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.