to thank you, for the confidence that you have placed in her, and to say that it has been a great honour, and indeed a pleasure, to work for the ASGP.

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

Yours sincerely,

Elektra Garvie-Adams
British Co-Secretary of the ASGP