

to observer to the United Nations Industrial Development Organization with effect from December 1975, shall not be called upon to contribute towards the expenses of that organization for the calendar years 1976 and 1977.

90th plenary meeting  
2 December 1977

### 32/71. Pattern of conferences<sup>20</sup>

*The General Assembly,*

Recalling its resolutions 1202 (XII) of 13 December 1957, 1851 (XVII) of 19 December 1962, 1987 (XVIII) of 17 December 1963, 2116 (XX) of 21 December 1965, 2239 (XXI) of 20 December 1966, 2361 (XXII) of 19 December 1967, 2478 (XXIII) of 21 December 1968, 2609 (XXIV) of 16 December 1969, 2693 (XXV) of 11 December 1970, 2834 (XXVI) of 17 December 1971, 2960 (XXVII) of 13 December 1972, 3351 (XXIX) of 18 December 1974, 3491 (XXX) of 15 December 1975 and 31/140 of 17 December 1976,

Concerned at the magnitude of the additional costs incurred as a result of intersessional departures from the approved calendar of conferences and at the continued waste of resources through the cancellation of meetings,

#### I

1. Takes note with appreciation of the report of the Committee on Conferences<sup>21</sup> established by its resolution 3351 (XXIX);

2. Decides that sessions of the Legal Sub-Committee of the Committee on the Peaceful Uses of Outer Space will be held alternately at Geneva and New York;

3. Approves, bearing in mind paragraph 2 above, the draft calendar of conferences and meetings for 1978-1979 set forth in annex I.A to the report of the Committee on Conferences;

#### II

1. Takes note of the successful application of the one-stage system of meeting records with corrigenda, which made savings possible;<sup>22</sup>

2. Expresses the hope that this system will be administered so as to provide continued substantial savings to the Organization;

3. Urges bodies entitled to meeting records to dispense with them for particular discussions, whether of an informal nature or otherwise, when they are not absolutely necessary;

4. Decides that the criteria, which were adopted on an experimental basis for the current biennium, should be continued and used more widely;

#### III

1. Calls upon all bodies to keep to a minimum the intersessional departures from the approved calendar of conferences;

2. Affirms that, if and when intersessional departures are granted, the servicing should be financed from the approved appropriations for conference services;

3. Urges all bodies to conclude their work within the time allotted to them;

#### IV

Sets forth the following guidelines for reducing the wastage resulting from cancellation of scheduled meetings:

1. The substantive secretariat of each body should circulate to the members before the first meeting of each session a draft agenda and time-table for the completion of consideration of items, taking into account the availability of documentation.

2. The programme for each meeting should include more than one agenda item so that, if consideration of an item is interrupted or completed, the members may pass on to another item.

3. In order that delegations may initiate substantive discussion at the first meeting, after the organization of work, committee secretaries should consult with delegations before the opening of the session to ascertain whether some representatives would be prepared to speak on the first substantive item at the opening meeting. As is the practice of the General Assembly, a list of speakers should be compiled several days in advance of the debate on each item. It would in general be advisable to convene meetings only when there are a sufficient number of speakers to ensure adequate utilization of available resources.

4. The secretariat of each body should make sure that documentation is made available to all members sufficiently in advance of the session to permit proper study of it and, in consultation with the chairman, should schedule meetings only when the documentation has been available for an adequate period.

5. In planning the requirements for a given session, allowance should be made for at least one day towards the end of the session without meetings so that draft reports, resolutions and decisions can be prepared without interfering with the committee's business.

6. Committee secretaries should identify any possible overlapping in the membership of their committee with that of certain others, particularly those in the same field of activity, with a view to reducing the likelihood of conflicting meeting schedules; the Committee on Conferences, in its own examination of the proposed calendars, should also pay particular attention to this point.

7. The secretary of each body should bring to the attention of members, as appropriate, any resolutions and decisions on the regulation of meetings and conferences, including directives on the allocation and utilization of conference resources.

8. The secretary of each body should inform the members, at the beginning of each session, of the conference resources, including the number of meetings and the extent of interpretation services, made available to the body and should give them a brief account, at appropriate intervals during the session, of the use they have been making of those resources.

99th plenary meeting  
9 December 1977

<sup>20</sup> See also sect. X.B.7, decision 32/420.

<sup>21</sup> Official Records of the General Assembly, Thirty-second Session, Supplement No. 32 (A/32/32).

<sup>22</sup> Ibid., chap. IV.