

SCHEDULING OF FUTURE MEETINGS

During the past few days, with the increase in the number of sub-committees in operation, it has become increasingly difficult to schedule meetings in a manner which would avoid serious conflicts for any delegation represented by the same person on several committees or sub-committees, and particularly for the smaller delegations which might be members of, or substantially interested in, a number of committees and sub-committees. Within the next few days the problem will become even more difficult to deal with since it will be necessary from the beginning of next week to find meeting times for some twenty sub-committees as well as for occasional meetings of the committees of the Conference.

If even the present frequency of meetings is to be maintained it would appear possible to accommodate the greatly increased number of sub-committees with a minimum of conflicts in meeting times only by either scheduling night meetings as a normal course and not merely in exceptional circumstances, or by arranging two meeting periods in the afternoon. At the present stage of the Conference the General Committee hesitates to suggest the former course. Accordingly, as what would appear to be the only practicable alternative, the following general plan of meeting times should go into effect from the morning of Monday, 5 January:

10.30 a.m. to 1.00 p.m.

3.00 p.m. to 5.30 p.m.

5.45 p.m. to 8.00 p.m.

In this manner it would be possible to maintain at least the present number of meetings per day while keeping the maximum number of formal meetings taking place at any one time to four. At the present time the normal number of meetings taking place simultaneously is five. It will be seen that the new arrangement which is proposed, by reducing the number of meetings taking place at one time, would decrease the number of conflicts to the minimum consistent with the present frequency of meeting.

Informal meetings not requiring interpretation could take place as needed and as convenient.

For this plan to work it would be necessary for the duration of each meeting to be kept within the indicated limits in order to prevent meetings from overlapping, and thus delaying the subsequent meeting scheduled for the same room.