



To: Members of the Standing Committee of the OSCE Parliamentary Assembly  
Secretaries of Delegation to the OSCE Parliamentary Assembly

From: Spencer Oliver, Secretary General of the OSCE Parliamentary Assembly

Date: Copenhagen, 20 November 2009

Re.: **Document Distribution at the 2010 Winter Meeting (Vienna, 18-19 February 2010)**

Dear Members,

As you know, at every Winter Meeting each delegate receives a folder that includes a number of documents and brochures. Based on the 2009 Winter Meeting estimates an average of 150,000 pages are printed just for our two day event and close to 500 cardboard folders are used. Many of these documents are disposed of on the same day, with obvious environmental and economic consequences.

The International Secretariat of the OSCE Parliamentary Assembly has been concerned for some time about this wasteful use of paper at our meetings. While paper is necessary for our work, today's information and communication technologies enable us to function with far less paper and to maximize our resources. Taking this into account, and in response to the concern of some delegations, the International Secretariat will implement a new environmentally friendly procedure for the distribution of documents starting with the 2010 Winter Meeting.

Starting at the Winter Meeting to be held in Vienna on 18 and 19 February, the Assembly's International Secretariat will distribute to all delegations **electronic documentation folders** in PDF format. It will be entirely up to each delegation to decide on the printing of the documents and the quantity needed. We will have limited copies of the documents available on the tables outside the meeting rooms for Members' convenience. The electronic PDF folder will contain all pertinent documents and will be e-mailed prior to the meetings and also available in the Assembly's website.

We hope that with this measure the OSCE Parliamentary Assembly will make its contribution to improve the environment of the world in which we work and live, as well as bring the PA in line with the practice of other international assemblies and the laws and regulations that some OSCE Parliaments are considering regarding irresponsible paper use.

We appreciate the co-operation of the secretaries of delegation and welcome your comments and suggestions regarding our initiative.

A handwritten signature in black ink, which appears to read 'Spencer Oliver', is centered on the page.

Spencer Oliver

