



GETTING TO KNOW  
THE FRENCH PARLIAMENT  
FROM NOVEMBER 17 TO 21, 2025

# INTERNATIONAL TRAINING CYCLE

ON PARLIAMENTARY  
WORK



with the support of:

**INSP**  
Institut national  
du service public

  
**MINISTÈRE  
DE L'EUROPE  
ET DES AFFAIRES  
ÉTRANGÈRES**

*Liberté  
Égalité  
Fraternité*

# YOUR CONTACTS

For all general questions regarding this training program, please contact us at:

[cooperation@parlement.fr](mailto:cooperation@parlement.fr)

## NATIONAL ASSEMBLY



### **Ms Gabrielle GUERRERO JIMENEZ**

Senior Advisor, Head of the Cooperation and Bilateral Issues Unit

+33 1 40 63 87 39 – [gguerrero@assemblee-nationale.fr](mailto:gguerrero@assemblee-nationale.fr)



### **Ms Leyla ARSLAN**

Deputy advisor

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→ **She is your one of your two contacts for all questions regarding the National Assembly.**



### **Ms Solange GOMBERT**

Deputy advisor

+33 1 40 63 87 32 – [sgombert@assemblee-nationale.fr](mailto:sgombert@assemblee-nationale.fr)

→ **She is your one of your two contacts for all questions regarding the National Assembly.**

## SENATE



### **Mr Xavier DUPRIEZ**

Senior Advisor, Head of the Interparliamentary Cooperation Division

+33 1 42 34 32 06 – [x.dupriez@senat.fr](mailto:x.dupriez@senat.fr)



### **Mr Matthieu LEBOURGEOIS**

Advisor

+33 1 42 34 23 12 – [m.lebourgais@senat.fr](mailto:m.lebourgais@senat.fr)

→ **He is one of your two contacts for all questions regarding the Senate.**



### **Ms Charlotte FAYE**

Deputy advisor

+33 1 42 34 23 12 – [c.faye@senat.fr](mailto:c.faye@senat.fr)

→ **She is one of your two contacts for all questions regarding the Senate.**

# TRAINING SCHEDULE

## INTERNATIONAL TRAINING CYCLE ON PARLIAMENTARY WORK

Getting to know the French Parliament — From November 17 to 21, 2025

### Monday 17 November

*Trainees are requested to arrive at least 15 minutes before the start of each presentation.*



#### NATIONAL ASSEMBLY

##### Morning:

126, rue de  
l'Université  
75007 Paris

Room: 9<sup>e</sup> bureau

##### Lunch:

101, rue de  
l'Université  
75007 Paris

##### Afternoon:

Room: 9<sup>e</sup> bureau

#### MORNING

09:30 am – 10:15 am

##### → Opening session

##### Speakers

**Mr Jean-Luc LALA**

Director of European, International  
and Defence Affairs, National  
Assembly

**Mr Stanislas GODEFROY**

Director of International Relations  
and Protocol of the Senate

10:30 am – 12:30 am

##### → General presentation of the French institutions

##### Topics covered:

- Better understanding the French institutional system
- The place of Parliament in the Fifth Republic
- Role and responsibilities of local governments and independent authorities

##### Speakers

**Ms Claire GLOAGUEN**

Deputy Head of the Cooperation  
and Bilateral Questions Unit

**Mr Xavier DUPRIEZ**

Head of the Division for  
interparliamentary and  
decentralized cooperation



#### Official Lunch at the National Assembly

#### AFTERNOON

02:45 pm – 04:45 pm

##### → E-Parliament

##### Topics covered:

- Institutional website
- Internet and social networks
- Digital Tools implemented to improve the law-making process to strengthen the participation of citizens
- Petition system

##### Speakers

**Mr Frédéric POLI and**

**Mr Pierre-François DERMINON**

Deputy Advisors in charge of citizen  
consultations

**Mr Louis BAUER**

Project Manager in charge of the  
coordination of social media

*After a presentation of French practices, each participant will be invited to present in a 5 minutes presentation the best practices and processes which ensure transparency and access to parliamentary information, as well as public outreach and communication of parliamentary work in his/her Parliament.*

*After the presentations, a time slot will be dedicated to questions and answers.*

4:45 pm – 5:00 pm

**Day Wrap-up:** *2 trainees present their feedback on the day's program and put it into perspective in relation to their own experience.*

# Tuesday 18 November

Trainees are requested to arrive at least 15 minutes before the start of each presentation.



## NATIONAL ASSEMBLY

### Morning:

9 rue de  
Bourgogne  
75007 Paris

Room: 4088

### MORNING

09:15 am – 10:45 am

#### → The role of standing committees

##### Topics covered:

- The draft of the bill at committee stage
- The examination of the amendments tabled in standing committees
- The role of standing committees in monitoring of government action

#### Speaker

**Mr Jacques LAUZE**  
Director of standing committees

11:00 am – 12:15 am

#### → The plenary sitting

##### Topics covered:

- The "Conference of Presidents"
- The steps in passing a piece of legislation
- The organization of the sitting, speaking and voting rules
- Examination of laws and amendments

#### Speaker

**Mr Simon REVOL**  
Advisor at the Unit of the Table office



Lunch at the National Assembly

### AFTERNOON

### Afternoon:

Room: 4075

02:00 pm – 02:45 pm

#### → Institutional and historical tour of the Palais Bourbon

2:45 pm – 3:30 pm

#### → Questions to the Government in the Chamber of the House

03:45 pm – 04:30 pm

#### → The Member of Parliament

##### Topics covered:

- The role and responsibilities of MPs
- Representation and public service
- Ethics and deontology

#### Speaker

**Ms Laetitia SAINT-PAUL**  
Member of Parliament

4:30 pm – 4:45 pm

**Day Wrap-up:** 2 trainees present their feedback on the day's program and put it into perspective in relation to their own experience.



# Wednesday 19 November

Trainees are requested to arrive at least 15 minutes before the start of each presentation.



NATIONAL  
ASSEMBLY

9 rue de  
Bourgogne  
75007 Paris

Room: 4075  
(Until 2 pm)

MORNING	
9:30 am – 10:00 am → <b>Attending a standing committee meeting (parliamentary schedule permitting)</b>	
10:00 am – 11:15 am → <b>Autonomy of the Chambers</b> <i>Topics covered:</i> <ul style="list-style-type: none"><li>Financial autonomy</li><li>Human resources management</li></ul>	<b>Speaker</b> <b>Mr Frank BARON</b> Head of the unit of the General Administration, the Reception and the Litigation
11:30 am – 12:30 am → <b>The Parliament, an open House: heritage and reception of the public</b>	<b>Speaker</b> <b>Mr Pierre BOSSE</b> Head of the unit of the Library and Public Openings Division
 <b>Lunch at the National Assembly</b>	
AFTERNOON	
3:30 pm – 05:30 pm → <b>Cultural visit of the <i>Château de Versailles</i> including the “Congrès” Room</b>	

# Thursday 20 November

Trainees are requested to arrive at least 15 minutes before the start of each presentation.



## SENATE

46, rue  
de Vaugirard  
75006 Paris  
  
Room: RD204

### MORNING

09:00 am – 10:30 am

#### → Parliamentary bi-cameralism

##### Topics covered:

- Presentation of the history of French bi-cameralism
- The institutional, political and technical legitimacy of the Senate
- The parliamentary shuttle

#### Speaker

**Mr Éric TAVERNIER**  
Secretary General  
of the French Senate

10:45 am – 11:45 am

#### → The Senator

##### Topics covered:

- The role and responsibilities of MPs
- Representation and public service
- Ethics and deontology

#### Speaker

**Ms Vanina PAOLI-GAGIN**  
Senator for the department  
of Aube



Lunch at the Senate

### AFTERNOON

02:00 pm – 03:00 pm

#### → Ethic issues in Parliament

##### Topics covered:

- Material resources
- Code of ethics and the prevention of conflicts of interest
- Controlling expenses
- Dealing with situations of harassment

#### Speaker

**Mr Mathieu PERUYERO**  
Advisor to the Secretariat of  
the Parliamentary Ethics  
Committee

3:15 pm – 5:15 pm



**Collective workshop: resolution proposal  
and public sitting simulation**

#### Speaker

**Mr Matthieu LEBOURGEOIS**  
Advisor to the Parliamentary  
and Decentralised Cooperation  
Division

5:15 pm – 5:30 pm

**Day Wrap-up:** 2 trainees present their feedback on the day's program and put it into perspective in relation to their own experience.

# Friday 21 November

Trainees are requested to arrive at least 15 minutes before the start of each presentation.



## SENATE

15 ter, rue  
de Vaugirard  
75006 Paris

Room: 216

**Lunch and  
closing ceremony:**

Salons de  
Boffrand of the  
Senate  
Presidency



## INSP

(*Institut  
national du  
Service public*)

### MORNING

9:00 am – 10:30 am

→ **The assessment of public policies and  
the monitoring of government action**

**Topics covered:**

- Inquiry committees
- The assessment of public policies
- Ex-ante and ex-post assessment

**Speaker**

**Mr Xavier MOAL**

Head of the European Affairs  
Committee

11:00 am – 12:00 am

→ **Institutional and historical tour of the Palais du Luxembourg**



### Official Lunch at the Senate and closing ceremony

### AFTERNOON

3:00 pm – 4:30 pm

→ **Managing the digital transformation  
of the public sector**

**Speaker**

**Ms Fadila LETURCQ,**

Head of the Public Digital  
Campus Unit –  
Interministerial Directorate  
for Digital Technology

4:30 pm – 4:45 pm

**Day Wrap-up:** 2 trainees present their feedback on the day's program and put it into perspective in relation to their own experience.



## SPEAKERS

### Parliamentarians:



**Ms Laetitia SAINT-PAUL**

Member of Parliament (Horizons, Maine-et-Loire)  
Secretary of the Committee on Foreign Affairs



**Ms Vanina PAOLI-GAGIN**

Senator for the department of Aube  
Vice-President of the Delegation for Foresight

### Chambers officials:



**Mr Frank BARON**

Head of the unit of the General Administration, the Reception and the  
Litigation  
National Assembly



**Mr Louis BAUER**

Project Manager in charge of the coordination of social media  
National Assembly



**Mr Pierre BOSSE**

Head of the unit of the Library and Public Openings Division  
National Assembly



**Mr Pierre-François DERMINON**

Deputy Advisor in charge of the citizen petitions  
National Assembly



**Mr Xavier DUPRIEZ**

Senior Advisor, Head of the Interparliamentary Cooperation Division  
Department for International relations and Protocol  
Senate



**Mr Stanislas GODEFROY**

Senior advisor  
Director of the International Relations and Protocol Department  
Senate



**Ms Claire GLOAGUEN**

Deputy Head of the Cooperation and Bilateral Questions Unit  
National Assembly



**Mr Cédric JURGENSEN**

Deputy Head of the Economic Affairs Committee  
National Assembly



**Mr Jean-Luc LALA**

Head of European, International and Defence Affairs Department  
National Assembly



**Mr Jacques LAUZE**

Head of the Committees Department  
National Assembly



**Mr Matthieu LEBOURGEOIS**

Advisor  
Department for International Relations and Protocol  
Senate



**Mr Xavier MOAL**

Head of the European Affairs Committee  
Senate



**Mr Mathieu PERUYERO**

Advisor principal  
Chairman and Bureau's secretariat Unit  
Senate



**Mr Frédéric POLI**

Deputy Advisor in charge of the citizen petitions  
National Assembly



**Mr Simon REVOL**

Advisor at the Unit of the Table office  
National Assembly



**Mr Éric TAVERNIER**

Secretary General of the Senate

**External Partners:**



**Ms Fadila LETURCQ**

Head of the Public Digital Campus Unit  
Interministerial Directorate for Digital Technology

## TRAINEES

### Armenia



**Ms Ruzanna HAYRAPETYAN**

Project Coordinator

United Nations Development Program



**Ms Heghine KHACHIKYAN**

Deputy Chief of Staff, National Assembly

National Assembly of Armenia

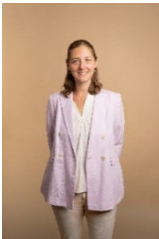
### Austria



**Mr Davy-Nathan BURGSTALLER**

Head of the parliamentary tours unit

Parliament of Austria



**Ms Marlene SPRINGER**

Legal advisor

Parliament of Austria

### Brazil



**Mr Alessandro REICHERT**

Legislative Consultant

Brazilian Chamber of Deputies



**Ms Elizabeth VELOSO**

Legislative Consultant

Brazilian Chamber of Deputies

## Czech Republic



**Ms Tereza GAJDOVA**

Consultant, Office of the Chamber of Deputies

Parliament of the Czech Republic

## Germany



**Ms Julia Maria SCHUTT**

Desk officer, Secretariat of the Franco-German Parliamentary Assembly, Bundestag

Parliament of Germany



**Mr Wolfram ZANDER**

Executive officer, Online services and parliamentary television unit, Bundestag

Parliament of Germany

## Hungary



**Dr. Ilona SZABO**

Parliamentary adviser, Office of the Hungarian National Assembly

Parliament of Hungary

## India



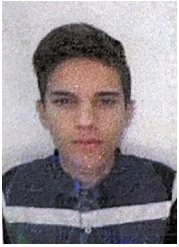
**Mr Kushal Kumar PATHAK**

Joint Secretary (System & Capacity Building), and Chief Information Security Officer

Parliament of India



## Iraq



**Mr Ahmed Nadhim ALSAEDI**

Administrative employee in the Committee Affairs Department,  
Office of the First Deputy Speaker of Parliament

Parliament of Iraq

## Jordan



**Mr Hazem HAWAMDEH**

Director of Public Relations and Parliamentary Affairs at the  
General Secretariat

House of Representatives of Jordan

## Kurdistan



**Mr Fouad AHMED SLEMAN**

Parliamentary advisor and Head of the Research Center

Parliament of Kurdistan

## Mongolia



**Ms Batbayar KHATANTUUL**

Senior Legal Advisor, Secretariat of the Parliament

Parliament of Mongolia

## Netherlands



**Mr Niels MANTEN**

Deputy Clerk of the Committee on Defence and Clerk of the  
Netherlands-France Parliamentary Contact Group

House of Representatives of the Netherlands

## Norway



**Ms Grete BERGGARD**

Senior adviser, Chamber secretariat, Constitutional department

Parliament of Norway

## Poland



**Ms Agata WALCZAK**

Democratic Institutions and Processes Specialist

United Nations Development Program

## Qatar



**Ms Amina MANSOOR**

Civil Servant

Ministry of Justice of Qatar

## Spain



**Ms Maria HERNANDEZ GONZALEZ**

Legal advisor

Parliament of Spain



**Mr Roberto REYES IZQUIERDO**

Administrative Technician

Parliament of Spain

## United Kingdom



**Mr Alasdair LOVE**

Secretary, House of Lords Commission

House of Lords of the United-Kingdom

THE PARLIAMENTARY  
WORK TRAINING CYCLE  
IS SUPPORTED BY:

**Le ministère de l'Europe  
et des affaires étrangères**



**MINISTÈRE  
DE L'EUROPE  
ET DES AFFAIRES  
ÉTRANGÈRES**

*Liberté  
Égalité  
Fraternité*

**L'Institut national du service public  
(INSP)**

**INSP**  
**Institut national  
du service public**

# RULES ON ATTENDANCE, PUNCTUALITY, AND PROPER USE OF DIGITAL TOOLS

The certificate issued by the French Parliament and the National Institute of Public Service (INSP) is conditional on the attendance of participants throughout the training program.

Attendance is mandatory from the first to the last day of the program. Signing the attendance sheet confirms that you were actually there.

Being on time and participating are key to getting the most out of the program.

Any planned absence (e.g., professional appointment) that is duly justified must be systematically communicated in advance by email to the program managers. Unplanned absences (e.g., illness, accident, hospitalization) must be communicated as soon as possible by email or telephone to the contacts at the National Assembly and the Senate.

The training takes place mainly in parliamentary assemblies that are in session. It is imperative not to interfere with parliamentary work and to comply with the enhanced security rules under the Vigipirate plan. We kindly ask you to make your calls, if necessary, during the breaks between presentations.

Finally, we would like to remind you that it is forbidden to film the training sessions delivered by experts from the National Assembly and the Senate.

