



대한민국국회
NATIONAL ASSEMBLY
REPUBLIC OF KOREA

24, June 2005

Excellency,

On behalf of the National Assembly of the Republic of Korea and the Inter-Parliamentarians for Social Service (IPSS), it is our great pleasure to extend our cordial invitation to you, Excellency, to lead a parliamentary delegation to participate in the 2nd IPSS General Assembly.

The IPSS was created to provide parliamentary assistance to countries worldwide as they undertake social services and to establish a global social services network through inter-parliamentary exchanges and cooperation. The Inaugural Assembly of the IPSS convened in Seoul, Korea in 2003 where it was decided that the General Assembly be held biennially. Accordingly, the 2nd IPSS General Assembly will open this year in Seoul from 24 to 26 August.

As is prescribed in the Joint Communiqué produced by the 1st General Assembly, the upcoming Assembly shall discuss and deliberate on 1) The policies and projects for the promotion of social services, 2) The development of the civil society and social services, and 3) The Charter and other agenda items submitted by the Executive Committee.

The 2nd General Assembly will kickoff on August 24th with a welcome reception and Executive Committee meeting followed by the opening ceremony and plenary meetings on the 25th. On the third and final day, the participants shall adopt a joint communiqué and visit social services related facilities.

Following the adjournment of the official General Assembly sessions, delegates are invited to join optional tours of one night and two days sponsored by former IPSS President Dr. KIM Il-Yun and Samsung Electronics. Participants are invited to either join Dr. Kim for a trip down to the historic city of Gyeongju, the capital of the Shilla Kingdom (57 B.C.- A.D. 935) or join the electronic giant for a tour around its manufacturing facilities. The Korean National Assembly and the sponsors of the IPSS will gladly provide accommodation for two representatives of each delegation for three nights and four days from 24 to 27 August including the optional tours. For more details, please refer to the General Information enclosed herewith.

We are committed to exert our utmost efforts to ensure that each and every delegate feels at home throughout their stay.

Looking forward to welcoming you and your delegation in Seoul, we remain,

Sincerely,

김원기

KIM Won-Ki
Speaker of the National Assembly
Republic of Korea

Lee Kyeong-Jae

LEE Kyeong-Jae
Member of the National Assembly
President of the IPSS

General Information

1. Dates and Place of the Meeting

- 1) The 2nd General Assembly of the Inter-Parliamentarians for Social Service (IPSS) will meet in Seoul, Korea from August 24th to 26th.
- 2) The venue of the General Assembly and the accommodation for the delegations will be prepared at the Shilla Hotel.

◇ Accommodation

The Shilla Hotel

Address: 202 Jangchung-dong 2-ga, Jung-gu, Seoul, Korea, 100-856
Tel: 82-2-2230-3310
Fax: 82-2-2230-3720
E-mail: yena.seo@samsung.com
Website: www.shilla.net

◇ Meeting Venue : Yeong Bin Gwan, Emerald Hall at the Shilla Hotel

2. Website

- 1) The official website for the 2nd IPSS General Assembly can be found at www.ipss.or.kr
- 2) Important information regarding the IPSS (Charter, Joint Communiqué of the Inaugural Assembly, etc) have been posted on the website.
- 3) Any changes in the detailed schedule of the 2nd General Assembly, introductions to optional events and spouse programs, as well as other useful information for delegations will be updated accordingly on the website. Meeting registration and hotel reservation forms can also be downloaded from the website.

3. Agenda

- 1) Policies and projects for the promotion of social services
- 2) Development of the civil society and social services
- 3) IPSS charter and other items submitted by the Executive Committee

4. Meeting Procedures

- 1) Speeches to be delivered at the plenary meetings shall be no longer than 5 minutes. We kindly ask each delegation to send the Secretariat a copy of the text of this speech in advance via e-mail (ipss@assembly.go.kr) or fax.
- 2) Under the chairmanship of the IPSS President, for each topic, a single rapporteur shall make a 15-20 minute summary report followed by 10 minute speeches by two panel discussants and 3 minute interventions and debates of each delegation.

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5. Program

Date	Time	Meetings & Events	Note
	~ 18:00	* Arrival & registration of delegates	Hotel Lobby
Day 1 Wed Aug. 24	16:00~18:00	* 1 st Executive Committee Meeting - Agree on agenda for the General Assembly - Deliberation of charter - Consideration of host country for the next General Assembly	Hotel Meeting Room
	18:00~20:00	* Welcome Dinner	Hotel Banquet Hall
Day 2 Thu Aug. 25	09:00~09:50	* Opening Ceremony 1. Opening speech and progress report given by IPSS President 2. Welcoming speech delivered by the Speaker of the National Assembly of the Republic of Korea 3. Congratulatory speech 4. Group photo Coffee Break	Emerald Hall
	10:00~12:00	* 1 st Plenary Session 1. Report and adoption of IPSS Charter 2. Election of executive members including IPSS President 3. Adoption of agenda 4. Speeches by each participating delegation	Emerald Hall
	12:00~14:00	* Lunch	Hotel Banquet Hall
	14:00~15:00	* 1 st Plenary Session (continued) - Speeches by each participating delegation (continued) Coffee Break	Emerald Hall
	15:20~18:00	* Discussion of Agenda 1. Policies and projects for the promotion of social services 2. Development of the civil society and social services	Emerald Hall
	16:30~18:00	* 2 nd Executive Committee Meeting 1. Draft Joint Communiqué 2. Decide on host country of the next general assembly	Hotel Meeting Room
	18:30~20:30	* Dinner hosted by the Speaker of the National Assembly of the Republic of Korea	Hotel Banquet Hall
	Day 3 Fri Aug. 26	09:00~10:00	* 2 nd Plenary Session 1. Announcement of the next IPSS host country 2. Acceptance speech by the next IPSS host country 3. Adoption and signing of Joint Communiqué 4. Closing speech by IPSS President
10:00~12:00		* Visit social service sites	
12:00~13:30		* Lunch & end of official program	
13:30~		* Departure or participation in optional events	

6. Participation

Parliamentarians of a sovereign nation who have insight and interest in social services

7. Executive Committee Meeting

- 1) Pursuant to Article 12 of the IPSS Charter, the Executive Committee shall consist of the heads of delegations of 11 nations (Belgium, Canada, Hungary, Italy, Korea, Malaysia, Mexico, Mongolia, New Zealand, Nigeria, and Saudi Arabia) that were represented in the Executive Committee of the 2003 Inaugural Assembly held in Seoul.
- 2) The heads of delegations with the Executive Committee membership are kindly asked to participate in the Executive Committee meeting from 16:00 to 18:00 on August 24th.

8. Registration

- 1) Delegations to the 2nd IPSS General Assembly shall complete the registration form enclosed herewith and fax it to the IPSS Secretariat no later than July 22nd, 2005. The registration form is also available on the IPSS website which the delegations can download and e-mail to the Secretariat.

IPSS Secretariat

- Address: Inter-Parliamentary Organization Division
National Assembly
1, Yeoido-dong, Youngdeungpo-gu
Seoul, 150-701, Republic of Korea
- Telephone : 82-2-788-2425, 2468
- Fax : 82-2-788-3385
- E-mail : ipss@assembly.go.kr
- Website : www.ipss.or.kr

- 2) The registration desk shall be made available at the hotel lobby from 9:00 of August 24th till 12:00 of the following day.
- 3) Name tags shall be distributed to every delegate at the registration desk which the participants are kindly requested to wear throughout the Assembly for their own safety.
- 4) All information regarding the 2nd IPSS General Assembly can be found on the official website (www.ipss.or.kr). For further information, please contact Ms. Sojung Kim or Mr. Daean Kim at the Secretariat.

9. Accommodations

- 1) The Republic of Korea's National Assembly and sponsors of the event shall cover the expenses for accommodations (board and lodging), as well as official and optional events for two representatives (two MPs or one MP and one accompanying staff) of each delegation for the period from August 24th to 27th. The Secretariat has made a block reservation at the Shilla Hotel. Delegations to the 2nd IPSS General Assembly are required to complete the hotel accommodation reservation form annexed herewith and send the original directly to the hotel and a copy to the Secretariat.

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- 2) Hotel accommodations for delegations that wish to take part in optional events will be taken care of by the IPSS Secretariat. Therefore, please remember to check the optional event of your choice when filling out the Registration Form.

▶ Samsung Electronics Touring Team: The Shilla Hotel

Tel: 82-2-2230-3310

Fax: 82-2-2230-3720

E-mail: yena.seo@samsung.com

Website: www.shilla.net

▶ Gyeongju City Touring Team: Hotel Hyundai Gyeongju

Tel: 82-54-779-7200

Fax: 82-54-748-8234

E-mail: kong0504@hmall.com

Website: www.hyundaihotel.com

- 3) Expenses for all additional hotel services besides board and lodging provided by the Republic of Korea's National Assembly and sponsors of the event such as room upgrades, international phone calls, mini bar and room services shall be borne by the delegate him/herself. Any other questions regarding board and lodging should be made directly to the hotel.

10. Optional Events

1) Following the end of the official program, 2-day optional events visiting the historical city Gyeongju (400 km distance from Seoul/www.gyeongju.go.kr), an ancient capital of Korea, or Samsung Electronics (Suwon Plant: nearby Seoul/www.samsung.com) have been prepared. Please check the optional event of your choice when filling out the registration form annexed herewith.

2) A detailed schedule of the optional events will be soon posted on the official website for the 2nd IPSS General Assembly.

▶ Notice

1) The Gyeongju touring team is scheduled to arrive in Seoul late in the afternoon of Saturday, August 27th. If you wish, instead of returning to Seoul, outbound flights to Tokyo, Hong Kong, Beijing, Bangkok, Manila and other major cities in Asia are available from the Gimhae International Airport, 1 hour and 30 minutes away from Gyeongju.

2) The schedule for the Samsung Electronics touring team will end at 21:00, Friday, August 26th, but accommodation at the Shilla will be reserved so that you may check out any time before noon on August 27th. Please keep in mind this schedule when preparing your itinerary.

11. Spouse Programs

The Republic of Korea's National Assembly is currently preparing a spouse program for August 25th. Details of the program will soon be posted on the official website for the 2nd IPSS General Assembly. Please note that if we fail to meet a minimum number of participants for this program, it may be cancelled.

12. Transportation

The Republic of Korea's National Assembly and sponsors of the event shall provide transportation services for all official and optional events, as well as shuttle services to-

and from the hotel and the airport. To ensure convenient and timely services at the point of arrival and departure, delegations are asked to fill in the blanks for exact dates, time, and flight No. on the registration form and send it to the Secretariat. Delegations are advised to immediately inform the Secretariat should there be any changes to their original itinerary.

13. Official Languages

- 1) The official languages of the 2nd IPSS General Assembly shall be English and Korean.
- 2) Simultaneous interpretation for languages other than the official languages of the General Assembly will not be provided. We ask delegations that wish to bring their own interpreters for simultaneous interpretation of their own national language to notify the IPSS Secretariat in advance in order to ensure adequate interpretation booths are reserved.

14. Documents

- 1) Official documents of the 2nd IPSS General Assembly shall consist of the program, agenda, agenda reports, list of delegations, and the IPSS Charter.
- 2) All official documents shall be distributed to the delegations upon their registration and also will be posted on the official website of the 2nd IPSS General Assembly.

15. Visa

Delegations that require a visa to enter the Republic of Korea shall have it issued from the Korean Embassy in their respective countries prior to entry. All inquiries concerning the procedure of visa issuance shall be directed to the Korean Embassy.

16. Protective Inoculation and Medical Services

There is no particular inoculation mandated by the Korean government on foreign visitors entering Korea. Emergency medical services will be available at the hotel medical center while each delegate is responsible for other medical fees.

17. Weather

The temperature in Seoul in August ranges from 19° to 27° Celsius.

18. Currency and Credit Cards

Major international currencies can be exchanged at banks in and around the hotel and all major credit cards are widely accepted in Seoul.

19. Voltage

220V/ 60Hz

► Annex I & II

- 1) Registration Form
- 2) Hotel Accommodation Reservation Form

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Annex I

The 2nd IPSS General Assembly
August 24 - 26, 2005
The Shilla Hotel, Seoul, Korea

REGISTRATION FORM

PLEASE COMPLETE A SEPARATE FORM FOR EACH PERSON ATTENDING.

Please type or print legibly

Country :

Delegates

(Please specify the title(ex: Leader of Delegation, Speaker, Vice Speaker etc.)

Mr./Ms.	Last Name	First Name	Title	Accompanying person(if any)

Secretaries and Advisors

Mr./Ms.	Last Name	First Name	Title

Itinerary

	Date	Time	Flight No.	From / To
Arrival				
Departure				

Contact Info.

Tel	Fax	E-Mail

Optional Event (Check)

Gyeongju Tour	Samsung Electronics Tour	None

Please return this form to the IPSS Secretariat no later than July 22, 2005

Tel: +82-2-788-2425 / Fax: +82-2-788-3385 / Email: ipss@assembly.go.kr

Date: _____

Signature: _____

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Annex II

The 2nd IPSS General Assembly
August 24 - 26, 2005
The Shilla Hotel, Seoul, Korea

APPLICATION FOR HOTEL ACCOMMODATIONS

Please return this form to the Shilla Hotel and IPSS Secretariat by July 22, 2005.

Questions regarding the Shilla Hotel should be addressed to the hotel directly.

Tel :+ 82-2-2230-3310, Fax :+ 82-2-2230-3720

Email : yena.seo@samsung.com

Last Name:		Gender : Male <input type="checkbox"/> Female <input type="checkbox"/>	
Name First Name:			
Country:		Title:	
Accompanying person, if any :			
Tel:			
Fax:			
E-mail:			
Arrival Date	Flight No:	Departure Date	Flight No:
Credit Card (Visa / American Express / Master Card / Diners Club)			
Card Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Card Holder on Credit Card _____			
Expiry Date _____		Signature _____	

NOTE: One night room rate will be charged on the above credit card for reservations not cancelled 24 hours in advance of the above arrival date.

Date: _____

Signature: _____