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Chairman, Study Group 5

Arrangement of the Study Group meetings

# 1 Introduction

The 17th RAG meeting in February 2010 made the following advice in relation to the arrangement of the future Study Group meetings (Attachment 1 to Annex 1 to CA/189).

§3 – RAG advised the Director to find ways and means to reduce the length of meetings. It further supported the suggestion for each Study Group to meet normally once per year and furthermore invited Study Group management teams to explore the possibility of applying the example of Study Group 7 to their own Study Groups as regards the holding of a one-day meeting immediately before and immediately after a block of WP meetings. In the planning of Study Group meetings, due account should be taken of Decision 5 of the Plenipotentiary that provides options to follow on cost savings.

This document provides result of the consideration by the Study Group 5 management team on the above underlined issue.

**2 Consideration on Study Group meeting arrangement**

Approach 1: to hold a one-day meeting immediately before and immediately after a block of WP meetings.

Approach 2: to hold a two-day meeting immediately after a block of WP meetings.

The following points (1) to (4) are noted in the consideration on the above two Approaches:

1. When the Working Parties hold another block meeting after the previous Study Group meeting and well before the next one, Approach 1 may have such an advantage that the first one-day meeting could consider the outputs of the earlier WP meetings, leading to an opportunity for the WPs to reconsider an output for which the Study Group made certain reservations at its first meeting and to submit a revised document to the second meeting for the possible adoption;
2. Working Parties usually hold two block meetings per year, which do not always produce balanced number/quantity of the outputs. Therefore, it is likely that, in Approach 1, the first one-day may result in a very short meeting while the second one-day (after the WP block meeting) may have much heavier work load so that it would be difficult to complete everything within a day;
3. Member States or Sector members may send different delegates to a block of WP meetings and to a Study Group meeting taking into account the nature or the scope of these meetings. From a viewpoint of the membership resource, it becomes a problem in Approach 1 for the SG meeting delegates to attend to two separate meetings between which a block WP meeting is arranged over a weekend;
4. In applying Approach 2, there would be no problem as mentioned in the items (2) and (3) above, and the entire work load may flexibly be arranged in a two-day meeting.

**3 Summary**

Based on the consideration in section 2, the Study Group 5 management team is of the view that it is basically desirable for Study Group 5 to hold a two-day meeting immediately after a block of WP meetings as we have done in the past, while each Study Group may adopt a different approach under the RAG’s advice.

At the beginning of the new study period, a one-day Study Group meeting may exceptionally be held immediately before a block of WP meetings to confirm and approve the new structure of and the work assignment to the WPs.

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