Working arrangements during the IOC 30\textsuperscript{th} Assembly, 2019

This note has been prepared to assist Member States in anticipating the working arrangements for this session of the Assembly in addition to the information provided in the invitation letter (IOC Circular Letter 2762).

Delegates are kindly reminded that the usage of paper during the session will be limited to the strict minimum. The documentation is available on line at http://www.ioc-unesco.org/ioc30. The documentation can be uploaded to your computer as a zip file. The Action Paper contains references to the documentation.

**Draft Decisions**

The documentation is decision- and resolution-oriented and available in the four working languages of the Commission: English, French, Russian, Spanish. Draft decisions will be discussed, worded and decided upon following the plenary discussion of each agenda item unless there is a need for setting a drafting group to finalize the decision/resolution outside the plenary meeting.

Submitting amendments to Draft Decisions in advance of the discussion: brief and/or purely editorial corrections may be presented during the discussion of the agenda item. More substantial amendments should be sent to iocgovbody@unesco.org at least 4 hours before the Draft Decision is due to be considered in plenary. All amendments to existing decisions in the documentation, will be shown as changes in the text projected on screen with the indication of the author(s). Authors of substantive amendments will be invited to introduce them in plenary.

Draft Resolutions may be adopted at the end of the session before the Draft Summary Report. Draft decisions and resolutions will be projected and amended as necessary on the screen during the discussion of an item.

**Draft Resolutions**

According to the revised guidelines for the preparation and consideration of Draft Resolutions (IOC/INF-1315) adopted by the Assembly at its 27\textsuperscript{th} session, DRs are to be presented to the Executive Secretary by one or more Member States one month in advance and no later than Friday 29 July. As an exception, it is recognized that the Draft Resolution on Financial Matters of the Commission will be submitted during the session of the governing body concerned.

Draft Resolutions are intended to express a formal expression of a mandate or opinion or a statement of a decision to act made by an IOC governing body within a scope defined in part II of the guidelines. Draft Resolutions must be submitted by one or more Members together with the DR submission form dully filled out (submission form online).

**Adoption of the report**

The Action Paper for the session (IOC-XXX/2 prov.) provides the basis of the draft summary report (DSR). The DSR will be published in parts during the session. The DSR will be composed of the introductory paragraphs under each agenda item as produced in the Action Paper, a summary of the discussion that lead to the decision/resolution adopted in plenary, a reflection of divergent views, the name of the Member States/organisations which provided to the secretariat their plenary intervention for the record and for the “informational annex” to the final report (see next). During the adoption of the report under agenda item 13, the attention of the delegates will focus on the summary of the discussion and the coherence of the report as a whole.
Record of Member State / partner organization interventions

Individual Member States and partner organizations are invited to volunteer the text of their substantive interventions they wish to see recorded as an annex to the main body of the report. The Member States will submit their official plenary statement to iocgovbody@unesco.org. Member State statements are not subject to review and will be presented as delivered to the Secretariat. All statements received in this email address before midnight on the day the agenda item is considered will be published in an annex to the report. A template submission form is attached to this note. The Informational Annex will not be adopted in plenary. The time of an intervention of a Member State under an agenda item will not exceed 3 mn for Member States and 2 mn for observers.

Single Point of Contact

A dedicated email address (iocgovbody@unesco.org) has been set up for delegates to communicate with the editors of the summary report, beginning immediately and ending one month after the closure of the session in case the report is approved by correspondence after the session.

Languages

Interpretation in English, French, Russian and Spanish is provided during the plenary session of the Executive Council and Assembly. Extended sessions will not be an option during this session. The working documentation is available in the four working languages of the Commission in the limit of the budget for the session. Draft decisions and resolutions will be made available to delegates in the languages throughout the session.

Interpretation in English and French is provided during the meetings of the Financial Committee.

Registration and List of Participants

Please note that participants not registered via the online platform: https://ioc-registration.civi-go.net/ will not appear on the List of Participants. All participants, including members of Permanent delegations, need to register now, if not already done. Computers are available in room III during the entire session. Questions about registration should be addressed to Ms Simonetta SECCO at Monaco reception desk or by email at s.secco@unesco.org

Internet access and wifi

Delegates should limit their usage to online document access and emails. Please avoid downloading large images and video.

Use of Wifi hotspots in UNESCO: HQ-AIR-PUB
Open your browser:
Login: hq-air
Password: uneswifi

In addition three computers and a printer are available for delegates in Room III behind the registration desk.
Member States and partner organizations that wish to provide a succinct written record of a particularly important aspect of their plenary intervention may do so in one of the four working languages of the Commission. Such statements will be annexed to the Assembly report in their original language. Statements should be sent using this template by email to the IOC Secretariat (iocgovbody@unesco.org).

Name of Delegation: 
Agenda Item: 
Date and Time of Intervention: 
NAME OF DELEGATION POINT OF CONTACT FOR THIS STATEMENT: 
Title Agenda Item: 
Statement: 