

COUNCIL
110th session
Agenda item 17(b)

C 110/17(b)
20 May 2013
Original: ENGLISH

ASSEMBLY MATTERS

(b) Preparations for the twenty-eighth regular session of the Assembly

Note by the Secretary-General

SUMMARY

<i>Executive summary:</i>	This document contains information on practical arrangements for the twenty-eighth session of the Assembly
<i>Strategic direction:</i>	No related provisions
<i>High-level action:</i>	No related provisions
<i>Planned output:</i>	No related provisions
<i>Action to be taken:</i>	Paragraph 5
<i>Related documents:</i>	None

1 The twenty-eighth regular session of the Assembly is due to be held at the Headquarters of the Organization from Monday, 25 November to Wednesday, 4 December 2013.

2 The plenary meetings will be held in the Main Hall on the ground floor. Committee 1 (Administrative, Financial, Legal and Technical Co-operation Committee) of the Assembly will also be held in the Main Hall when there is no plenary meeting. Committee 2 (Technical Committee) will be held in Committee Room 9 on the second floor. During plenary sessions, a video link will be established between the Main Hall and Committee Room 9 to permit participants in excess of the capacity of the Main Hall to observe the proceedings. With the introduction of the audio recording of meetings, all plenary sessions will be recorded and will be available to play back on a designated area of IMODOCS. There will be no summary records.

3 Arrangements for the holding of the twenty-eighth session of the Assembly are progressing according to plan. A general information leaflet providing practical guidance to Member States and other representatives invited to the meeting will be issued in due course in all the official languages of the Organization with the Note Verbale inviting participation which will be distributed in electronic format.

4 Administrative arrangements in connection with the review of the electronic voting equipment and material have been undertaken to improve efficiency and avoid errors. It includes the redesign of the ballot papers and the updating of the software required to process and print them. A video instruction is being prepared in-house to assist Member States in the voting procedures for the election of Council Members.

Action requested of the Council

5 The Council is invited to take note of the information provided in this document and to comment, as it may deem appropriate.
