

## First Executive Board Meeting

Apia, Samoa  
10-11 September 2018

SPREP/EB 01/WP.3  
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### **AGENDA ITEM 3: Adoption of Agenda and Working Procedures**

#### **Agenda**

1. The Revised Provisional Agenda appears in the Working Paper documentation as SPREP/EB 01/Provisional Agenda/Rev.1.

#### **Hours of Work**

2. Suggested hours of work for the Meeting are contained in the attached (SPREP/EB 01/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 Executive Board 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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