



Agenda Item 3: Adoption of Agenda and Working Procedures

Agenda

1. The Revised Provisional Agenda appears in the Working Paper documentation as 20SM/Officials/Provisional Agenda/Rev.1.

Hours of Work

2. Suggested hours of work for the Meeting are contained in the attached (20SM/Officials/WP.3/Att.1).

Sub-committees

3. A Report Drafting Committee will need to be appointed to assist with the preparation of the report of the Meeting. While the membership of the Committee is open-ended it should comprise a core of 5 or 6 members at least one of which should be from a French speaking member. The Vice-Chair would chair the Report Drafting Committee.

Recommendation

4. The Meeting is invited to:
- **consider** and **adopt** the Provisional Agenda;
 - **agree** on hours of work; and
 - **appoint** an open-ended Report Drafting Committee.
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