|  |  |
| --- | --- |
| From: DSG | PAP26-12.2.2 |
| To: PAP | 2013-09-24 |

Committee Meeting Arrangements – Some Points for Discussion

# Introduction

This paper is intended to initiate discussion on Committee meeting arrangements

# INPUT DOCUMENTS

Should there be a cut-off date after which input papers are not accepted for a specific meeting?

Reasons in favour might include ensuring that meeting delegates have sufficient time to read and consider all input documents in advance of a meeting.

Reasons against could include the need for IALA to be agile and to always consider the latest information.

# MEETING TIMETABLES

For VTS37, the meeting Chair decided on an earlier starting time for the initial plenary meeting. His objective was to gain more time for Working Groups to meet during the week.

# Rapporteurs

Should rapporteurs simply submit input documents, or should they be invited to address the plenary meeting?

# Action requested

PAP is requested to consider. The DSG suggests that decisions on all the above be made as necessary by the individual meeting Chairs.