



United Nations Conference on Trade and Development

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Thirteenth session

Doha, Qatar

21–26 April 2012

Item 6 of the provisional agenda

Organization of the work of the Conference

Note by the UNCTAD secretariat

1. The annotated provisional agenda for the Conference has been circulated in document TD/443.

Inaugural ceremony

2. The inaugural ceremony of the thirteenth session of the United Nations Conference on Trade and Development will start at 2 p.m. on Saturday, 21 April 2012, in the Qatar National Convention Centre (QNCC), Doha, Qatar. A detailed programme will be circulated prior to that event.

Opening of the Conference and election of the President

3. The first plenary meeting of the Conference will be opened in the afternoon of Sunday, 21 April 2012, by the head of the delegation from which the President of the previous session was elected (Ghana). The President of the thirteenth session of the Conference will be elected at the first 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 high-level thematic round tables 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 high-level thematic round tables will take place in parallel with the general debate and the meetings of the Committee of the Whole.

General debate

7. The general debate will start at 2 p.m. on Sunday, 22 April 2012, **in the Theatre of the QNCC** and conclude on Thursday, 26 April 2012. Statements will be broadcast on the Internet in accordance with the order in which delegations have been inscribed in the list of speakers. The texts of statements that are given to the secretariat will also be uploaded to the Conference website in the language(s) in which they are received. Delegations are invited to provide the secretariat with the electronic version of the final version of their statement. The list of speakers will be published in the Daily Journal of the Conference.

8. Speakers will be requested to limit their interventions to a **maximum of seven minutes**. To that end, delegations might consider making available the full text of their statements and concentrating on salient features during interventions in the general debate.

Committee of the Whole

9. The main task of the Committee of the Whole will be to complete the negotiations on the draft UNCTAD XIII negotiated text as contained in document TD/L.418 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.

Other events

10. A number of pre-Conference events, lunchtime and parallel events are scheduled to take place in conjunction with the Conference. Those events appear in the programme of events of the Conference.

Meeting facilities and timetable for the Conference

11. A proposed timetable for the Conference is contained in the programme of events, and will also be found on the UNCTAD XIII website (www.unctadxiii.org). It is understood that the timetable may have to be adjusted in the light of developments.

Documentation

12. A list of documents pertaining to the Conference, including the high-level thematic round tables and other events, can be found in document TD/Misc.1.