



## Fifth United Nations Conference on the Least Developed Countries

Distr.: General  
12 January 2023

Original: English



New York, 17 March 2022  
Doha, 5–9 March 2023

Agenda item 6

### Organization of work and other matters

## Organizational and procedural matters

### Note by the Secretariat

1. The proposals set out in the present note have been prepared on the basis of General Assembly resolutions [73/242](#), [74/232 A](#), [74/232 B](#), [75/227](#) and [76/251](#) and the decisions of the Preparatory Committee for the Conference.
2. At the first plenary meeting of the first part of the Fifth United Nations Conference on the Least Developed Countries, held on 17 March 2022, the Conference adopted its rules of procedure ([A/CONF.219/2022/2](#)) and its agenda ([A/CONF.219/2022/1](#)), as recommended by the Preparatory Committee at its second session.
3. Also at the first plenary meeting of the first part of the Conference, on 17 March, the Conference adopted the Doha Programme of Action for the Least Developed Countries, contained in document [A/CONF.219/2022/3](#).

## I. Election of officers

4. The Conference shall elect a President and 14 Vice-Presidents, one of whom shall be designated as Rapporteur-General, as well as a Chair for the Main Committee if established in accordance with rule 46 of its rules of procedure. The officers shall be elected with a view to ensuring the representative character of the General Committee. The Conference may also elect such other officers as it deems necessary for the performance of its functions.
5. Rule 11 of the rules of procedure provides that the President, the Vice-Presidents and the Chair of the Main Committee shall constitute the General Committee. The President, or, in her or his absence, one of the Vice-Presidents designated by her or him, shall serve as Chair of the General Committee. The Chair of the Credentials Committee and other committees established by the Conference in accordance with rule 48 may participate, without the right to vote, in the General Committee.
6. At its first plenary meeting of the first part, on 17 March 2022, the Conference elected Qatar as ex officio Vice-President pursuant to rule 6 of the rules of procedure.



## II. Organization of work

### A. Dates and venue

7. The Conference (second part) will be held in Doha, at the Qatar National Convention Centre, from 5 to 9 March 2023. The General Assembly, in its resolution [73/242](#), decided that the Conference shall be held at the at the highest possible level, including Heads of State and Government.

### B. Plenary meetings

8. It is proposed that the Conference (second part) consist of a total of 10 plenary meetings, to be held each day from 9 a.m. to 12 p.m. and from 2 p.m. to 5 p.m.

9. All plenary meetings will be held in the plenary hall.

10. At the formal opening of the Conference, to take place during the plenary meeting to be held on the morning of Sunday, 5 March, consideration will be given to procedural and organizational matters, including the election of the President of the Conference, the election of officers, the establishment of subsidiary bodies, if needed, arrangements for the preparation of the report of the Conference and other matters. At the opening, statements will be made by the President of the Conference, the Secretary-General of the United Nations, the President of the General Assembly, the President of the Economic and Social Council, the Chair of the Group of Least Developed Countries, the Prime Minister of Bangladesh, the President of Türkiye, the President of the European Council and a youth representative from a least developed country. A high-level event dedicated to the commemoration of the fiftieth anniversary of the establishment of the Group of Least Developed Countries will also be held on the morning of 5 March.

11. The 10 plenary meetings will be devoted primarily to statements in the general debate. The list of speakers for the general debate will be established on a first-come, first-served basis, with the customary protocol that ensures that Heads of State or Government speak first, followed by other heads of delegation. The European Union, in its capacity as observer, will also be included in the list of speakers. Each oral statement will be limited to five minutes, although this will not preclude the distribution of more extensive texts. Requests for inscription from States participating in the Conference and the European Union should be made through the e-Speakers module accessible in the e-deleGATE portal (<http://edelegate.un.int>) by 6 p.m. (EST) on Wednesday, 22 February 2023. The list of speakers will be announced in the daily *Journal of the United Nations* devoted to the Conference.

12. Representatives of the following may also make a statement in the general debate in accordance with the rules of procedure of the Conference: (a) intergovernmental organizations and other entities having received a standing invitation to participate as observers in the sessions and work of the General Assembly; (b) associate members of regional commissions; (c) specialized agencies and related organizations; (d) other intergovernmental organizations; and (e) interested United Nations organs. These representatives may contact the Secretariat ([galindo@un.org](mailto:galindo@un.org)) by 6 p.m. (EST) on Wednesday, 22 February 2023, to be inscribed on the list of speakers.

13. In addition, representatives of accredited non-governmental organizations, civil society organizations, academic institutions and the private sector may also be added to the list of speakers of the general debate, time permitting, in accordance with General Assembly resolutions [74/232](#) A and [75/227](#). Representatives of eligible

organizations are invited to indicate their interest in speaking during the general debate through a dedicated form that will be communicated to registered participants by the Conference secretariat.

14. The closing plenary meeting, to be held on the afternoon of Thursday, 9 March, is expected to conclude with oral presentations by one of the Co-Chairs of each of the high-level thematic round tables, the consideration of the draft political declaration and any other proposal before the Conference, the adoption of the report of the Conference, as well as with statements including by the President of the Conference and the Secretary-General of the Conference.

### C. High-level thematic round tables

15. It is proposed that the eight high-level thematic round tables of the Conference, to be held in parallel with the plenary meetings, will be as follows:

- 5 March 2023

Round table 1: “Investing in people in the least developed countries to leave no one behind”, 2 p.m. to 5 p.m.

- 6 March 2023

Round table 2: “Leveraging the power of science, technology and innovation for the sustainable development of the least developed countries”, 9 a.m. to 12 p.m.

Round table 3: “Structural transformation as a driver of prosperity in the least developed countries”, 2 p.m. to 5 p.m.

- 7 March 2023

Round table 4: “Enhancing the participation of the least developed countries in international trade and regional integration”, 9 a.m. to 12 p.m.

Round table 5: “Addressing climate change and supporting the environment”, 2 p.m. to 5 p.m.

- 8 March 2023

Round table 6: “Sustainable recovery from the pandemic and building the resilience of the least developed countries against future shocks”, 9 a.m. to 12 p.m.

Round table 7: “Resource mobilization and strengthened global partnerships for sustainable development in the least developed countries”, 2 p.m. to 5 p.m.

- 9 March 2023

Round table 8: “Supporting sustainable and irreversible graduation from the least developed country category”, 9 a.m. to 12 p.m.

16. The eight high-level thematic round tables will be held in the thematic round tables hall and will be interactive and multi-stakeholder in nature, and each will be open to all participating States, up to 15 observers, associate members of regional commissions and relevant entities of the United Nations system, and up to 12 representatives of the private sector, civil society and other relevant stakeholders, with designated seating.

17. Each high-level round table will be presided over by two Co-Chairs, one from a least developed country and one from a development partner country, to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, in consultation with the regional groups. The round tables will begin with introductory remarks by the Co-Chairs

followed by an interactive debate among participating States and other relevant stakeholders.

18. The round tables will focus on consensus-building to renew and reinvigorate partnerships and mobilize additional international support measures and action in support of the least developed countries so as to enhance their resilience to multiple shocks and accelerate the achievement of the Sustainable Development Goals.

19. At the discretion of the Co-Chairs, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by high-level representatives of other stakeholders. Efforts will be made to ensure that participation at the high-level thematic round tables reflects a balance between speakers from participating States and stakeholders. It is envisaged that up to 25 States and 8 other participants would be accommodated to speak during the interactive debate of each session. In order to provide for maximum participation, interventions should not exceed three minutes.

20. States participating in the Conference are requested to indicate the order of preference of the high-level thematic round tables in which they would like to have a speaking slot and to provide the name, title and level of participation to the Secretariat through the e-deleGATE portal before Friday, 17 February 2023. Associate members of regional commissions and representatives of intergovernmental organizations and other entities, specialized agencies and related organizations, and United Nations organs are requested to indicate the order of preference of the high-level thematic round tables in which they would like to have a speaking slot and to provide the name, title and level of participation to the Secretariat ([cianciulli@un.org](mailto:cianciulli@un.org)). Furthermore, representatives of non-governmental organizations and other stakeholders are requested to indicate at the time of their registration the order of preference of the high-level thematic round tables in which they would like to have a speaking slot. The registration links for representatives of non-governmental organizations and other stakeholders are as follows: for entities accredited by the Economic and Social Council, <https://indico.un.org/event/1003868/>; for entities with special accreditation, <https://indico.un.org/event/1003805/>. Additional guidance on the eight high-level thematic round tables and the concept notes will be posted on the Conference website.

#### **D. Main Committee**

21. The Main Committee, if established in accordance with rule 46 of the rules of procedure of the Conference, will meet, as necessary, in parallel with plenary meetings, except during the opening and closing meetings, and will be responsible for finalizing any outstanding matters.

#### **E. Timetable for the work of the Conference**

22. A proposed timetable for the work of the Conference is contained in the annex to the present note. Updated information will be posted on the Conference website and announced in the daily *Journal of the United Nations* devoted to the Conference.

#### **F. Organization of meetings, parallel meetings and other events of the Conference**

23. Meetings will be held as indicated in the annexed timetable. In order to ensure the most efficient utilization of available resources, it is essential that all meetings start promptly.

24. Parallel meetings, side events and special events such as the commemoration of the fiftieth anniversary of the establishment of the Group of Least Developed Countries, the private sector forum, the civil society forum and the ministerial meeting on South-South cooperation, will be held during the Conference. Interpretation services will be provided for such meetings, as available.

25. Side events will be organized by participants in the Conference. Guidelines for organizing such events and the calendar of those events will be made available on the Conference website.

### **III. Credentials of representatives participating in the Conference: appointment of the members of the Credentials Committee**

26. Rule 4 of the rules of procedure of the Conference provides that a Credentials Committee of nine members shall be appointed at the beginning of the Conference. It will examine the credentials of representatives and report to the Conference without delay. At its first plenary meeting of the first part of the Conference, on 17 March 2022, the Conference, pursuant to rule 4 of its rules of procedure, appointed the Bahamas, Bhutan, Chile, China, Namibia, the Russian Federation, Sierra Leone, Sweden and the United States of America as members of the Credentials Committee.

27. Rule 3 provides that the credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the United Nations not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of the European Union, by the President of the European Commission.

### **IV. Participants**

28. States Members of the United Nations, members of the specialized agencies, associate members of the regional commissions, specialized agencies and related organizations, other intergovernmental organizations, United Nations organs, non-governmental organizations, civil society organizations, academic institutions and the private sector will participate in accordance with the rules of procedure of the Conference.

### **V. Secretariat**

29. The responsibilities of the Secretariat are set out in the rules of procedure of the Conference. The Secretary-General of the Conference will serve as focal point within the Secretariat for providing support to the organization of the Conference, in cooperation with the representatives of the President. In accordance with General Assembly resolution [74/232 A](#), the Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States will serve as the Secretary-General of the Conference.

### **VI. Documentation**

30. In accordance with the practice followed at previous United Nations conferences, the official documentation of the Conference will include documents issued before, during and after the Conference.

31. In accordance with the practice followed at previous United Nations conferences, it is recommended that the Conference adopt a report consisting of the decisions of the Conference, a brief account of the proceedings and a reportorial account of the work of the Conference and the action taken at the plenary meetings.

32. All Conference documentation, including inputs from all relevant stakeholders, will be available on the Conference website.

## **VII. Media coverage**

33. Press materials will be prepared by the Department of Global Communications of the Secretariat for journalists covering the Conference. In addition, regular press releases will be issued on the results of plenary meetings, high-level thematic round tables and other events. All relevant information will be made available on the Conference website ([www.un.org/ldc5/](http://www.un.org/ldc5/)).

34. The plenary meetings, the high-level thematic round tables and the press conferences will be broadcast live to the media centre and will also be available on the United Nations Web TV website at: <http://webtv.un.org>. A programme of special media briefings and press conferences will be announced.

## Annex

### Proposed organization of work of the Fifth United Nations Conference on the Least Developed Countries (second part)

**Doha, 5 to 9 March 2023**

<i>Date/time</i>	<i>Agenda item</i>	<i>Programme</i>
<b>Sunday, 5 March</b>		
<b>Opening plenary meeting</b>		
9–10 a.m.	1	Opening of the Conference by the Secretary-General of the United Nations
	2	Election of the President
	1	Opening statements by the President of the Conference, the Secretary-General of the United Nations, the President of the General Assembly, the President of the Economic and Social Council, the Chair of the Group of Least Developed Countries, the Prime Minister of Bangladesh, the President of Türkiye, the President of the European Council and a youth representative from a least developed country
	5	Election of officers other than the President
	6	Organization of work and other matters
	7 (a)	Credentials of representatives participating in the Conference: appointment of members of the Credentials Committee
<b>Special segment</b>		
10:15 a.m. to 12 p.m.		High-level event on the theme “Commemoration of the fiftieth anniversary of the establishment of the Group of Least Developed Countries”
<b>Plenary meeting</b>		
2 p.m. to 5 p.m.	8	General debate Statements by Heads of State or Government
<b>High-level thematic round tables</b>		
2 p.m. to 5 p.m.	9	Round table 1 Investing in people in the least developed countries to leave no one behind

<i>Date/time</i>	<i>Agenda item</i>	<i>Programme</i>
<b>Monday, 6 March</b>		
<b>Plenary meeting</b>		
9 a.m. to 12 p.m.	8	General debate  Statements by Heads of State or Government, ministers and heads of delegation
<b>High-level thematic round tables</b>		
9 a.m. to 12 p.m.	9	Round table 2  Leveraging the power of science, technology and innovation for the sustainable development of the least developed countries
<b>Plenary meeting</b>		
2 p.m. to 5 p.m.	8	General debate  Statements by Heads of State or Government, ministers and heads of delegation
<b>High-level thematic round tables</b>		
2 p.m. to 5 p.m.	9	Round table 3  Structural transformation as a driver of prosperity in the least developed countries
<b>Tuesday, 7 March</b>		
<b>Plenary meeting</b>		
9 a.m. to 12 p.m.	8	General debate  Statements by Heads of State or Government, ministers and heads of delegation
<b>High-level thematic round tables</b>		
9 a.m. to 12 p.m.	9	Round table 4  Enhancing the participation of the least developed countries in international trade and regional integration
<b>Plenary meeting</b>		
2 p.m. to 5 p.m.	8	General debate  Statements by Heads of State or Government, ministers and heads of delegation

<i>Date/time</i>	<i>Agenda item</i>	<i>Programme</i>
<b>High-level thematic round tables</b>		
2 p.m. to 5 p.m.	9	Round table 5 Addressing climate change and supporting the environment
<b>Wednesday, 8 March</b>		
<b>Plenary meeting</b>		
9 a.m. to 12 p.m.	8	General debate Statements by Heads of State or Government, ministers and heads of delegation
<b>High-level thematic round tables</b>		
9 a.m. to 12 p.m.	9	Round table 6 Sustainable recovery from the pandemic and building the resilience of the least developed countries against future shocks
<b>Plenary meeting</b>		
2 p.m. to 5 p.m.	8	General debate Statements by Heads of State or Government, ministers and heads of delegation
<b>High-level thematic round tables</b>		
2 p.m. to 5 p.m.	9	Round table 7 Resource mobilization and strengthened global partnerships for sustainable development in the least developed countries
<b>Thursday, 9 March</b>		
<b>Plenary meeting</b>		
9 a.m. to 12 p.m.	8	General debate Statements by Heads of State or Government, ministers and heads of delegation
<b>High-level thematic round tables</b>		
9 a.m. to 12 p.m.	9	Round table 8 Supporting sustainable and irreversible graduation from the least developed country category

<i>Date/time</i>	<i>Agenda item</i>	<i>Programme</i>
<b>Closing plenary meeting</b>		
2 p.m. to 5 p.m.	8	General debate
	7 (b)	Credentials of representatives participating in the Conference: report of the Credentials Committee
	10	Consideration of the draft outcome document(s)
	11	Adoption of the report
	12	Closure of the Conference: closing statements, including by the President of the Conference and the Secretary-General of the Conference

---