Agenda Item 3: Adoption of Agenda and Working Procedures

**Agenda**

1. The Revised Provisional Agenda appears in the Working Paper documentation as 28SM/Officials/Provisional Agenda/Rev.3.

**Hours of Work**

2. Suggested hours of work for the Meeting are contained in the attached (28SM/WP.3/Att.1).

**Sub-committees**

3. A Report Drafting Committee will be appointed at the start of the meeting to assist with the preparation of the Meeting report. 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.

1 August 2017