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Geneva, 6-17 October 2003
Item 10 (d) of the provisional agenda

**INSTITUTIONAL, ORGANIZATIONAL, ADMINISTRATIVE
AND RELATED MATTERS**

Review of the calendar of meetings

Note by the UNCTAD secretariat

The present note contains the calendar of meetings for the remainder of 2003 and for the first half of 2004 as well as an indicative calendar for the remainder of 2004.

UNCTAD CALENDAR OF MEETINGS ¹

A. Calendar of meetings for the remainder of 2003

Preparatory Process for UNCTAD XI (regional groups)	22 & 24 October
Expert Meeting on FDI and Development (DITE)	29-31 October
Preparatory Committee for UNCTAD XI	7 November
Preparatory Committee for UNCTAD XI	10-11 November
Preparatory Committee for UNCTAD XI	17-21 November
Expert Meeting on Market Entry Conditions Affecting Competitiveness and Exports of Goods and Services of Developing Countries: Large Distribution Networks, Taking into Account the Special Needs of LDCs (DITC)	26-28 November
Preparatory Committee for UNCTAD XI	4-5 December
Commission on Enterprise, Business Facilitation and Development, eighth session (SITE)	8-12 December

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Calendar of meetings for the first half of 2004

Working Party on the Medium-Term Plan and the Programme Budget, forty-second session	12-16 January
Slot for preparatory process for UNCTAD XI	19-23 January
Commission on Investment, Technology and Related Financial Issues, eighth session (DITE)	26-30 January
Slot for preparatory process for UNCTAD XI	2-6 February
Commission on Trade in Goods and Services and Commodities, eighth session (DITC)	9-13 February
Slot for preparatory process for UNCTAD XI	23-27 February
TRADE AND DEVELOPMENT BOARD, executive session (Reports of Commissions)	10-12 March

¹ It should be noted that the cycle of work relating to UNCTAD's expert meetings and Commissions runs from the second quarter of one year to the first quarter of the next year. Unless otherwise indicated, all meetings will be held in Geneva. All meetings listed are subject to a written notification, which is normally dispatched six weeks before the opening date.

Slot for preparatory process for UNCTAD XI	22-26 March
Slot for preparatory process for UNCTAD XI	19-23 April
Joint Advisory Group, 38 th session ²	26-30 April
Slot for preparatory process for UNCTAD XI	3-14 May
TRADE AND DEVELOPMENT BOARD, twenty-first session (organizational matters for UNCTAD XI)	26-28 May
UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT, eleventh session	13-18 June São Paulo (Brazil)

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B. Indicative calendar of meetings for the remainder of 2004

Slot for meeting	28 June-2 July
Slot for meeting	5-9 July
International Tropical Timber Organization, Council Meeting	20-23 July
United Nations Conference on International Tropical Timber Organization – renegotiation	26-30 July
Slot for meeting	25-29 October
Slot for meeting	1-5 November
Slot for meeting	8-12 November
Slot for meeting	22-26 November
Slot for meeting	29 November-3 December
Slot for meeting	6-10 December

² Listed for information only

Provision for other meetings for 2004-2005

Trade and Development Board, executive sessions	As required; up to 18 half-day meetings ^{3/}
Commodity and other conferences ^{4/}	As required; up to 60 half-day meetings
Consultations of the President of the Board meetings	As required; up to 60 half-day meetings
Seminars and study groups meetings	As required; up to 40 half-day meetings

^{3/} Includes provision for an executive session on *the LDC Report 2004*.

^{4/} Subject to request from the relevant body or the General Assembly.