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Sixteenth session
Port-of-Spain, Trinidad and Tobago, 6-15 May 1975

ORGANIZATION OF WORK OF THE SIXTEENTH SESSION OF ECLA

Note by the secretariat

In document E/CEPAL/980/Rev.1 prepared by the secretariat a summary is given of the aims and scope of the Port-of-Spain Meeting and a Provisional Agenda is attached with notes on each of the items. The purpose of the present note by the secretariat is to complement the foregoing by putting forward certain suggestions on the organization of work at the sixteenth session which, if approved by the Member Governments, could help to speed up discussions from the outset, thus facilitating the decision-making process, and could be a means of making the best use of the valuable time of the delegations present and, in particular, that of the distinguished ministers and other high officials participating in the Meeting.

Subject to the approval of the Member Governments, the working procedures for the sixteenth session suggested below could be discussed at an informal meeting of Heads of Delegations which it is hoped to hold in Port-of-Spain at 9.00 a.m. on Tuesday 6 May, before the opening ceremony which will take place at 11.00 a.m. on the same day.

Monday 5 May

Registration of participants at the Chaguaramas Convention Centre (5 miles from Port-of-Spain), which will be the venue of the sixteenth session of ECLA.

Tuesday 6 May

9.00 a.m. Informal meeting of Heads of Delegations at the Trinidad Hilton Hotel to discuss inter alia the choice of the representative to speak on behalf of the participating delegations at the opening meeting; the provisional agenda; the appointment of the officers of the sixteenth ECLA session; and the organization of work.

11.00 a.m. Opening meeting, Queens Hall, Port-of-Spain.

The speakers will be as follows:

- His Excellency Sir Ellis Clarke, Governor-General of Trinidad and Tobago.
- A representative designated by the participating delegations.
- The representative of the Secretary-General of the United Nations, Mr. Gabriel van Laethem, Under-Secretary-General for Economic and Social Affairs.

3.00 p.m. Plenary - Chaguaramas Convention Centre.

1. Election of Officers.
2. Approval of agenda and of working procedure.
3. Opening, by the Chairman of the sixteenth session, of the general debate in which it is hoped that particular attention will be given to agenda items 4 and 5. x/

x/ It would greatly assist the discussions and the preparation of the final report of the meeting if representatives could bring to Port-of-Spain an adequate number of copies of the statements they will make during the general debate. This would also enable the greatest possible dissemination to be given to these texts through the distribution and information channels. Owing to its limited resources, the secretariat is not in a position to reproduce or translate any statement in Port-of-Spain. It would also be very helpful if delegates who intend to take part in the discussion of any of the agenda items could bring with them sufficient copies of the text of their statements.

7 - 9 May

From Wednesday 7 to Friday 9 May inclusive, it is suggested that the working day be divided in the following manner.

Mornings (9.00 a.m. to 1.00 p.m.)

Plenary: Continuation of general statements with special reference to agenda items 4 and 5.

Committee I: Regional appraisal of the International Development Strategy (IDS) (agenda item 4).

Afternoons (3.00 p.m. to 6.00 p.m.)

Committee I - (except on the afternoon of Wednesday 7)*/ Continuation of the regional appraisal of the IDS.

Committee II - Consideration of ECLA and secretariat action in various fields, including the Programme of Work and the order of priorities (agenda items 5 to 9 inclusive).

Saturday 10 May

Morning (9.00 a.m. to 1.00 p.m.)

Committee I - Should conclude the regional appraisal of the IDS so that the Plenary can discuss it at its morning meeting on Monday 12 May.

Committee II - Should conclude the discussion and formulation of recommendations on agenda items 5 to 9 so that the Plenary can act on them at its afternoon meeting on Monday 12 May.

Afternoon There will be no afternoon meeting on Saturday 10 and there will be no meetings at all on Sunday 11. The secretariat will complete the reports on the action taken by Committees I and II so that the Plenary can consider them at its meetings on Monday 12 May.

*/ Committee I will not meet on the afternoon of Wednesday 7 May. Instead, a meeting has been convened of the Technical Committee of the Latin American Institute for Economic and Social Planning (ILPES), made up of representatives of the planning ministries of the countries of the region, pursuant to the recommendations contained in resolution 340 (AC.66), Part B, adopted at the Eighth Extraordinary Session of the Committee of the Whole of ECLA on 25 January 1974.

Monday 12 May

Morning (9.00 a.m. to 1.00 p.m.)

Plenary: Discussion of the report of Committee I on the regional appraisal of the IDS.

Afternoon (3.00 p.m. to 6.00 p.m.)

Plenary: Discussion of the report of Committee II on agenda items 5 to 9.

Tuesday 13 May

Morning No meeting. The secretariat will complete the final report of the sixteenth session, as well as the Annual Report which ECLA must submit to the United Nations Economic and Social Council.

Afternoon Plenary (4.00 p.m.)

Discussion and approval of:

1. Final report of the sixteenth session, including the decision on the place and date of the next session.

2. Annual report of ECLA to the Economic and Social Council.

Should the work be completed in accordance with the above scheme, the sixteenth session could close on the afternoon or night of Tuesday 13, or on the morning of Wednesday 14 at the latest.