



FOR INFORMATION

THIRD ITEM ON THE AGENDA

Governing Body committees and various bodies

(b) Governing Body documentation and procedures

I. Documents

1. At recent sessions of the Governing Body and, in particular, in connection with discussions regarding the functioning of the decision-making bodies, members have voiced requests in relation to documents presented to the Governing Body. Accordingly, the Office has introduced various refinements into the document production process and intends to pursue these in preparations for the 294th (November 2005) Session.
2. One such refinement, recommended by the Governing Body in March 2005, was that all documents be marked "*for decision*", "*for debate and guidance*" or "*for information*". The agenda of both the Governing Body and its committees are being structured accordingly.
3. With a view to the responsible management of valuable resources, considerable efforts have been invested over recent sessions in reducing the volume of papers submitted to the Governing Body and its committees. This effort will continue, and it implies the introduction of prescribed target lengths for individual papers within each of the aforementioned categories, as well as volume targets for each committee or body. Committee officers and secretariats will be advised of the total amount of translation and document production resources available to them in their preparations for the November session, and they are requested to structure both their agenda and document requirements, taking these parameters into account. There will be unavoidable instances of papers which, by their very nature, must be longer than the norm. In such cases, and wherever appropriate, a short executive summary will be provided which outlines the issues addressed by the document, options proposed and points for decision.
4. In respect of committee reports produced during the session, authors will receive volume guidelines of some 1,250 words per hour of meeting time. This formula has been developed on the basis of accumulated experience and is considered stringent but achievable. However, this approach implies that reports are of a summary nature. Series of statements expressing the same or closely similar views will be clustered together, with all speakers being recognized, and the reports will reflect only the key points within an intervention. It will no longer be possible to include verbatim statements or their

equivalent. The understanding and support of individual members and group spokespersons in this regard is appreciated.

5. With a view to securing increased savings, the Office plans to test the possibilities of electronic distribution of documents to members wishing to receive texts in that form. For this purpose, it is currently inviting interested members to volunteer to participate in this trial, in parallel with the conventional distribution of hard copies, for the November 2005 session.

II. Procedures

6. With improved time management, it has been possible to conclude recent sessions of the Governing Body early and, on the basis of this positive experience, it is planned to close the 294th Session on Thursday, 17 November 2005. These plans will depend upon the cooperation of all concerned parties in the maintenance of time management discipline, supported by effective and timely communications within and between the various constituent groups.

Geneva, 10 May 2005.