

**ORGANIZATION OF THE WORK OF THE CONFERENCE, INCLUDING THE ESTABLISHMENT OF
OTHER COMMITTEES, AS NECESSARY**

Introduction

1. The Conference is being convened, pursuant to the decision of the Preparatory Diplomatic Conference held in Istanbul March 2019, in Kuala Lumpur, at the kind invitation of the Government of Malaysia.

Duration of the Conference

2. Provision have been made for a four-day Conference to be held from Tuesday, 25 February, to Friday, 28 February 2020.

Opening of the Conference

3. The Conference will open on Tuesday, 25 February 2020, at 10.30 a.m.

Meeting of Heads of Delegations

4. In accordance with usual practice at Diplomatic Conferences, a meeting of Heads of Delegations will be convened prior to the formal opening of the Conference, in order to discuss certain organizational and procedural matters. The Conclusions reached by the Heads of Delegation will be reported by the Secretary-General to the Plenary for consideration and adoption. Accordingly, the meeting of Heads of Delegations will be held on Tuesday, 25 February 2020 at 9.00 a.m.

Structure of the Conference

5. It is proposed that, in addition to the Plenary, the Conference shall establish a Committee of the Whole with responsibility for the substantive consideration of the draft Convention on the International Organization for Marine Aids to Navigation (the draft Convention) and any draft resolutions and other related matters.

There will also be a Drafting Committee and a Credentials Committee.

6. Having regard to the provisional agenda for the Conference (KL 6.1 (EFS)) and the provisional Rules of Procedure (KL 2.1 (E)), the Conference may wish to consider and adopt the following structure:

- a Plenary, presided over by the President, or in his/her absence, by one of the two Vice-Presidents;
- a Committee of the Whole, with a Chair elected by the Plenary and two Vice-Chairs elected by the Committee itself. This Committee, to be established under rule 44 of the Rules of Procedure, will consider the draft Convention and any draft resolutions of the Conference, as well as related matters submitted under agenda items 6 and 7. The Committee of the Whole, which will be open to all delegations and observers, may set up subsidiary bodies to consider, without interpretation, specific technical matters relevant to the scope of the Conference;
- a Drafting Committee composed of not more than nine members appointed by the Plenary on the proposal of the President, with a Chair elected by the Plenary. The Drafting Committee will elect its own Vice-Chair. This Committee, to be established under rule 45 of the Rules of Procedure, will examine the draft Convention and draft resolutions referred to it by the Committee of the Whole, for submission to the Plenary for adoption. It will also prepare the draft Final Act of the Conference; and
- a Credentials Committee composed of five members appointed by the Plenary on the proposal of the President, to be established under rule 4 of the Rules of Procedure. The Credentials Committee will elect its own Chair.

Interpretation and records of decisions

7. The official language of the Conference (for interpretation during meetings of the Plenary, the Committee of the Whole and the Drafting Committee) will be English, French and Spanish; and the working language (for the production of documents) will be English. Where possible, documents will also be available in French and Spanish. The Credentials Committee will work in English only.

8. In the interest of economy, summery records will not be produced for any of the meetings of the Conference. However, records of decisions of the Plenary and the Committee of the Whole will be issued during the Conference.

9. The financial provisions for the Conference envisage that only one team of interpreters will be available. Accordingly, only one meeting requiring interpretation can be held at any time, with Plenary and, subsequently, the Committee of the Whole taking precedence.

Organization of the work of the Conference

10. Based on the structure proposed above and the facilities available, it is suggested that the work of the Conference be organized as follows:

- the morning of the opening day of the Conference (Tuesday, 25 February) will be devoted to consideration of the organizational arrangements. This will take place informally at the meeting of the Heads of Delegations and, subsequently, at the inaugural session of the Plenary to elect the officers of the Conference and establish the various Committees;
- the Committee of the Whole will commence its work on the afternoon of Tuesday, 25 February, following conclusions of the Plenary, and will continue work until Thursday, 27 February, 12.30 p.m.;
- the Credentials Committee will meet in the afternoon of Wednesday, 26 February, starting at 2.00 p.m.;
- the Drafting Committee will meet in the afternoon of Thursday, 27 February, starting at 2.00 p.m.;
- the Plenary will reconvene in the morning of Friday, 28 February, to consider the reports of the Committees and to adopt the instruments resulting from their work. The Plenary will adopt the Final Act of the Conference for signature by the representatives of States participating in the Conference; and
- the ceremony for signing of the Final Act will be held in the afternoon of Friday, 28 February 2020.

11. The proposed schedule of meetings is set out in the annex to this document.

Action requested of the Conference

12. The Conference is invited to consider the information and suggestions provided in this document and take action, as deemed appropriate.

Annex

PROPOSED TIMETABLE OF THE CONFERENCE 25 to 28 February 2020

Conference Bodies	Tuesday 25 February		Wednesday 26 February		Thursday 27 February		Friday 28 February	
	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.
Heads of Delegations Grand Ball Room								
Plenary Grand Ball Room								
Committee of the Whole Grand Ball Room								
Drafting Committee Grand Ball Room								
Credentials Committee Break Out Room								
Signing Ceremony Grand Ball Room								