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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 Meeting  Opening 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 statements  WG-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 statements  Committee 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 statements  Committee 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 statements  Committee 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 statements  WG-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 Directors  Committee 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 |