**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 functions,] {Chair+} Decisions, []{Chair +} and Negotiations

1. Invitations are to be issued in a non-personalized manner and directed to the Permanent Missions.

2. Annotated agenda should clearly identify decision items taking into account the recommendations from the Ad-Hoc working groups.

3.[Sufficient] { NLD+} Time for [] {BRA+} [informal consultations]{BRA+} [to conclude the draft decisions]{IND+}should be included in the EB meeting schedule[and parallel session should be avoided] {USA+,NLD+ }. [To the extent possible, informal consultations should be concluded before the Executive Board meeting]{IND+, NLD+}

4.MS are encouraged to submit draft decisions [3] weeks prior to EB meeting.

5.MS 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 could be held between this first reading and the Executive Board meeting.

6.Plenary should capture concerns and proposals expressed from the floor in the decision language.

Documents and Presentations:

1. When possible, Secretariat presentations should be shared in advance of the meetings.
2. Presentations should focus on the most critical issues.
3. Presentations should be as concise as possible

Secretariat Role

1. The Secretariat should present information in an objective manner and remain neutral in formal and informal discussions.

Alt 9: Secretariat is expected to contribute to formal and informal discussions within its mandate.

2nd Alt 9: Secretariat is expected to contribute to formal and informal discussions within its mandate in an objective and neutral manner

10. The Secretariat should make staff available during informal and formal consultations, so as to provide delegations with sufficient information and objective guidance, upon request.

11. The Secretariat should conduct a survey following each EB meeting to evaluate the meeting’s effectiveness and improve future meetings.

12 Facilitate availability of meeting rooms for Regional Group consultations, upon request.