

Conference Training Seminar Programme

Tuesday, 13 May 2014

8:30 – 9:00	Welcome coffee & croissant	
9:00 – 9:30	Introduction Presentation of the 103rd Session of the ILC <i>(Mr G. Vines and Mr C. Perrin)</i> Purpose of the seminar; presentation of the programme <i>(Mr C. Ramos and Ms A. Juvet-Mir)</i>	Plenary
9:30 – 10:45	Overview of committee products Conclusions / instrument, amendments and report on the basis of a committee's tentative plan of work. <i>(Committee Coordinators, Moderator Ms A. Juvet-Mir)</i>	Plenary
10:45 – 11:15	Coffee break	
11:15 – 11:45	Core services (ACT/EMP, RELMEETINGS) <i>(Moderator Ms I. Pralong)</i>	Plenary
11:45 – 12:45	Individual meetings of the three secretariats Introductions, work plan, short briefing on specific procedures, allocation of roles, products (continued in the afternoon)	Parallel meetings, 3 rooms
12:45 – 14:00	Lunch break	
14:00 – 14:30	Core services (ACTRAV, JUR) <i>(Moderator Ms I. Pralong)</i>	Plenary
14:30 – 16:30	Individual meetings of the three secretariats Continued from the morning	Parallel meetings, 3 rooms
15:00 – 16:00	Coffee break (30 minutes, flexible, according to each secretariat's wishes)	
16:30 – 17:30	Parallel sessions by role in Secretariat: Group 1: Receipt and sequencing of amendments SG representatives and their deputies, experts, services coordinators, JUR. Group 2: Report formats Report experts, précis writers, TRAITEXT report clerks (English) Group 3: Processes and tools for amendments and sub-amendments Product coordinators, translators, committee clerks	Parallel meetings, 3 rooms
17:30 – 17:45	Summary and closing	Plenary
17:45	End-of-seminar drink	

