



# United Nations

GENERAL

A/BUR/120  
19 September 1949

## GENERAL ASSEMBLY

ORIGINAL: ENGLISH

Fourth session

GENERAL COMMITTEE

### ORGANIZATION OF THE FOURTH REGULAR SESSION OF THE GENERAL ASSEMBLY

#### Memorandum by the Secretary-General

The Secretary-General has the honour to place before the General Committee certain observations and suggestions regarding the arrangements for the meetings of the General Assembly and its Main Committees during the fourth session.

#### Schedule of meetings

1. It is suggested that both plenary and committee meetings should begin at 10.45 a.m. and 3.00 p.m. In view of the heavy programme, it is urged that delegations make every effort to arrive at the scheduled meeting place on time.
2. It is proposed that a six-day working week be established, and that night meetings be held whenever necessary.
3. Plenary meetings will be held in the General Assembly Hall at Flushing Meadow. The Main Committees will meet in the Conference Rooms at Lake Success. The General Committee will be scheduled to meet in Conference Room A in the General Assembly building at Flushing Meadow or at Lake Success as appropriate.
4. The Secretary-General has made arrangements for the servicing of four Main Committees meeting simultaneously. He wishes to suggest that in the initial stages of the Committees' work four Main Committees be scheduled to meet each morning and four each afternoon.

#### Target date for the closing of the session

5. The Secretary-General wishes to suggest that the General Committee propose to the General Assembly 30 November 1949 as the target date for the closing of the fourth session.

#### Deadline for the submission of requests for the inclusion of additional items in the agenda

6. To facilitate the planning of the total programme of work of the General Assembly the Secretary-General suggests that the General Committee recommend that a date be determined after which requests for the inclusion of additional

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items in the agenda of the session should not be made. If it is desired to adopt such a procedure, the Secretary-General proposes 4 October for such a deadline.

Seating arrangements

7. At a recent Secretary-General's staff meeting lots were drawn to choose the Member to occupy the first desk on the Assembly Floor from which the alphabetical seating order will begin. Denmark was the name drawn and consequently Denmark will sit at the first desk at the extreme right of the President. At the initial meetings of the Main Committees the same seating order will be observed. There will be, however, a daily rotation of one place in the Main Committees thereafter.

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