

ICSU GENERAL ASSEMBLIES

The General Assembly is the highest governing body of ICSU and meets every three years in a different region of the world at the invitation of one of its Members. The 28th General Assembly of ICSU in Suzhou, China, agreed that a six-year planning horizon for GAs was desirable. The 31st General Assembly in 2014 will meet in New Zealand and it is at this Assembly that the location of the GA in 2017 will be decided. Invitations to host this are now solicited.

The General Assembly is a closed meeting for Members [National Scientific Members (120) and International Scientific Unions (31)] and invited participants (ICSU Interdisciplinary Bodies, Associates, key partners and observers) and numbers around 250 participants (2011 Italy, 319 participants; 2008 Mozambique, 284; 2005 China, 227; 2002 Brazil, 231; 1999 Egypt, 225; 1996 USA, 229). The Assembly, including the National Members' and Scientific Unions' fora, lasts for four days and is normally preceded by a science day organized by the host country. The Executive Board and a small number of other committees also meet for one day just prior to the Assembly and immediately after.

The Assembly is responsible for setting the general direction, policies and priorities for ICSU for the next triennium and is a mix of business and scientific sessions. It is a meeting of top scientists from around the world and affords a unique occasion for scientists of all disciplines to meet and engage in cross-disciplinary activities.

The host organization is expected to take responsibility for all local logistics (see attached list of practical requirements), the organization of scientific sessions and visits to scientific institutes, laboratories, *etc.*, prior to the Assembly, and is expected to ensure that there is adequate media coverage of the event. It is also expected to make a contribution to a fund to finance the participation of scientists from developing countries at the Assembly.

Invitations to host the 32nd General Assembly of ICSU should be received at the Secretariat by 31 December 2012 at the latest and should state that all *bona fide* scientists will receive visas to attend the meeting if necessary and that all material needs for the proper conduct of the Assembly and associated meetings will be satisfied.

Practical Requirements for an ICSU General Assembly

Scientific sessions are decided upon on a case by case basis for each Assembly. These take place immediately prior to the Assembly and are organized by the hosts in cooperation with ICSU.

PRACTICAL MATTERS PROVIDED BY HOSTS:

Contribution to finance participation of scientists from developing countries - in recent years this contribution from the host country has been €40 000.

1. Meeting Rooms

- Reception hall for 300 people (for opening ceremony)
- For 300 people for four days (for the plenary sessions of the Assembly)
- For 25 people for 2 days (for the meeting of the Executive Board prior to and immediately after the Assembly)
- 1 x 100 people for 1 day (for the National Members' forum)
- 1 x 70 people for 1 day (for the Scientific Unions' forum)
- 1 x 10 people in evenings (meeting of Assembly Resolutions Committee)

Other meeting rooms depending on which, if any of the ICSU Committees will meet in conjunction with the General Assembly.

1.1 General Requirements for all meetings

- For meetings of 25 or less, rooms should be set up boardroom style
- For meetings over 25, classroom style with table or desks for all participants and a podium for 4-6 people
- Microphones in rooms for all meetings of more than 25 persons
- Video Projectors/Power Point in all rooms for 25 people or more with a computer with internet access attached to the video-projectors
- Water on podium
- Power supply (with international adaptors and extension flexes if necessary) for the use of participants with laptops
- Wifi internet access (to be turned off in the plenary room during plenary)
- Several screens throughout the plenary room for Power Point presentations (depending on the layout of the room)
- Name plates and badges for all participants
- Pigeon holes for all delegations should be located near the plenary meeting room

2. Secretariat: personnel and equipment

Secretariat: adequate office space needed near the meeting rooms for the ICSU Secretariat (for photocopying, typing of documents and other practical matters, a safe or strong lockable cupboard is also needed) and one room for the Officers (4 rooms), all with Internet access

One Press room (for interviews)

One Internet area for participants separate from GA ICSU Secretariat (US or UK keyboards)

Local personnel for registration, photocopying, ticket reconfirmation and distribution of documents.

2.1 Equipment for ICSU Secretariat

10 desks (at least)

6 computers with Windows, Word, Excel, PowerPoint., and Internet, networked to printers

2/3 laser printers

Paper for machines

1 small photocopying machine in secretariat

2 telephones with access to international calls

Nearby: large photocopying machine with automatic sorting and stapling functions

3. Hospitality

Formal reception/Opening dinner or Closing dinner

Coffee, tea, mineral water and light snacks twice a day

4. Local Arrangements

ICSU covers the local costs of the Executive Board, Interdisciplinary Bodies, invited speakers and Secretariat. In addition, it may be decided that other Policy Committees or ICSU *ad hoc* Committees will meet at the time of the General Assembly. All other participants cover their own costs. However, the hosts are requested to make, or facilitate, the following arrangements:

Hotel reservations

Pre- and post-Assembly tours

Transfer to and from airport (depending on the location)

5. Documentation

Files of GA documents for those participants who have asked to receive a hard copy of the documents at the place of the meeting.

6. Exhibits

Space for posters and exhibits by Members.

7. Website

A dedicated website for the GA is provided by the hosts working in close cooperation with the ICSU Secretariat.