**Ad-Hoc Working Group on Working Methods of the Executive Board – Co-Chairs Discussion Paper –**

**Revised version**

The following ideas are presented as discussion topics for the Ad-Hoc Working Group on Working Methods of the Executive Board based on the first version of the Co-chair´s discussion paper and taking into consideration comments made by Member States during the first meeting of the Working Group held on Wednesday 29 January 2020. If agreed by the Ad-Hoc Working Group, the following ideas could be adopted by the Executive Board to help establish effective working methods for future meetings.

Executive Board and Member States Ad ref 12.43 pm

1. Invitations are to be issued in a non-personalized manner and directed to the Permanent Missions. Ad ref 12.42 pm
2. Annotated agenda should clearly identify decision items taking into account the recommendations from the Ad-Hoc working groups.
3. Sufficient time for informal consultations to conclude the draft decisions should be included in the Executive Board meeting schedule and parallel sessions should be avoided.  Ad ref 10:00 am
4. Member States are encouraged to submit draft decisions and new proposals to be addressed in draft decisions at least 3 weeks prior to the Executive Board meeting. Ad ref 10:15 am
5. Member States should conduct an early review of decision language. With this in mind, a first reading of Draft Decisions to be considered by the Executive Board can be made during Executive Director´s briefing session after the briefing is over. Additional informal consultations on the draft decisions should be held between this first reading and the Executive Board meeting. To the extent possible, informal consultations should be concluded before the Executive Board meeting. Ad ref 10:33 am

6. Concerns and proposals expressed from the floor during the plenary should be taken into account during the consultations on the draft decisions and reflected in the daily report of the Executive Board meeting. Ad ref 10:57 am

Documents and Presentations:

1. In accordance with the rule 6.8 of the rules of procedure, all official documents relating to items on the provisional Agenda should be submitted no less than 4 weeks prior to the Executive Board meeting. These documents should provide an overview of the issues that the Executive Board is expected to discuss and provide recommendations for the Executive Board to consider. Ad ref 11:29 am
2. To limit the e-mail load of Member States, the documents should be made available on a website that is publicly available and notifications should only be sent once. Ad ref 11:29 am
3. When possible, Secretariat presentations, especially where there is new information, should be shared in advance of the Executive Board meetings.  Ad ref 11:45 am
4. Presentations should be as concise as possible and address issues for discussions and possible decisions. Ad ref 12:01 pm

Secretariat Role

1. The Secretariat is expected to contribute to formal and informal discussions within its mandate and present all relevant information in a timely, concise, objective and neutral manner. Ad ref 12:06 pm
2. The Secretariat should make staff available during informal and formal consultations, so as to provide delegations with sufficient information and objective guidance, upon request. Ad ref 12:07 pm
3. The Secretariat should conduct a survey following each Executive Board meeting to evaluate the meeting’s effectiveness, so as to further improve the process and outcome of future meetings. Ad ref 12:17 pm
4. Facilitate availability of meeting rooms for Regional Group consultations, upon request. Ad ref 12:18 pm