

- Courtesy translation -

Warsaw, December 2011

Dear Secretary General,

Following the tradition of the parliamentary dimension of the Presidency, we have the honour of inviting you to the meeting of Secretaries General of EU Parliaments, which will be held in Warsaw on 5 - 6 February 2012. The meeting will be dedicated to a review of preparations for the Speakers' Conference, which was postponed, for organisational reasons, to 19 - 21 April 2012. A draft agenda of the meeting will be provided to you by separate cover.

Our meeting will start with a concert and welcome dinner on February 5th. The plenary session will be held on 6th February in the building of the Senate of the Republic of Poland. In the course of the meeting, we shall present a draft agenda and programme of the upcoming Conference of Speakers of EU Parliaments. We shall also present information on the progress of work on the implementation of the conclusions of the Brussels Conference of Speakers of EU Parliaments, especially with regard to the parliamentary scrutiny of the Common Foreign and Security Policy, including the Common Security and Defence Policy. In addition, we shall hear the annual report of IPEX and approve the new IPEX Guidelines and we will exchange information on the international agreement on a reinforced economic union.

Enclosed please find the programme and information on the meeting. All materials, including the hotel reservation forms and the registration form, are available at www.parl2011.pl

We would appreciate if you could make your reservation and registration by 22 January 2012.

We are looking forward to hosting you in Warsaw.

Yours sincerely,

/-/ Lech Czapla
Secretary General of Sejm

/-/ Ewa Polkowska
Secretary General of Senate