



General Assembly

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Committee on Conferences Organizational session for 2019

Annotated provisional agenda for the organizational session for 2019

Provisional agenda

1. Opening of the session.
2. Election of officers.
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4. Organization of work for 2019:
 - (a) Intersessional departures and related matters;
 - (b) Provisional calendar of conferences and meetings in the economic, social and related fields for 2020 and 2021.
5. Programme of work for 2019.
6. Adoption of the agenda and dates for the substantive session for 2019.
7. Other business.

Annotations

1. **Opening of the session**
2. **Election of officers**

Rule 103 of the rules of procedure of the General Assembly provides that committees other than Main Committees shall elect a Chair, one or more Vice-Chairs and a Rapporteur. These officers shall be elected on the basis of equitable geographical distribution, experience and personal competence. The Bureau of the Committee on Conferences comprises a Chair, three Vice-Chairs and a Rapporteur.

At its organizational session for 1989, held on 1 March 1989, the Committee agreed in principle that thenceforth the chairmanship would rotate annually among the regional groups. At its organizational session for 2018 (551st meeting), held on 23 April 2018, the Committee agreed in principle that the Chair would undertake informal consultations with a view to determining the composition of the Bureau for



2019 and that the Chair and the other members of the Bureau would continue in their capacities until the 2019 Bureau had been elected.

Documentation: Membership of the Committee on Conferences for 2019 ([A/AC.172/2019/INF/1](#)) (to be issued)

3. Adoption of the agenda for the organizational session for 2019

4. Organization of work for 2019

At its organizational session for 2018, the Committee adopted the agenda for its substantive session of 2018 and requested the Secretariat to submit to it at its organizational session for 2019 a provisional agenda for its substantive session of 2019.

(a) Intersessional departures and related matters

The Committee will consider requests for intersessional departures in accordance with paragraph 4 of General Assembly resolution [46/190](#), in which the Assembly took note of the guidelines adopted by the Committee ([A/46/32](#), para. 77), and in accordance with the decisions taken by the Committee at its 373rd meeting, on 26 August 1994, at its 379th meeting, on 23 March 1995, and at its substantive session of 1995.

In accordance with legislative mandates, the Department for General Assembly and Conference Management will administer the programme of meetings as stated in the report of the Secretary-General on improving the performance of the Department ([A/57/289](#), para. 15).

Moreover, meetings of the Committee may be required under the terms of paragraph 6 of General Assembly resolution [35/10 A](#), by which the Assembly decided that all proposals affecting the schedule of conferences and meetings made at sessions of the Assembly should be reviewed by the Committee when administrative implications were being considered under the requirements of rule 153 of the rules of procedure of the Assembly.

(b) Provisional calendar of conferences and meetings in the economic, social and related fields for 2020 and 2021

In its decision 1988/103, the Economic and Social Council decided to invite the Committee to review the draft biennial calendar of conferences and meetings of the Council and to submit, as appropriate, its recommendations thereon to the Council.

The provisional calendar for the biennium 2020–2021 will be available for consideration by the Committee before the management segment, of the Council on 23 and 24 July 2019. The Committee may wish to review the provisional calendar during its organizational session and to submit its observations and recommendations to the Council for consideration at its substantive session of 2019. In this context, the Committee's attention is drawn to paragraph 10 of General Assembly resolution [73/270](#) on the pattern of conferences.

Documentation: Provisional calendar of conferences and meetings in the economic, social and related fields for 2020 and 2021 ([E/2019/L. __](#)).

5. Programme of work for 2019

The terms of reference of the Committee are set forth in paragraph 4 of General Assembly resolution [43/222 B](#) of 21 December 1988.

The annex to the present document contains a provisional agenda for the substantive session of 2019. The provisional agenda takes into account standing mandates from the Committee and the General Assembly, as well as information requested by the Assembly in its resolution [73/270](#) of 22 December 2018 on the pattern of conferences. In the annotations to the provisional agenda, the relevant paragraphs in the above resolution are referred to instead of being quoted in extenso.

The information requested by the General Assembly will be presented in a consolidated report of the Secretary-General on the pattern of conferences. Statistical and other relevant data will be presented as information supplementary to the report.

6. Adoption of the agenda and dates for the substantive session of 2019

The Committee may wish to reconfirm the approved dates of 3 to 9 September 2019 for its substantive session.

7. Other business

Annex

Annotated provisional agenda for the substantive session of 2019

Provisional agenda

1. Adoption of the agenda and other organizational matters.
2. Meetings management.
 - (a) Cycle of meetings and conferences;
 - (b) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2020 and 2021;
 - (c) Requests for exceptions to section I, paragraph 7, of General Assembly resolution [40/243](#);
 - (d) Intersessional departures;
 - (e) Utilization of conference-servicing resources by United Nations organs;
 - (f) Provision of interpretation services to meetings of bodies entitled to meet “as required”;
 - (g) Provision of conference services to meetings of regional and other major groupings of Member States;
 - (h) Meetings held away from established headquarters;
 - (i) Situation of conference facilities at the United Nations Office at Nairobi;
 - (j) Innovations in meetings management.
3. Documents management:
 - (a) Timely submission, processing and issuance of documents;
 - (b) Control and limitation of the documentation workload;
 - (c) Productivity;
 - (d) Workload sharing;
 - (e) Simultaneous issuance of documents;
 - (f) Digitization and uploading of important older United Nations documents;
 - (g) Innovations in document management.
4. Staffing.
5. Facilities and accessibility.
6. Measuring the quality of conference services.
7. Organization of work.
8. Adoption of the report and proposed dates for the organizational and substantive sessions for 2020.

Annotations

1. Adoption of the agenda and other organizational matters

2. Meetings management

(a) Cycle of meetings and conferences

The Secretariat will report pursuant to General Assembly resolution [72/266](#).

(b) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2020 and 2021

The draft calendar of conferences and meetings of the United Nations for 2020–2021 will be prepared pursuant to section I, paragraphs 2 and 3, of General Assembly resolution [73/270](#) of 22 December 2018 on the pattern of conferences.

Documentation: Calendar of conferences and meetings of the United Nations for the biennium 2020–2021 ([A/AC.172/2019/L.2](#))

(c) Requests for exceptions to section I, paragraph 7, of General Assembly resolution [40/243](#)

The Secretariat will report on requests received pursuant to paragraph 15 of General Assembly resolution [47/202](#) A and section I, paragraph 7, of Assembly resolution [40/243](#), for action by the Committee.

Documentation: Letter from the Chair of the Committee on Conferences to the President of the seventy-fourth session of the General Assembly (A/74/___)

(d) Intersessional departures

The Secretariat will compile a list of requests for intersessional departures from the approved calendar of conferences and meetings for 2019, together with information on any action taken by the Committee.

(e) Utilization of conference-servicing resources by United Nations organs

The Secretariat will report on the matter pursuant to paragraphs 12 to 23 of General Assembly resolution [73/270](#).

Documentation: Statistical data and analysis of the planned and actual utilization of conference-servicing resources allocated to all calendar bodies at all four duty stations will be made available to the Committee as supplementary information.

(f) Provision of interpretation services to meetings of bodies entitled to meet “as required”

The Secretariat will report on the matter pursuant to paragraph 24 of General Assembly resolution [73/270](#).

(g) Provision of conference services to meetings of regional and other major groupings of Member States

The Secretariat will report on the matter pursuant to paragraphs 25 to 27 of General Assembly resolution [73/270](#).

(h) Meetings held away from established headquarters

The Secretariat will report on the matter pursuant to paragraph 34 of General Assembly resolution [73/270](#).

(i) Situation of conference facilities at the United Nations Office at Nairobi

The Secretariat will report on the matter pursuant to paragraph 29 of General Assembly resolution [73/270](#).

(j) Innovations in meetings management

The Secretariat will report on the matter pursuant to paragraphs 30, 38 and 39 of General Assembly resolution [73/270](#).

3. Documents management

(a) Timely submission, processing and issuance of documents

The Secretariat will report on the matter, pursuant to paragraphs 56 to 62, 65, 67 to 72, 74 to 77 of General Assembly resolution [73/270](#).

(b) Control and limitation of the documentation workload

The Secretariat will report on the matter pursuant to paragraph 71 of General Assembly resolution [73/270](#).

(c) Productivity

The Secretariat will report on the matter pursuant to General Assembly resolution [72/261](#).

(d) Workload sharing

The Secretariat will report on the matter pursuant to paragraph 66 of General Assembly resolution [73/270](#).

(e) Simultaneous issuance of documents

The Secretariat will report on the matter pursuant to paragraph 64 of General Assembly resolution [73/270](#).

(f) Digitization and uploading of important older United Nations documents

The Secretariat will report on the matter pursuant to paragraphs 78 to 84 of General Assembly resolution [73/270](#).

(g) Innovations in document management

The Secretariat will report on the matter pursuant to paragraph 39 of General Assembly resolution [73/270](#).

4. Staffing

The Secretariat will report on the matter pursuant to paragraphs 94 to 95 and 102 to 103 of General Assembly resolution [73/270](#).

5. Facilities and accessibility

The Secretariat will report on the matter pursuant to paragraphs 12 to 14 and 33 of General Assembly resolution [73/270](#).

6. Measuring the quality of conference services

The Secretariat will report on the matter pursuant to paragraphs 37 to 45, and 109 to 112 of General Assembly resolution [73/270](#).

7. Organization of work

In section II.A, paragraph 20, of its resolution [57/283](#) B, the General Assembly encouraged the Committee to keep under continued review the procedures for the participation of observers in the work of the Committee.

8. Adoption of the report and proposed dates for the organizational and substantive sessions for 2020

The Committee will adopt its draft report for 2019 and the draft resolution on the pattern of conferences for recommendation to the General Assembly at its seventy-fourth session. The Committee will approve the dates proposed for its organizational and substantive sessions for 2020.
