



**United Nations  
Conference  
on Trade and  
Development**

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Eleventh session  
São Paulo, 13-18 June 2004  
Item 6 of the provisional agenda

**ORGANIZATION OF WORK OF THE CONFERENCE**

*Note by the UNCTAD secretariat*

1. The annotated provisional agenda for the Conference has been circulated in document TD/391.

**Inaugural ceremony**

2. The inaugural ceremony of the eleventh session of the United Nations Conference on Trade and Development will start at 9 a.m. on Monday, 14 June 2004, in the premises of the Anhembi Convention Centre, São Paulo, Brazil. It will be immediately followed by a special event. A detailed programme will be circulated prior to this event.

**Opening of the Conference and election of the President**

3. The 265<sup>th</sup> (opening) plenary meeting of the Conference will be opened on the afternoon of Monday, 14 June 2004, by the head of the delegation from which the President of the previous session was elected (Thailand). The President of the eleventh session of the Conference will be elected at the opening plenary.

**Establishment of a Sessional Committee**

4. In accordance with rule 62, the Conference may establish a Main Committee (Committee of the Whole) to consider and report on the specific substantive items referred to

it by the Plenary, and to establish other bodies, such as drafting groups, should this be called for.

### **Plenary**

5. It is understood that the Plenary will accommodate the interactive thematic sessions and all other matters requiring action by the Conference, in addition to the adoption of the outcome of the Committee of the Whole.

6. As indicated in the programme of events for the Conference, the interactive thematic sessions will take place in parallel with the general debate and the Committee of the Whole.

### **General debate**

7. The general debate will start at 4 p.m. on Monday, 14 June 2004, and conclude on Thursday, 17 June 2004. Statements will be broadcast on the Internet in the order in which delegations have been inscribed on the list of speakers. The texts of statements that are remitted to the secretariat will be reproduced and distributed during the Conference in the language version(s) in which they are received. The list of speakers will be published in the Daily Journal of the Conference.

### **Committee of the Whole**

8. The main task of the Committee of the Whole will be to complete the negotiations on the draft UNCTAD XI negotiated text as contained in document TD/L.368 and to transmit the outcome to the Conference for adoption. In discharging its functions, the Committee of the Whole may wish to follow working methods similar to those followed by the Trade and Development Board. The Committee may, as necessary, establish drafting groups in order to finalize its work.

### **Parallel events**

9. A number of parallel events are scheduled to take place in conjunction with the Conference. These events appear in the programme of events of the Conference.

### **Meeting facilities and timetable for the Conference**

10. A proposed timetable for the Conference is contained in the programme of events, as well as the UNCTAD XI website ([www.unctadxi.org](http://www.unctadxi.org)). It is understood that the timetable may have to be adjusted in the light of developments.

### **Documentation**

11. A list of documents pertaining to the Conference, including the interactive thematic sessions and parallel events, can be found in document TD(XI)/Misc.2.