



General Assembly

Distr.: General
25 June 2019

Original: English

Committee on Conferences

Substantive session of 2019

3–9 September 2019

Agenda and programme of work for 2019

The agenda for the substantive session of 2019 of the Committee on Conferences was approved by the Committee at its organizational session, on 24 April 2019, on the basis of an annotated provisional agenda proposed by the Secretariat (see [A/AC.172/2019/L.1](#), annex). Subsequently, the report of the Secretary-General on the pattern of conferences ([A/74/121](#)) was to be issued with a strategically oriented and streamlined structure. An agenda for the substantive session is accordingly issued in the present document for approval by the Committee.

All matters pertaining to conference management and regularly reported under the agenda item “Pattern of conferences” are included in one consolidated report. Statistical and other relevant data are presented as information supplementary to the report. At its organizational session, the Committee also decided, as it had in previous years, to include in its programme of work for the year informal briefings by the Secretariat on issues related to conference management that are of interest to Member States. In preparation for the substantive session, a briefing by the Secretariat is proposed for 28 August 2019. Other briefings may be scheduled at the request of Member States.

At its organizational session, the Committee also reconfirmed the dates for its substantive session, to be held from Tuesday, 3 September, to Monday, 9 September 2019. The programme of work will follow the same pattern as in previous years: the Committee will meet formally and informally before concluding its work on 9 September.

Agenda

1. Adoption of the agenda and other organizational matters.
2. Meetings management:
 - (a) Cycle of meetings and conferences;
 - (b) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2020 and 2021;



- (c) Requests for exceptions to section I, paragraph 7, of General Assembly resolution [40/243](#);
 - (d) Intersessional departures;
 - (e) Utilization of conference-servicing resources by United Nations organs;
 - (f) Provision of interpretation services to meetings of bodies entitled to meet “as required”;
 - (g) Provision of conference services to meetings of regional and other major groupings of Member States;
 - (h) Meetings held away from established headquarters;
 - (i) Situation of conference facilities at the United Nations Office at Nairobi;
 - (j) Innovations in meetings management.
3. Documents management:
- (a) Timely submission, processing and issuance of documents;
 - (b) Control and limitation of the documentation workload;
 - (c) Productivity;
 - (d) Workload-sharing;
 - (e) Simultaneous issuance of documents;
 - (f) Digitization and uploading of important older United Nations documents;
 - (g) Innovations in document management.
4. Staffing.
5. Facilities and accessibility.
6. Measuring the quality of conference services.
7. Organization of work.
8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2020.

Annotations

1. Adoption of the agenda and other organizational matters

2. Meetings management

(a) Cycle of meetings and conferences

The Secretariat has reported, pursuant to General Assembly resolution [72/266](#), in the report of the Secretary-General on the pattern of conferences ([A/74/121](#)).

(b) Adoption of the draft biennial calendar of conferences and meetings of the United Nations for 2020 and 2021

The draft biennial calendar of conferences and meetings of the United Nations for 2020 and 2021 has been prepared pursuant to section I, paragraphs 2 and 3, of General Assembly resolution [73/270](#) on the pattern of conferences.

Documentation: Draft biennial calendar of conferences and meetings of the United Nations for 2020 and 2021 ([A/AC.172/2019/L.2](#))

(c) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

The Secretariat has reported on requests received, pursuant to paragraph 15 of General Assembly resolution 47/202 A and section I, paragraph 7, of resolution 40/243, for action by the Committee, in the report of the Secretary-General.

Documentation: Letter from the Chair of the Committee on Conferences to the President of the seventy-fourth session of the General Assembly (A/74/___)

(d) Intersessional departures

The Secretariat has compiled a list of requests for intersessional departures from the approved calendar of conferences and meetings for 2019, together with information on the action taken by the Committee.

(e) Utilization of conference-servicing resources by United Nations organs

The Secretariat has reported on the matter, pursuant to paragraphs 12 to 23 of resolution 73/270, in the report of the Secretary-General.

Documentation: Statistical data and analysis of the programmed and actual utilization of conference-servicing resources allocated to calendar bodies at all four duty stations are available to the Committee as supplementary information.

(f) Provision of interpretation services to meetings of bodies entitled to meet “as required”

The Secretariat has reported on the matter pursuant to paragraph 24 of General Assembly resolution 73/270, in the report of the Secretary-General.

(g) Provision of conference services to meetings of regional and other major groupings of Member States

The Secretariat has reported on the matter, pursuant to paragraphs 25 to 27 of resolution 73/270, in the report of the Secretary-General.

(h) Meetings held away from established headquarters

The Secretariat has reported on the matter, pursuant to paragraph 34 of General Assembly resolution 73/270, in the report of the Secretary-General.

(i) Situation of conference facilities at the United Nations Office at Nairobi

The Secretariat has reported on the matter, pursuant to paragraph 29 of General Assembly resolution 73/270, in the report of the Secretary-General.

(j) Innovations in meetings management

The Secretariat has reported on the matter, pursuant to paragraphs 30, 38 and 39 of General Assembly resolution 73/270, in the report of the Secretary-General.

3. Documents management

(a) Timely submission, processing and issuance of documents

The Secretariat has reported on the matter, pursuant to paragraphs 56 to 62, 65, 67 to 72 and 74 to 77 of resolution 73/270, in the report of the Secretary-General.

(b) Control and limitation of the documentation workload

The Secretariat has reported on the matter, pursuant to paragraph 71 of General Assembly resolution [73/270](#), in the report of the Secretary-General.

(c) Productivity

The Secretariat has reported on the matter, pursuant to General Assembly resolution [72/261](#), in the report of the Secretary-General.

(d) Workload-sharing

The Secretariat has reported on the matter, pursuant to paragraph 66 of General Assembly resolution [73/270](#), in the report of the Secretary-General.

(e) Simultaneous issuance of documents

The Secretariat has reported on the matter, pursuant to paragraph 64 of General Assembly resolution [73/270](#), in the report of the Secretary-General.

(f) Digitization and uploading of important older United Nations documents

The Secretariat has reported on the matter, pursuant to paragraphs 78 to 84 of resolution [73/270](#), in the report of the Secretary-General.

(g) Innovations in document management

The Secretariat has reported on the matter, pursuant to paragraph 39 of General Assembly resolution [73/270](#), in the report of the Secretary-General.

4. Staffing

The Secretariat has reported on the matter, pursuant to paragraphs 94, 95, 102 and 103 of resolution [73/270](#), in the report of the Secretary-General.

5. Facilities and accessibility

The Secretariat has reported on the matter, pursuant to paragraphs 12 to 14 and 33 of General Assembly resolution [73/270](#), in the report of the Secretary-General.

6. Measuring the quality of conference services

The Secretariat has reported on the matter, pursuant to paragraphs 37 to 45 and 109 to 112 of resolution [73/270](#), in the report of the Secretary-General.

7. Organization of work

In section II.A, paragraph 20, of its resolution [57/283 B](#), the General Assembly encouraged the Committee to keep under continued review the procedures for the participation of observers in the work of the Committee.

8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2020

The Committee will adopt its draft report for 2019 and the draft resolution on the pattern of conferences for recommendation to the General Assembly at its seventy-fourth session. The Committee will approve the dates proposed for its organizational and substantive sessions in 2020.