

GENERAL  
ASSEMBLYASSEMBLEE  
GENERALE

UNRESTRICTED

A/156

24 October 1946

ORIGINAL: ENGLISH

THE SCHEDULE OF PLENARY AND COMMITTEE MEETINGS FOR  
THE SECOND PART OF THE FIRST SESSION OF THE  
GENERAL ASSEMBLY

Memorandum by the Secretary-General as approved by  
the General Committee

## I. SCHEDULE OF MEETINGS

The Secretariat, after consultation with Delegations, recommends that the most satisfactory time for plenary meetings will be 11:00 a.m. and 4:00 p.m. and for committee meetings 11:00 a.m. and 3:00 p.m. The 11:00 o'clock hour will permit Delegations wishing to schedule delegation meetings in the morning, to do so. The morning plenary meeting should normally continue, if business warrants it, until 2:00, which will allow two hours between the forenoon and afternoon meetings.

The afternoon meeting will normally be longer than the forenoon meeting. The weight of business would seem to require that the afternoon meeting should continue until 7:00 o'clock or possibly, in emergencies, until 7:00 or 8:00 o'clock. In cases where long afternoon meetings are anticipated, a ten-minute break in the meeting should be provided around 5:00 o'clock.

The longer afternoon meetings should make it unnecessary for evening meetings to be held.

Meetings at Flushing and Lake Success

All of the plenary meetings will be held in the General Assembly hall at Flushing. All of the committee meetings, except for certain meetings of the General Committee, will be held at Lake Success. On those days upon which plenary meetings will be held, the General Committee, if a meeting is required, will also meet at Flushing. It is recommended that

committee meetings and plenary meetings should not be held simultaneously, and that as far as possible, meetings should not be held at Flushing and Lake Success on the same day. Plenary meetings will be scheduled, whenever possible, in units requiring a forenoon and afternoon session at Flushing. On such days committee meetings would not be held at Lake Success.

#### Meetings of the Committees

The meetings of the main committees will be scheduled in such a way that the First and Fourth Committees will never meet simultaneously; the Second and Third Committees will not meet simultaneously, and the Fifth and Sixth Committees will not meet simultaneously.

Only two main committees will meet simultaneously. For example, the First and the Sixth Committees can be scheduled to meet at the same time; the Second and the Fourth Committees, and the Third and Fifth Committees. The weight of the Agenda of each Committee will, of course, determine the scheduling of committee meetings.

All Sub-Committees will likewise meet at Lake Success. In addition to two main committees which may meet at the same time, the Secretariat is prepared to serve a maximum of eleven concurrent sub-committee meetings.

The Chart on Meetings of the General Assembly suggests a pattern for the scheduling of plenary, committee, and sub-committee meetings.

#### Saturday Meetings

Meetings will be scheduled for Saturday mornings and, whenever possible, on Saturday afternoons when this does not conflict with official functions.

#### Simultaneous Interpretation

Conference Room 4 and Committee Room 5 at Lake Success have been equipped for the experiment on simultaneous interpretation. Conference Room 4 will generally be the meeting place for the Fifth Committee, although other main committees will be scheduled for that room in order that all representatives may have some direct contact with the experiment on simultaneous interpretation which was required by the resolution of the first part of the First Session of the General Assembly.

## II. DISTRIBUTION OF AGENDA ITEMS TO COMMITTEES

Upon the conclusion of the General Debate, the General Committee will make its recommendations to the plenary meeting with regard to the allocation of items to the committees and the priority of discussions in the committees on items assigned to them.

## III. DEADLINE FOR SUBMITTING ADDITIONAL ITEMS

In order to ensure an orderly and thorough consideration of all items on the Agenda, it is recommended that the deadline for submitting additional items to be placed on the Agenda should be Saturday, 2 November.

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