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TRADE AND DEVELOPMENT BOARD  
Commission on Enterprise, Business Facilitation and Development  
Expert Meeting on Promoting the Export Competitiveness of SMEs  
Geneva, 8–10 December 2004  
Item 2 of the provisional agenda

**PROVISIONAL AGENDA AND ANNOTATIONS**

**I. Provisional agenda**

1. Election of officers
2. Adoption of the agenda and organization of work
3. Promoting the export competitiveness of SMEs
4. Adoption of the report of the meeting

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\* This document was submitted on the above date owing to technical delays.

## **II. Annotations to the provisional agenda**

### **Item 1: Election of officers**

1. It is recommended that the Expert Meeting elect a Chairperson and a Vice-Chairperson-cum-Rapporteur.

### **Item 2: Adoption of the agenda and organization of work**

2. The provisional agenda for the Expert Meeting is reproduced in section I above. The Expert Meeting will have three days, from 8 to 10 December 2004, to complete its work. The provisional schedule of meetings for the three days is attached to this document. A detailed programme will be available one week before the meeting.

#### *Documentation*

TD/B/COM.3/EM.23/1

Provisional agenda and annotations

### **Item 3: Promoting the export competitiveness of SMEs**

3. The eighth session of the Commission on Enterprise, Business Facilitation and Development, held in Geneva from 12 to 15 January 2004, decided to convene an Expert Meeting on Promoting the Export Competitiveness of SMEs.

4. As was agreed by the Commission, this Expert Meeting will examine how the regulatory framework could be strengthened, including through the encouragement of SMEs' links to international supply chains, the promotion of backward and forward linkages of foreign affiliates, and the encouragement of corporate social responsibility.

5. The aim is to identify policies and measures to be recommended to governments, the private sector and the international community that could help strengthen the export competitiveness of SMEs in developing countries.

6. To facilitate the discussions, the UNCTAD secretariat has prepared an issues note "Promoting the Export Competitiveness of SMEs". In addition, experts are encouraged to prepare brief papers on the subject under discussion. These papers will be made available at the meeting in the form and language in which they are received. Panels will be organized to bring together three to four experts on each issue to launch the discussion.

#### *Documentation*

TD/B/COM.3/EM.23/2

Promoting the export competitiveness of SMEs

**Item 4: Adoption of the report of the meeting**

7. The report of the Expert Meeting will be submitted to the Commission on Enterprise, Business Facilitation and Development at its ninth session in February 2005. The Expert Meeting may wish to authorize the Rapporteur, under the authority of the Chairperson, to prepare the final report after the conclusion of the meeting.

**PROVISIONAL SCHEDULE OF THE MEETING**

<p><b>WEDNESDAY</b> <b>8 December 2004</b></p>	<p><b>THURSDAY</b> <b>9 December 2004</b></p>	<p><b>FRIDAY</b> <b>10 December 2004</b></p>
<p><i>(10 a.m. – 1 p.m.)</i></p> <p><b>Plenary</b></p> <p><b>Opening statements</b></p> <p><b>Item 1:</b> Election of officers</p> <p><b>Item 2:</b> Adoption of the agenda and the organization of the meeting</p> <p><b>Introduction of item 3</b></p> <p><b>Informals</b></p> <p><b>Item 3:</b> Promoting the export competitiveness of SMEs</p>	<p><i>(10 a.m. – 1 p.m.)</i></p> <p><b>Informals</b></p> <p><b>Item 3:</b> (continued)</p>	<p><i>(10 a.m. – 1 p.m.)</i></p> <p><b>Informals</b></p> <p><b>Item 3:</b> (continued)</p>
<p><i>(3 p.m. – 6 p.m.)</i></p> <p><b>Informals</b></p> <p><b>Item 3:</b> (continued)</p>	<p><i>(3 p.m. – 6 p.m.)</i></p> <p><b>Informals</b></p> <p><b>Item 3:</b> (continued)</p>	<p><i>(3 p.m. – 6 p.m.)</i></p> <p><b>Informals</b></p> <p>Consideration of the outcome of the meeting</p> <p><b>Plenary (closing)</b></p> <p><b>Item 4:</b> Adoption of the report of the meeting</p>