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| **Plenipotentiary Conference (PP-18)Dubai, 29 October – 16 November 2018** |  |
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|  | **Document ADM/2-E** |
|  | **2 October 2018** |
|  | **English only** |
| Note by the Secretary-General |
| DRAFT TIME MANAGEMENT PLAN |
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The draft time management plan of the Conference is attached.

Houlin ZHAO
Secretary-General

**PRELIMINARY pp-18 draft time management plan (29 October – 16 november 2018)**

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|  |  | **WEEK 1** |  | **WEEK 2** |  | **WEEK 3** |
|  |  | **29 October** |  | **5 November** |  | **12 November** |
| **M****O****N****D****A****Y** | **09.30****11.00** | Heads of Delegation MeetingOpening Ceremony | **09.30****–****12.30** | Plenary (1.5h):- Elections: RRB & Council *followed by*Committee 5 (1.5h)Committee 6 (1.5h) | **08.30** | Steering Committee |
| **09.30****–****12.30** | Committee 6 (3h)Committee 5 (1.5h) *followed by*WG-PL (1.5h) |
| **14.30****–****17.30** | **First Plenary** (3h): - Conference structure, committee set-up, chairmanship, allocation of documents, org. of work- Other organizational matters- Set definitive upper limit of contributory unit - Set deadline for definitive choice of class of contribution- Policy statements | **14.30****–****17.30** | WG-PL (1.5h)Committee 5 (1.5h) *followed by*Committee 6 (1.5h) | **14.30****–****17.30** | Plenary (1.5h)*followed by* Committee 5 (1.5h)Committee 3 *(end)* (1.5h) |
| **17.30** | **Steering Committee** |
|  |  | **30 October** |  | **6 November** |  | **13 November** |
| **T****U****E****S****D****A****Y** | **09.30****–****12.30** | Plenary (3h):- Policy statementsWG-PL (1.5h) *followed by* Committee 5 (1.5h) | **09.30****–****12.30** | Plenary (1.5h)*followed by* Committee 6 (1.5h)WG-PL (1.5h) | **09.30****–****12.30** | Plenary (1.5h)*followed by* Committee 6 *(end)* (1.5h) |
| **14.30****–****17.30** | Plenary (3h):-Policy statementsCommittee 2 (3h)Committee 6 (3h) | **14.30****–****17.30** | Committee 5 (1.5h)*followed by*WG-PL (1.5h) | **14.30****–****17.30** | WG-PL *(end)* (1.5h)*followed by* Committee 5 *(end)* (1.5h) |
| **17.30** | Steering Committee | **17.30** | Steering Committee |
|  |  | **31 October** |  | **7 November** |  | **14 November** |
| **W****E****D****N****E****S****D****A****Y** | **09.30****–****12.30** | Plenary (3h):- Policy statementsCommittee 3 (3h)WG-PL (3h) | **09.30****–****12.30** | Committee 2 *(end)* (3h)Committee 6 (3h) | **09.30****–****12.30** | Plenary (3h):- Committee 3 report to PL |
| **14.30****–****17.30** | Plenary(3h):- Policy statementsCommittee 5 (1.5h) *followed by*Committee 6 (1.5h) | **14.30****–****17.30** | Committee 5 (3h)WG-PL (3h) | **14.30****–****17.30** | Plenary (3h) |
| **23.59 GVA time** | Proposed deadline for definitive choice of class of contribution |
|  |  | **1 November** |  | **8 November** |  | **15 November** |
| **T****H****U****R****S****D****A****Y** | **09.30****–****12.30** | **Plenary** (3h):- Elections: SG & DSG- Policy statementsWG-PL (1.5h, start at 11.00) | **09.30****–****12.30** | Committee 6 (3h)Committee 5 (3h) | **09.30****–****12.30** | Plenary (3h) |
| **14.30****–****17.30** | Plenary (3h):- Policy statements- Elections: SG/DSG cont. or DirectorsCommittee 6 (1.5h, start at 16.00) | **14.30****–****17.30** | WG-PL (1.5h)*followed by* Plenary (1.5h):- Committee 2 report to PL | **14.30****–****17.30** | Plenary (3h) |
| **17.30** | Steering Committee | **17.30** | Steering Committee |
|  |  | **2 November** |  | **9 November** |  | **16 November** |
| **F****R****I****D****A****Y** | **09.00****–****12.00** | **Plenary** (1.5h):- Elections: Directors (cont.) - Policy statements*followed by* **Committee 5** (1.5h)WG-PL (1.5h) | **09.00****–****12.00** | Committee 6 (3h)Committee 5 (3h) | **09.00** | Plenary (0.5h) |
| **09.30****–****12.00** | Extraordinary session of the Council (2.5h) |
| **14.30****–****17.30** | **Plenary** (3h):- Policy statements - Elections: Directors cont. Committee 6 (1.5h, start at 16.00) | **14.30****–****17.30** | WG-PL (3h) | **14.30****–****17.30** | Plenary (3h):- Signing and closing ceremonies |