

## DRAFT AGENDA OF FIRST MEETING OF EACH WORKING GROUP

(Note: 20 copies of the following documents have been sent to each of the participants through their representative on the Management Committee for distribution to their respective delegations to each of the Working Groups: (a) Guidelines to the Chairperson/s of the Working Group; (b) Standing Rules; and (c) Terms of Reference of the Working Groups). If these have not been delivered, additional copies are available in the room.

1. Opening remarks of Convenor
2. Adjournment for parties/organisations/administrations to meet in offices (not later than 11h00). Groups to reconvene at 11h30.
3. Adoption of Agenda
4. Establishing the mechanisms/structures to facilitate functioning of the Working Group in accordance with the Guidelines
5. Terms of Reference of the Working Group
  - 5.1 Establishing task-orientated Sub-Groups of the Working Group
  - 5.2 Programmes of work, time-frames and dates of first meetings of each Sub-Group
  - 5.3 Working Groups overall Programme of Work, time-frame and schedule of meetings
6. Methods of handling submissions by interested groups to the Working Groups
7. Next meeting of the Working Group