

RULES CONCERNING THE ORGANIZATION OF GENERAL ASSEMBLY SESSIONS	<i>Vade Mecum Part 2 Chapter 18</i>
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18.1 SUBJECT

- 18.1.1 The present chapter deals with the *Rules concerning the organization of General Assembly sessions*. Appendix 1 contains the revised *Special Agreement on the privileges and immunities of the International Criminal Police Organization-Interpol during the sessions of the Executive Committee and the General Assembly*. Appendix 2 contains the *Timeline* which lists the various tasks that have to be completed.

18.2 REFERENCES

- 18.2.1 The present Rules abrogate the 1996 Rules which were adopted at the General Assembly session held in Antalya, Turkey (Resolution AGN/65/RES/15) and brought together the provisions contained in the documents entitled *Organization of Interpol General Assembly sessions: Specifications* and *Special Agreement on the ICPO-Interpol's privileges and immunities during the Executive Committee meeting and General Assembly session to be held in ...* and included many of the points contained in the previous guidelines (*Memorandum on the preparation of a General Assembly session*)
- 18.2.2 The present Rules were adopted by the Organization's General Assembly at its 73rd session in Cancún, Mexico, in 2004 (Resolution AG-2004-RES-12).

18.3 GENERAL REMARKS

- 18.3.1 The present Rules came into force on 8 October 2004.

The Secretary General

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Article 1

Scope of rules

The present rules apply to any country wishing to host a session of the General Assembly of the International Criminal Police Organization–Interpol.

Article 2

General principles

1. The Secretary General shall appoint as his personal representative a senior official at the General Secretariat with the appropriate authority to direct, manage, and co-ordinate all elements required to organize a session of the General Assembly and to resolve any issues or problems that may arise in connection with planning or holding the General Assembly. This person shall be known as the General Assembly Co-ordinator.
2. A country wishing to host a session of the General Assembly shall submit a written application for that purpose to the General Secretariat, which must receive it at least three years before the session that is the subject of the invitation.
3. The application shall include the elements listed in Article 3 as well as an express commitment to meet the obligations of the host country as listed in Article 4.
4. Not later than 1 April of each year, the General Secretariat shall complete its initial evaluation of all applications that it has received during the previous 12 months and it shall prepare a report for the first meeting of the Executive Committee that follows 1 April identifying all applications that include the elements listed in Article 3.
5. The Executive Committee at its summer session (normally in June) shall select one or more sites for further evaluation by the General Secretariat, which shall promptly notify all applicants of the decision by the Executive Committee.
6. Immediately before the session of the General Assembly that is held two years before the session for which a country has applied to serve as a host, the Executive Committee shall designate one or more countries as qualified candidates.

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7. Information concerning the qualified candidate or candidates shall be put before the General Assembly which, in accordance with Article 12 of the Constitution, may decide where it will meet for its session in two years time. This decision is confirmed by the General Assembly at the end of the following session unless in the meantime circumstances have made it impossible or inadvisable to hold the General Assembly at the chosen meeting place.
8. The General Secretariat shall work with officials of the country that was chosen by the General Assembly to ensure that the requirements set forth in the present rules are met.
9. If, at any time before the opening of the General Assembly, the General Secretariat concludes that an applicant country is not able or not willing to meet the requirements of the present rules, it shall notify the President, who may, in an urgent case, decide that circumstances make it impossible or inadvisable for the session to be held in the chosen meeting place. Alternatively, the President may refer the matter to the Executive Committee, or, if time permits, to the General Assembly.
10. If the General Assembly, the Executive Committee, or in an urgent case, the President, decides that it is impossible or inadvisable to hold the General Assembly at the chosen meeting place, the meeting may be held at the seat of the Organization or at an alternative location that, in the opinion of the General Assembly, the Executive Committee or in an urgent case, the President, meets the requirements set forth in the present rules.

Article 3
Contents of applications

An application must include the following elements:

1. An offer signed by an authorized official of a member country agreeing to host a session of the General Assembly in accordance with the present rules.
2. The proposed date and location of the session of the General Assembly.
3. A description of the premises in which the General Assembly will be held, including:
 - (a) the size and seating capacity of the conference hall,
 - (b) the facilities for simultaneous translation,
 - (c) the audio-visual system,

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- (d) the heating, ventilation and air-conditioning system,
 - (e) the electric power supply (including availability of emergency back-up electric power),
 - (f) the availability, quantity, and type of access to telecommunications facilities, including the Internet, from all relevant areas in the conference premises,
 - (g) the location, relative to the conference hall, and disposition of space for personnel and equipment from the General Secretariat (as described in Articles 7 and 8 below),
 - (h) the availability of the equipment described in Article 8, below,
 - (i) the facilities available for public relations, including a site for a press conference,
 - (j) the facilities available for a meeting of the Executive Committee,
 - (k) the restaurant and coffee break facilities, including their location relative to the conference hall, the number of people who can be fed, and the distance from the conference hall,
 - (l) the facilities available in the immediate vicinity of the conference hall for commercial and non-commercial exhibits and displays,
 - (m) security features, including, in particular, the potential for access controls and the physical security of the site.
4. A description of the hotels at or near the site of the proposed conference, including the number and type of available rooms, their price range, their distance from the conference hall, the available means of transport between the hotels and the conference hall, and the time required to travel between the hotels and the conference site.
5. The name of the nearest international airport, the distance between the airport and the hotels described in the previous paragraph, the available means of transport between the airport and the aforementioned hotels, and the time required to travel between the airport and the hotels.
6. A plan of the conference site.

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Article 4

Obligations of the host country

1. A country that submits an application to host a General Assembly shall promptly appoint a senior official with the appropriate authority to direct, manage, and co-ordinate all elements required to organize a session of the General Assembly and to resolve any issues or problems that may arise in connection with planning or holding the General Assembly. This person shall be known as the Host Country Co-ordinator. He or she must be fluent in one of Interpol's official languages. If the Host Country Co-ordinator is unable for any reason to complete the assignment, the host country must promptly appoint a qualified replacement whose name and contact information must be communicated at once to the General Secretariat.
2. The Host Country Co-ordinator shall work closely with the General Assembly Co-ordinator to prepare for the General Assembly and to resolve any problems that may arise in planning or holding the General Assembly.
3. The host country shall provide sufficient personnel, material resources, and support to ensure the proper organization, operation, and security of the General Assembly.
4. An organizing committee, consisting of personnel from the host country, shall assist the Host Country Co-ordinator with all necessary arrangements.
5. At least 18 months before the beginning of the General Assembly session that will be held in its territory, the host country shall complete and execute a legally binding agreement on privileges and immunities to be accorded to Interpol and its officials during the Executive Committee meeting and General Assembly session. The agreement must be substantially in the form shown in Appendix 1.
6. Once the General Secretariat and the host country have agreed on the premises at which the General Assembly will be held, but not less than 16 months before the scheduled beginning of the session, the host country shall provide the General Secretariat with written confirmation of a legally binding commitment from a duly authorized person to hold the General Assembly at the said premises on the agreed dates, together with a copy of the said commitment.
7. The host country shall invite every member country of Interpol to attend the session of the General Assembly that it is hosting and shall permit every member country and approved observer to send a delegation to the General Assembly.
8. The host country shall be responsible for the costs identified in Article 25.

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Article 5

Conference premises

The premises at which the General Assembly will be held must include the following, all of which must be lighted, heated, ventilated, air-conditioned, cleaned and maintained throughout the conference as specified in advance by the General Assembly Co-ordinator:

1. A conference hall for plenary sessions of the General Assembly capable of seating the number of delegates and observers to be specified by the General Secretariat, each at his own table or desk, together with additional seats for large delegations. The conference hall must have at least four booths for simultaneous interpretation, together with facilities for audio-visual equipment and accommodation for the technical equipment to register electronic votes (the voting equipment to be provided by the General Secretariat).
2. An area adjacent to the conference hall with sufficient space for an information desk, document distribution, commercial and non-commercial exhibition booths (if agreed to as provided for in Article 23), and other amenities.
3. An area suitable for providing coffee, tea and other refreshments to persons attending the General Assembly.
4. Nearby restaurants or alternate facilities for serving lunch to the delegates.
5. A cloakroom, if needed.
6. A public address system.
7. Space and equipment for the General Assembly Secretariat, as described in Articles 7 and 8, below.
8. A room for the Executive Committee meeting capable of seating 40 people. This room must be equipped with at least four booths for simultaneous interpretation and facilities for audio-visual equipment.
9. Adequate security.

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Article 6

General Assembly Secretariat

1. The General Assembly Secretariat is composed of officials of the General Secretariat, persons recruited by the General Secretariat specifically for the General Assembly, and personnel made available by the host country authorities to carry out certain tasks, in particular, security, the reproduction of documents, technical support, and other administrative assignments.
2. The host country shall make the following staff available to the General Assembly Secretariat:
 - (a) security personnel;
 - (b) personnel to reproduce documents (the number of staff and the precise skills to be agreed upon by the host country and the General Secretariat);
 - (c) technical personnel to assist with audio-visual equipment and photocopiers;
 - (d) personnel to help members of the General Secretariat with their administrative tasks (distribution of documents, reception of journalists, etc.); and,
 - (e) other personnel as required.
3. All staff made available by the host country shall be under the control of the General Assembly Co-ordinator and should not take orders from anyone else. All work assignments and other instructions having to do with the General Assembly shall be given by the General Assembly Co-ordinator, or by his/her designee, in collaboration with the Host Country Co-ordinator.
4. Notwithstanding the foregoing, the General Assembly Co-ordinator may delegate to the Host Country Co-ordinator or to his/her designee, the responsibility for oversight and command over host country security personnel, provided that a security manager with appropriate authority remains on site at all times throughout the General Assembly, as well as before and after, and is immediately available by telephone or otherwise to the General Assembly Co-ordinator to resolve any issues involving security.

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Article 7

Space for the General Assembly Secretariat

1. Offices to be used by the General Assembly Secretariat must be in the immediate vicinity of the conference hall. These offices must be available before the General Assembly, on a date to be agreed upon between the General Secretariat and the host country, so that the necessary installation and checks of equipment and other advance arrangements can be completed.
2. The space requirements include:
 - (a) Separate executive offices for the President and the Secretary General, with an adjacent waiting room and/or reception area and space for a secretary;
 - (b) An office for the Host Country Co-ordinator;
 - (c) At least seven offices for the General Secretariat's Executive Directors, Directors, and other senior staff, including the General Assembly Co-ordinator, it being understood that if more are required the General Assembly Co-ordinator will so inform the Host Country Co-ordinator;
 - (d) An office for the Chief Press Officer and two associates;
 - (e) A large secretarial office with space and desks for at least six workstations for word processing, two fax machines, two photocopiers, and a separate desk with two telephones;
 - (f) One or more offices for the minute takers, with workstations for four people and their equipment;
 - (g) A large room for reproducing and assembling documents;
 - (h) A room for storing the documents prepared before and during the session and located, if possible, near the pigeon-holes for distributing documents; and,
 - (i) A room suitable for conducting media interviews with conference participants.
3. It must be possible to lock all the rooms mentioned above; one set of keys should be kept by the host country authorities and, if possible, two sets of keys should be given to the General Assembly Co-ordinator.
4. All space must be regularly cleaned, well-lit and air-conditioned, unless the General Assembly Co-ordinator determines in advance that air-conditioning is not required.

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Article 8

Equipment and facilities

1. The following equipment is required and must be installed by the host country authorities at the conference premises after consultation and in close co-ordination with the General Assembly Co-ordinator or his/her designee:
 - (a) Telephones and unrestricted, high-speed Internet access (preferably T-3, DSL, or ADSL) in the conference hall (Article 5, paragraph 1), the adjacent area (Article 5, paragraph 2), the Executive Committee Room (Article 5, paragraph 8), and all office spaces mentioned in Article 7, paragraph 2. Telephones in the offices mentioned in Article 7, paragraph 2 a-e, must have direct, unrestricted access to the international telephone network;
 - (b) Facilities for a local area network to link at least 25 computer workstations (screen, processor and keyboard) and appropriate peripheral equipment, it being understood that all computer hardware and software shall be supplied by the General Secretariat, which shall also connect and maintain the local area network and any connections to the General Secretariat;
 - (c) Suitable audio-visual equipment in the conference hall and the Executive Committee room, capable of being linked to the equipment for simultaneous interpretation and projecting videos and computer generated images on large screens;
 - (d) All equipment required for simultaneous interpretation in the conference hall and in the Executive Committee room, including headphones for all participants in each location, microphones for every four delegates in the conference hall, and sufficient microphones for participants in the Executive Committee;
 - (e) Two high speed fax machines;
 - (f) Supplies of A4 (21 x 29.7 cm) paper for printing documents recto/verso in five different colours (white, pink, yellow, green, and blue), in quantities to be specified by the General Secretariat;
 - (g) Document reproduction equipment, including:
 - i. Two photocopiers each producing at least 90 copies a minute, with automatic recto/verso printing, collating, and stapling facilities (or, alternatively, a larger number of slower machines, with the appropriate number of operators);
 - ii. An electric automatic collating machine and electric staplers (required only if the photocopiers do not have automatic collating and stapling);

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- (h) Three high quality office photocopiers, one in the vicinity of the Secretary General's office and the other two in the large secretarial space;
 - (i) Office supplies;
 - (j) A set of pigeon-holes for distributing documents, to be installed in the immediate vicinity of the conference hall where the plenary sessions are held; 250 pigeon-holes should be provided with the following dimensions: depth 32 cm, width 25 cm, height 10 cm, with a 10 mm edge to display names;
 - (k) Electrical inverters (350 VA minimum); and,
 - (l) Equipment to provide sufficient emergency electrical power, in the event of a power outage, to operate all the above equipment.
2. The host country must ensure that competent technical support for the photocopiers, and in particular the document reproduction equipment, is available on one-hour notice, 24 hours a day throughout the conference. Technical support for the audio-visual equipment must be available on stand-by at any time during the conference or the Executive Committee meeting that such equipment is in use.

Article 9

Document reproduction and assembly

1. The document reproduction equipment must be available and functional at least 24 hours before the Executive Committee and General Assembly sessions begin. The General Secretariat shall supply a provisional document-production schedule.
2. Texts at the General Assembly must often be reproduced, stapled, and prepared for distribution overnight, meaning that the document reproduction staff often works far into the night. In addition, some documents must be printed at short notice during the day.
3. Consequently, document reproduction personnel must be on duty at all times, even though most work is done in the afternoon and at night. Some document reproduction work may also have to be carried out over the weekend immediately preceding the session.
4. Food and drink must be provided for personnel working at night, as well as transportation to their hotels.

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Article 10

Choosing dates for the session

1. Sessions of the General Assembly are normally held in September, October, or November. These dates are required in practice by the schedule for adopting the budget, which must be approved by the General Assembly. The host country and the General Secretariat must agree not less than 18 months before the session is scheduled to begin on a firm date for holding the session.
2. The Executive Committee normally meets in the host country for two or more days before the opening of the General Assembly and for a half day after the closing of the General Assembly.

Article 11

Inviting Interpol member countries

1. In conformity with Article 7 of the ICPO-Interpol General Regulations, invitations must be sent to all member countries both by the host country (through diplomatic channels) and by the General Secretariat (to all the National Central Bureaus) at least four months before the scheduled opening of the session.
2. Invitations should also be sent to countries that have submitted official applications for membership within the prescribed time limit. The Secretary General shall inform the host country of any such applications and the countries concerned should be invited as Observers; they will become members if their applications are accepted during the session.
3. For countries with which the host country does not have diplomatic relations, the General Secretariat shall act as intermediary and forward invitations on behalf of either the host government or the Organization. However, irrespective of the solution adopted, the host country authorities must be prepared to receive the delegates of such countries, in keeping with the commitment they made when extending the invitation, in conformity with Article 4, paragraph 7, above.

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Article 12

Inviting Observers

1. Under Article 8 of the General Regulations, police bodies that are not Interpol members and international organizations may be invited to attend General Assembly sessions as Observers.
2. The Executive Committee prepares a provisional list of Observers to be invited and submits it to the host country for approval. Any reasoned objections by the host country should be sent to the General Secretariat.
3. The General Secretariat is solely responsible for sending invitations to the Observers approved by the Executive Committee and the host country.

Article 13

Agenda

1. In accordance with Article 9 of the General Regulations and Article 10 of the Rules of Procedure of the ICPO-Interpol General Assembly, the Executive Committee approves the provisional agenda for the General Assembly, which is communicated to member countries by the General Secretariat at least 90 days before the opening of the session.
2. In accordance with Article 12 of the General Regulations and Article 13 of the Rules of Procedure of the ICPO-Interpol General Assembly, the Executive Committee approves the final draft agenda at its meeting immediately preceding the General Assembly.
3. Consequently, the final agenda shall be reproduced and distributed at the General Assembly by the General Assembly Secretariat.

Article 14

Information booklet

1. The host country shall publish an information booklet in all the Organization's working languages. The number of copies and the languages in which they will be published shall be agreed upon in advance by the Host Country Co-ordinator and the General Assembly Co-ordinator. This booklet should contain:
 - the dates, starting times and locations of plenary meetings, official ceremonies, and general receptions (as agreed by the Secretary General and the host country);
 - information about transportation to and from the conference hall, official ceremonies and receptions;
 - procedures to follow in the event of a medical or other emergency;

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- information about security procedures;
 - other useful information for delegates, such as:
 - the location of the information desk and details of how to contact the staff responsible for dealing with problems that arise outside working hours;
 - a telephone number for urgent transportation arrangements;
 - the address, telephone, and fax numbers of the conference hall;
 - addresses and telephone numbers of the hotels at which delegates will be lodged;
 - addresses and telephone numbers of restaurants, etc.
 - addresses and telephone numbers of doctors, hospitals, embassies and consulates, places of worship, etc
2. The agenda should not be published in the information booklet because it is subject to change until approved by the Executive Committee and adopted by the General Assembly.

Article 15

Hotel accommodation and conference enrolment

1. The Host Country Co-ordinator, in consultation with the General Assembly Co-ordinator, shall choose the hotels where delegates and General Secretariat staff will be accommodated. The Host Country Co-ordinator should select three or four hotels in different categories in reasonable proximity to the conference hall. The hotels must be identified at least 18 months before the start of the General Assembly.
2. Specific information about the various types of hotel rooms chosen, with prices that will be guaranteed valid at the time of the General Assembly (inclusive of all taxes, service charges and breakfast), must be sent to the General Secretariat not less than 16 months before the start of the General Assembly.
3. The General Secretariat shall prepare an enrolment and hotel reservation form to be completed by each participant. Information from completed forms will be used for reserving hotel rooms, preparing a list of participants, meeting them at the airport, etc. The form shall seek the following information:
 - the participant's name, forename, rank or grade, title and office address;
 - the category of hotel and type of room chosen;
 - the exact dates of expected arrival and departure; and
 - the flight number if known.

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4. Until such time as the process can be fully automated (i.e. through electronic dissemination and collection of information), the General Secretariat shall send blank enrolment and hotel reservation forms to all the NCBs and observers together with the invitation circular. An electronic version of the form shall also be available to NCBs through I-24/7.
5. The General Secretariat shall collect the responses and forward the relevant information to the Host Country Co-ordinator, who shall make the necessary hotel bookings and send confirmation of their reservations to participants, unless an alternate procedure is agreed upon by the General Assembly Co-ordinator and the Host Country Co-ordinator. The Host Country Co-ordinator shall ensure that the General Secretariat is notified of any enrolment forms sent directly to the host country. The list of delegates prepared by the General Secretariat shall be regarded as definitive.
6. The General Secretariat shall inform the Host Country Co-ordinator of its own accommodation requirements as soon as the list of General Secretariat personnel taking part in the General Assembly session has been drawn up.
7. Approximately 650 hotel rooms (about 100 of which should be double) must be available at or near the conference site unless the General Assembly Co-ordinator specifies a different number. The number of rooms required may vary depending on the number of delegates, which itself depends on various circumstances.*

Article 16

Assisting delegates

1. The Host Country Co-ordinator shall establish a plan to assist delegates on arrival and throughout the conference. This plan should include the appointment of personnel available at the main international airport to facilitate the entry of participants who arrive without visas or other required documents, to assist those whose luggage has been lost or delayed, and to arrange for connections to the site of the conference. Host country personnel should also be available at the conference site to assist delegates.

* It is difficult to know exactly how many rooms will be required since most delegations do not announce their participation until a very late date; in many cases, the host country authorities receive such announcements a few weeks, or even a few days, before the scheduled opening of the session. Experience has shown that some delegates who are expected do not turn up, and that other delegates arrive on the eve of the opening day, or even on the opening day itself, without any advance warning at all. It is therefore advisable, particularly in the busy tourist season, to reserve some extra rooms even if they have to be cancelled at the last minute.

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2. All assistance and information services are the sole responsibility of the host country authorities, which should ensure that they are staffed at all times by personnel with an adequate knowledge of the Organization's four working languages (Arabic, English, French and Spanish) to enable them to assist delegates. The General Assembly Secretariat personnel mentioned in Article 6, above, cannot be used for this purpose.
3. Medical assistance should be available to the participants at all times throughout the conference. Host country personnel must be available 24 hours a day to assist with translation from any of the four official languages in case of a medical urgency. The availability of such assistance should be explained in the information booklet.

Article 17

Transportation

1. The Host Country Co-ordinator must organize transportation for members of the Executive Committee, for delegates, and for members of the General Secretariat staff, particularly to and from the airport, between the hotels and the conference building, and to and from events that are part of the Social Programme.
2. In particular, the following should be provided:
 - (a) a pool of vehicles for taking delegates, General Assembly Secretariat personnel, and other participants to and from the airport (bearing in mind that for some personnel, transportation will be required before the General Assembly begins and after it ends), details of the transportation arrangements shall be sent to all NCBs in advance by the General Secretariat);
 - (b) a car for the President;
 - (c) a car for the Secretary General;
 - (d) three cars for General Assembly Secretariat personnel, especially for taking them back to their hotels at night when they have to work late;
 - (e) additional cars to meet unexpected requirements and in case delegates urgently need transport.

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3. A bus service should be provided:
 - (a) when the conference building is more than 10 minutes on foot from the hotels; and
 - (b) when delegations organize receptions elsewhere than in the conference building.

Article 18

Registration of delegates

1. The General Assembly Secretariat is responsible for the registration of delegates and observers.
2. Registration involves confirmation of the identity, rank, and title of the participants and comparison of this information with the list of delegates prepared in advance by the General Secretariat. Any errors or changes in the composition of the delegations must be noted and brought to the attention of the security staff.

Article 19

Security

1. The host country is responsible for the security and safety of persons (including all conference participants), goods, and equipment throughout the session of the General Assembly and the meeting of the Executive Committee, and during a reasonable period before and after.
2. The Host Country Co-ordinator, or a designee, shall work in close co-ordination with the responsible security official at the General Secretariat to establish a general plan for security. The security plan must be completed in all major respects at least three months before the beginning of the session.
3. The host country shall make every effort to follow such recommendations of the General Secretariat as may be required to ensure a degree of consistency with security procedures followed at other meetings of the ICPO-Interpol.
4. The security plan must include adequate provisions for establishing a security perimeter around the conference area as well as sub-zones within the perimeter, determining who may have access to the perimeter and to various sub-zones within the perimeter, verifying the identity of all persons who are authorized to have access to the perimeter, controlling the access of such persons to, and where appropriate, within the perimeter, and preventing access by unauthorized persons. These controls must be established and maintained 24 hours a day during the session and for a reasonable period before and after.

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5. The security plan must provide an appropriate level of security for the President and Secretary General throughout the Executive Committee meeting and the General Assembly session.
6. The security plan must provide for security at the hotels designated for use by delegates.
7. Security measures for receptions and other similar functions will depend on the nature of the event.

Article 20

Public relations

1. The President and the Secretary General generally hold two press conferences, one before the General Assembly session begins and the other at the end of the session. Host country officials are invited to take part in these press conferences.
2. The General Secretariat's Chief Press Officer normally issues press releases at the beginning and the end of the General Assembly. The first release outlines what has been said by senior officials during the opening ceremony and press conference, as well as the issues to be addressed during the session, and the second release sums up what has been accomplished during the General Assembly proceedings.
3. The international media are to be informed in good time, jointly by Interpol and host country public relations/press officials, of the dates and venue of the General Assembly session and of all accreditation requirements and procedures. Media accreditation requirements and procedures should be included in the security plan referred to in Article 19.
4. The General Secretariat Chief Press Officer shall meet with the host country authorities well before the General Assembly session to co-ordinate all matters relating to press conferences, special press briefings and the presence of journalists generally, including specific technical and equipment requirements (audio and visual) for the work to be done by broadcasters during the opening ceremony and press conferences.
5. The opening press conference usually takes place during the first break in proceedings after the opening ceremony on the first day, and the second after proceedings have ended on the last day. These press conferences are held in general in the main conference room using translation and other technical facilities already in place for delegates.
6. During the General Assembly session, journalists who have requested and are granted permission to interview certain officials, or who have been invited to special press briefings, will have access to the room provided for that purpose.

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7. Journalists are not allowed access to the main conference hall except during the opening ceremony and press conferences. They are not allowed access to the area of offices and rooms used by the General Assembly Secretariat except for pre-arranged interviews or press briefings, as provided in paragraph 6, above and they must at those times be under the supervision of the General Secretariat Press Office staff and the host country's security staff.
8. The host country must provide for the services of a professional photographer for the duration of the General Assembly and for any evening or other social events. This photographer should be in constant contact with the General Secretariat's Chief Press Officer. The photographer must take all photographs in digital format. These images may be used on the public and restricted Interpol websites or for other promotional purposes. The photographer shall be given a list of the photographs needed by Press Office staff.

Article 21

Opening ceremony

1. The opening ceremony is held at the beginning of the General Assembly session.
2. Host country authorities and members of the General Secretariat shall meet well in advance of the General Assembly to decide on the procedure at the opening ceremony, including:
 - who will sit on the official platform
 - who will make speeches and in what order
 - who will act as "master of ceremonies".
3. Copies of speeches must be given to the interpreters and minute writers in one of Interpol's official languages before the ceremony.
4. The Interpol anthem, which the General Secretariat shall supply, should be played at the opening ceremony and one minute's silence should be observed in honour of police officers who have died while on duty.

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Article 22

Social programme

1. The host country customarily arranges for a reception for delegates and/or an official dinner for delegates and the persons accompanying them, thus providing host country authorities an opportunity to make personal contact with the delegates.
2. The host country may also arrange a special programme for persons accompanying delegates to the General Assembly session.
3. These functions may be sponsored to reduce the cost to the host country. Article 24 applies to sponsorship of social functions.
4. The General Assembly Co-ordinator and the Host Country Co-ordinator shall agree in advance on the schedule and type of all social events.

Article 23

Conference exhibition

1. The General Secretariat may arrange for an exhibition to be held in the conference hall or in the immediate vicinity to provide businesses and other organizations with the opportunity to demonstrate their products and services to the delegates before and during the General Assembly.
2. Even though the exhibition may be organized by an independent contractor, the General Secretariat shall retain final authority over all aspects of any exhibition, including the choice of a contractor and all contractual terms.
3. The host country may refuse to permit such an exhibition to be held by so notifying the General Secretariat at the time that it submits the application specified in Articles 2 and 3.
4. If an exhibition is to be arranged, the following requirements must be met:
 - At least 400 square meters of exhibition space must be available, preferably at no additional cost to the General Secretariat or the organizer.
 - If a fee is charged for the exhibition space, the cost shall be paid for by the organizer of the exhibition.

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- The exhibition space must be adjacent to an area where delegates can obtain refreshments during morning and afternoon breaks and delegates must be able to bring refreshments to the exhibition area without added cost to Interpol, the exhibitors or the organizer of the exhibition.
 - The organizer of the exhibition and an authorized representative of the conference premises shall sign a legally enforceable contract by a deadline to be fixed by the General Assembly Co-ordinator.
5. If the host country desires that entities whose headquarters and principal operations are located in the host country be permitted to participate in the exhibition, it shall furnish the names of these entities to the General Secretariat at least 12 months before the opening of the General Assembly. These entities may participate in the exhibition if they meet the criteria that apply to other exhibitors, subject to such conditions as may be imposed by the General Secretariat.
 6. The host country may enter into a separate contractual agreement with the organizer of the exhibition, subject to the advance approval of the General Secretariat.
 7. Whether or not it gives permission to the General Secretariat to organize an exhibition, the host country may not organize an independent commercial exhibition or permit a third party to organize such an exhibition in the vicinity of the General Assembly except with the advance written consent of the General Secretariat. The host country shall inform the General Assembly Co-ordinator in advance of any event or circumstance that may have an impact on the conference exhibition.

Article 24

Sponsorship

1. The host country may seek sponsors in order to defray the cost of hosting a General Assembly. Before doing so, however, it must submit any proposed form of sponsorship as well as the names and other information concerning the prospective sponsors to the General Secretariat. The host country may not enter into an agreement with a prospective sponsor or accept sponsorship of any event associated with the General Assembly unless the General Secretariat provides its advance written consent. Sponsors may not provide exhibits without the express approval of the General Secretariat.
2. In case of any conflict, dispute, or disagreement between the host country and the organizer of the exhibition involving sponsorship or other matters, the General Secretariat shall attempt to reach a mutually agreed solution.

Article 25

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Sharing of costs

1. The General Secretariat is financially responsible for:
 - (a) Hiring interpreters and minute-writers and paying their travel and living expenses;
 - (b) Covering travel and living expenses of the Organization's staff;
 - (c) Supplying and installing the computers required for the General Assembly Secretariat;
 - (d) Social events, if any, hosted exclusively by the President and Secretary General.

2. The host country authorities are financially responsible for*:
 - (a) Hiring the conference rooms, the premises required for the General Assembly Secretariat, and the necessary equipment, as described in Articles 7 and 8 above;
 - (b) Making all necessary personnel available;
 - (c) Meeting delegates at the airport, transporting them from the airport to their hotels and from their hotels to the airport, and, if necessary, from their hotels to the conference building;
 - (d) Printing an information booklet;
 - (e) Supplying paper for reproducing the documents;
 - (f) The cost of functions on the Social Programme that are organized by the host country;
 - (g) The cost of communications from the General Assembly session premises to the Organization's Headquarters;
 - (h) Insurance cover and/or compensation for any damage caused to persons involved or participating in the work of the General Assembly and Executive Committee, as well as any damage caused unintentionally to premises or vehicles by participants

**Because arrangements vary widely from country to country, it is practically impossible to forecast how much it will cost a country to host a General Assembly session.*

In some countries, official conference premises may be made available free of charge; police vehicles may be made available for some or all of the transportation required; the personnel needed may be seconded by the police.

Also, production of items such as commemorative badges, document holders, and passes can be sponsored by public or private bodies, as can various functions, subject to the requirements of Article 24.

It should be noted that holding a General Assembly session can generate substantial income for local business including hotels, restaurants, and other enterprises.

In addition to the financial benefits involved, hosting a General Assembly session can bring a country increased prestige and enhanced standing in view of Interpol's reputation.

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at the Executive Committee meeting and the General Assembly session, as provided in Article 9 of the Agreement on Privileges and Immunities;

- (i) All security costs.
3. If the Executive Committee decides to cancel the General Assembly session in application of Article 5 of the Organization's General Regulations, the host country authorities and the General Secretariat shall each pay the expenses they have already committed for organizing the session. This provision shall apply, *mutatis mutandis*, if the authorities of the host country are obliged by reason of circumstances beyond their control to cancel their hosting of the General Assembly session. However, any cancellation that is due to a deliberate action by the host country, including its failure to meet the obligations described herein, may result in liability for financial commitments by the General Secretariat.

Article 26

Dispute resolution

1. In case of any conflict, dispute, or disagreement arising from the application or interpretation of these rules or the organization of the General Assembly, whether between the host country and the General Secretariat or between the host country and the organizer of the exhibition referred to in Article 23 or other parties, the General Assembly Co-ordinator and the Host Country Co-ordinator shall attempt to reach a mutually agreed solution.
2. In the event that the General Assembly Co-ordinator and the Host Country Co-ordinator are unable to reach a mutually agreed solution within a reasonable period of time, the General Secretariat may proceed as provided in Article 2, paragraph 9.

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Article 27

Transitional rules

1. The present rules shall take effect as soon as they are approved by the General Assembly.
2. With respect to the 74th session of the General Assembly, which will be held in Berlin, the host country shall be deemed to have complied with any deadline that has already passed. The host country, the General Secretariat, and other affected parties should make every effort to comply with the other requirements of these rules, *mutatis mutandis*, in a timely fashion.
3. Article 2, paragraph 2, requiring the submission of invitations three years in advance, is suspended with respect to the 75th and 76th sessions of the General Assembly. However, any country wishing to host the 75th or 76th sessions of the General Assembly should submit their applications, in the form specified in these rules, as soon as possible. Any deadline that has already passed shall be deferred until six months after the adoption of these rules to allow time for the affected party to meet the requirements of the rules. All other provisions of these rules shall apply to the organization of the 75th and 76th sessions of the General Assembly.

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**SPECIAL AGREEMENT ON THE PRIVILEGES AND IMMUNITIES
OF THE INTERNATIONAL CRIMINAL POLICE ORGANIZATION-INTERPOL
DURING THE SESSIONS OF THE EXECUTIVE COMMITTEE
AND THE GENERAL ASSEMBLY**

To be held in from.. to..

Mr.....(Name and title), representing.. (name of country), duly authorized to that effect, and

Mr (name), President of the International Criminal Police Organization-Interpol (ICPO Interpol),

In anticipation of the session of the Interpol General Assembly and the session of the Executive Committee of Interpol, which will be held at, from to, 2....,

have agreed to the following:

Article 1

Entry into the host country territory

1. The competent government authorities in the host country shall allow to enter and leave their territory:
 - (a) members of the Executive Committee of the ICPO-Interpol;
 - (b) representatives to the General Assembly of member countries whose names appear on the list of participants, a copy of which shall be provided to the authorities of the host country at least seven days before the beginning of the General Assembly;
 - (c) members of the General Secretariat personnel assigned to assist the Executive Committee and General Assembly;
 - (d) interpreters and minute writers hired by the General Secretariat;
 - (e) the Organization's Advisers;
 - (f) observers and experts who have been invited to attend the sessions; and

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(g) accompanying family members and staff of the foregoing

for the duration of the Executive Committee meeting and the General Assembly session.

2. Any visas or entry or exit permits required for persons participating in the Executive Committee meeting or General Assembly session shall be issued free of charge and without delay.

Article 2

Privileges and immunities

1. On the occasion of the Executive Committee meeting and the General Assembly session, the competent government authorities in the host country shall grant to ICPO-Interpol the same privileges and immunities normally granted to international organizations.
2. The ICPO-Interpol shall enjoy immunity from legal process and from execution of legal process in civil, administrative and criminal matters. On the decision of the Secretary General and at the motivated request of the competent authorities in the host country, it may expressly waive its immunity from legal process.

Article 3

Inviolability of archives and correspondence

1. All documents belonging to the ICPO-Interpol or held by it in whatever form and, *inter alia*, its archives and accounts, shall be inviolable wherever they are located.
2. The inviolability of the ICPO-Interpol's official correspondence shall be guaranteed. Its official communications shall not be subject to censorship and it may make use of codes.

Article 4

Foreign exchange

The ICPO-Interpol may, without being subject to any financial controls, regulations or moratoria:

- (a) receive and hold funds and foreign exchange of all kinds, and operate accounts in all currencies on the territory of the host country;
- (b) freely transfer its funds and foreign exchange within the territory of the host country, and from its Headquarters or one of its Sub-Regional Bureaus to the host country and vice versa.

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Article 5
Exemption from customs duties

Administrative, technical and scientific material provided by the ICPO-Interpol for the Executive Committee meeting and the General Assembly session, as well as publications of the ICPO-Interpol and other official documents required for its work, and the usual gifts presented by or to the Secretary General and officials of the Organization during the General Assembly session, shall be exempt from payment of import duties and taxes. The ICPO-Interpol undertakes to re-export all such material, publications and gifts that remain unused or undistributed at the end of the General Assembly session.

Article 6
Privileges and immunities of participants

The host country shall take appropriate measures to ensure that participants at the Executive Committee meeting and at the General Assembly session, the Organization's Advisers, observers and experts, members of the General Secretariat assigned to assist the Executive Committee and the General Assembly, as well as the family members accompanying them, with the exception of local staff, shall be granted the following privileges and immunities on the territory of the host country during the meeting or session and during their journeys to and from the location where the meeting or session is being held:

- (a) immunity from arrest, detention and seizure of personal baggage except if caught in the act of committing an offence;
- (b) immunity from legal process, even after the Executive Committee meeting and the General Assembly session, for acts performed in the exercise of their functions;
- (c) inviolability of all official papers and documents;
- (d) the same facilities with regard to foreign exchange as are granted to diplomatic agents.

Article 7
Diplomatic privileges

In addition to the privileges and immunities granted by Article 6 above, the Secretary General, the members of the Executive Committee and the family members accompanying them shall be accorded the privileges, immunities, and facilities as are granted, in accordance with international law, to diplomatic agents.

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Article 8
Use of immunities

The privileges and immunities provided for in Articles 6 and 7 of the present Agreement are granted to those concerned not for their personal benefit but in the interest of the smooth functioning of the institutions of the ICPO-Interpol. The competent authorities in the Organization's member countries may and should waive such immunities whenever the latter would impede the course of justice and when the immunity can be waived without prejudice to the interests of the Organization.

Article 9
Responsibility

1. The host country shall take appropriate measures to provide insurance cover for any damage caused to persons involved or participating in the work of the General Assembly and Executive Committee, as well as any damage caused unintentionally to premises or vehicles by participants at the Executive Committee meeting and the General Assembly session.
2. The host country shall compensate the Organization, its personnel and the delegates for such actions, complaints or claims, and release it from any responsibility therefore.

Article 10
Notification

The competent authorities in the host country and the Organization shall notify each other when the present Agreement has been approved and it shall come into force the day after reception of the second notification.

In witness thereof the undersigned, duly authorized to that effect, have concluded the present Agreement.

Done in.. (place) on.. (date) in two copies.

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TIMELINE

(Note: The following dates are provided for information only; in the event of a conflict or inconsistency between these dates and the requirements set forth in the text of the rules, the latter shall control.)

D A T E (in months or days before General Assembly)	E V E N T	SOURCE (Article- paragraph)
36 months	Host country submits invitation	2-2
1 April (approximately 31 months)	General Secretariat prepares list of qualifying applications	2-4
29 months	Executive Committee designates qualified candidates	2-6
24 months	General Assembly selects site for next session two years hence	2-6
18 months	Completed agreement on Privileges and Immunities	4-5
18 months	Host country and General Secretariat agree on firm dates for holding General Assembly	10-1
18 months	Hotels identified	15-1
16 months	Binding commitment concerning conference premises	4-6
16 months	Firm prices for hotels provided to General Secretariat	15-2
12 months	Host country furnishes names of local exhibitors to General Secretariat	23-5
12 months	General Assembly confirms site selected the previous year	2-7
4-5 months (approximately)	Executive Committee approves the provisional agenda for the General Assembly	13-1
4 months	Host country sends invitations via diplomatic channels; General Secretariat sends invitations to NCBs	11-1
3 months	Security plan completed	19-2
90 days	General Secretariat circulates approved provisional agenda	13-2
30 days	Publication of information booklet	14*
10 days	Premises available	7-1*
2 days	Executive Committee meets	10-2
2 days	Executive Committee approves final agenda	13-3

*The event is mentioned in the Rules although the deadline is not specified.