

DECISION ON THE AU CALENDAR OF MEETINGS
FOR THE PERIOD MAY - DECEMBER 2008
DOC.PRC/Rpt (XVI)

The Executive Council:

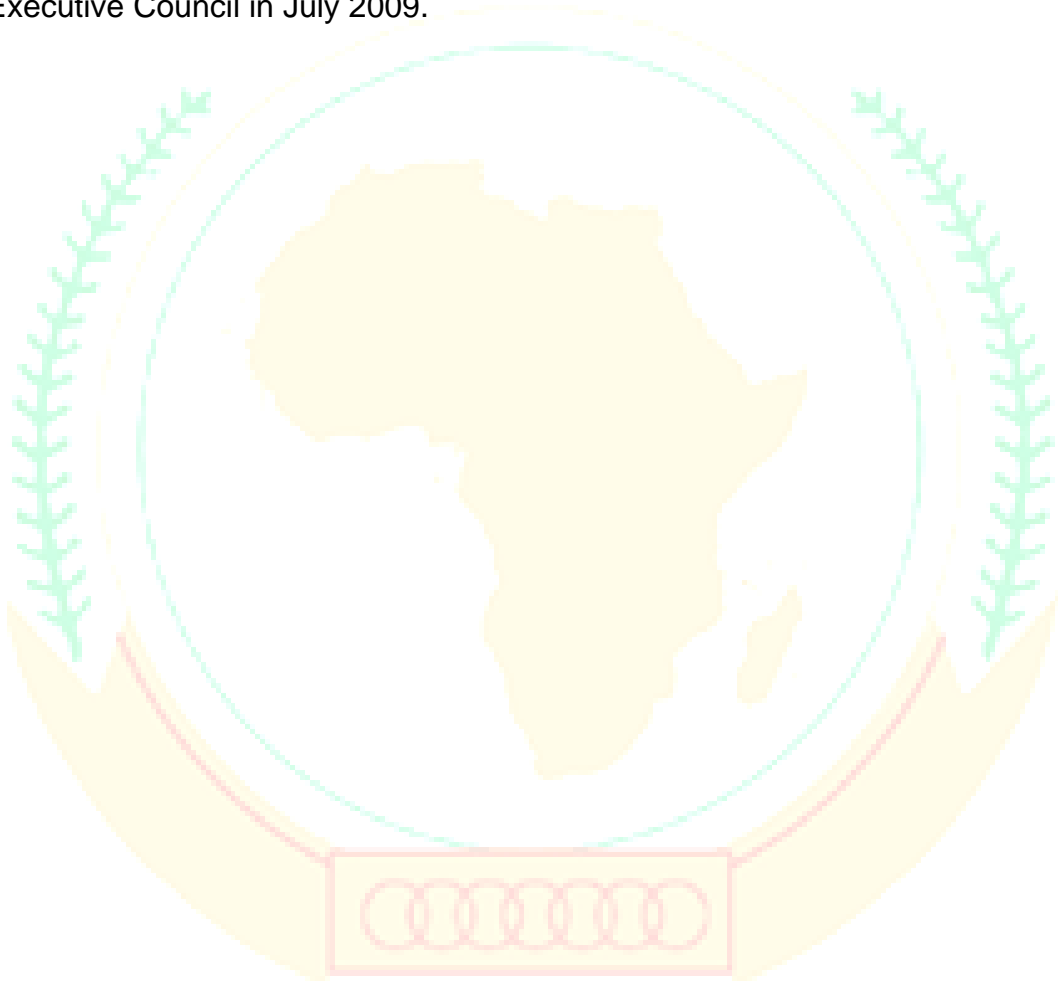
1. **TAKES NOTE** of the Report of the Permanent Representatives Committee (PRC) on the African Union (AU) Calendar of Meetings for the period of May to December 2008;
2. **ENDORSES** the Calendar of Meetings for the period of May to December 2008;
3. **TAKES NOTE** of the postponement of the Meeting of the PRC and Experts on the Specialized Technical Committees (STCs) to October/November 2008;
4. **REQUESTS** the Commission to refrain from scheduling meetings during the month preceding meetings of the Assembly in order to dedicate all necessary resources for the preparation and finalization of these meetings;
5. **REQUESTS** the Commission to ensure that religious events and holidays are taken into account when preparing the Calendar of Meetings;
6. **REQUESTS** the Commission to reduce the number of meetings, taking into account its capacity and resources to convene them, and to avoid the overlapping of meetings;
7. **ALSO REQUESTS** the Commission to ensure timely preparation and submission of proposals for inclusion in the Calendar of Meetings for the following year, which shall be presented to the PRC by November of each year, and adopted during the January session;
8. **FURTHER REQUESTS** the Commission to transmit outcome documents of AU meetings to Member States expeditiously;
9. **REQUESTS** the Commission, to include the meetings of the PRC and its sub-committees, as well as those of the Peace and Security Council (PSC) in the Calendar of Meetings;
10. **FINALLY REQUESTS** the Commission to explore the modalities for using the conference facilities available at the United Nations Economic Commission for Africa (UNECA), within the context of the cooperation between the two organizations.

DECISION ON THE AU 2009 CALENDAR OF MEETINGS
Doc. EX.CL/453(XIV)d

The Executive Council:

1. **TAKES NOTE** of the Report of the Permanent Representatives Committee (PRC) on the Draft 2009 African Union (AU) Calendar of Meetings;
2. **REAFFIRMS** the provisions of its previous Decision EX.CL/Dec.419 (XIII) adopted by its Thirteenth Ordinary Session held in Sharm El Sheikh, Egypt from 27 to 28 June 2008;
3. **COMMENDS** the Commission, in particular the Conference Services Directorate for the tremendous efforts it has exerted in improving the quality and timely delivery of services to facilitate the smooth conduct of meetings;
4. **REQUESTS** the Commission to avoid, in the planning and organization of its future meetings, the overlapping and congestion of such meetings within specific months;
5. **ENCOURAGES** the Commission to rationalize all its meetings and also reduce the number of summits and ministerial meetings held in one single year;
6. **EMPHASISES** the need to align meetings to the approved budgetary allocations without allowing it to negatively affect the effective and smooth servicing of such meetings;
7. **REQUESTS** the Commission to ensure proper coordination and consultation between its various Departments when organizing meetings on the same themes involving the same stakeholders;
8. **DECIDES** that meetings not reflected in the approved Calendar of Meetings shall not be organized by the Commission;
9. **REITERATES** the need for the Commission to ensure that religious events and national holidays are taken into account when preparing its Calendar of Meetings;
10. **REQUESTS** the Commission to ensure that working documents including reports of meetings, particularly those of ministerial nature are prepared timely, and delivered to Member States;
11. **ALSO REQUESTS** the Commission to discourage Departments from preparing meetings through direct contacts with capitals of Member States and without the knowledge or involvement of their Permanent Representatives to the AU;

12. **FURTHER REQUESTS** the PRC in collaboration with the Commission to finalize the 2009 Calendar of Meetings as soon as possible after the January 2009 Summit;
13. **FINALLY REQUESTS** the Commission to monitor the implementation of this Decision and submit a report thereon to the next ordinary session of the Executive Council in July 2009.



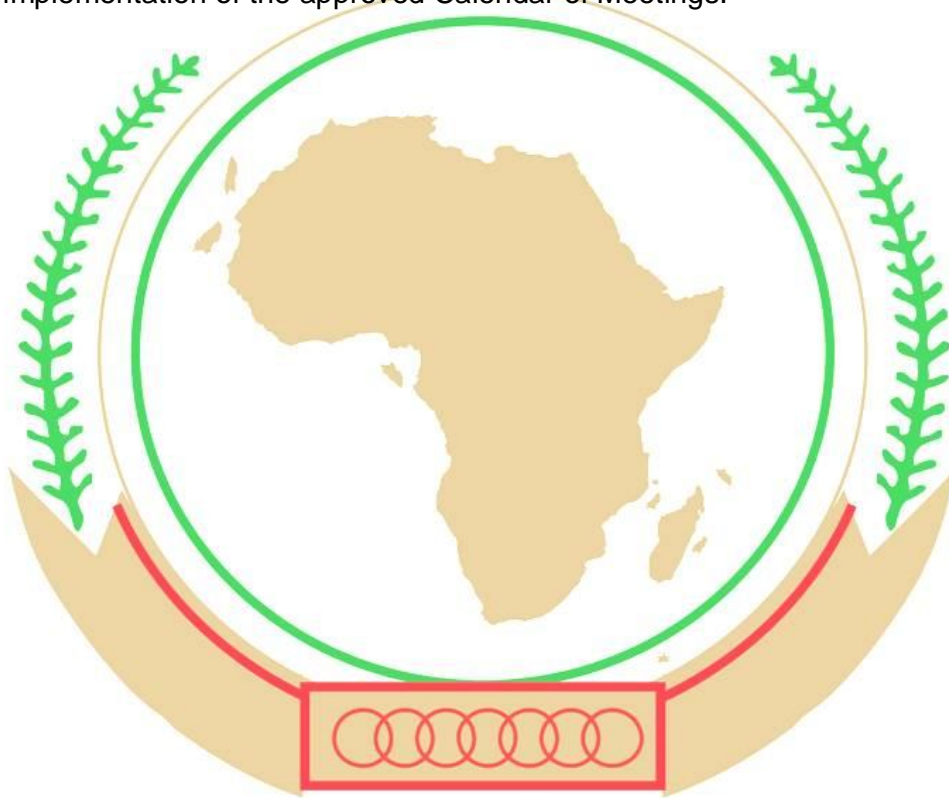
**DECISION ON THE AU CALENDAR OF MEETINGS FOR
THE PERIOD JANUARY TO DECEMBER 2010
Doc. EX.CL/ 535(XVI)d**

The Executive Council,

1. **TAKES NOTE** of the Draft 2010 Calendar of Meetings;
2. **REAFFIRMS** the relevant provisions of its two previous Decisions EX.CL/Dec.419(XIII) and EX.CL./Dec.458(XIV) adopted by its Thirteenth and Fourteenth Ordinary Sessions held in Sharm El Sheikh, Egypt, from 27 to 28 June 2008 and in Addis Ababa, Ethiopia, from 26 to 30 January 2009 respectively;
3. **WELCOMES** the efforts by the Commission and in particular the Conference Services Directorate (CSD) aimed at ensuring a timely rational and improved preparation of the Calendar of Meetings;
4. **ENDORSES** the Calendar of Meetings for the period January to December 2010;
5. **EMPHASISES** that all meetings of the Commission should be organised and serviced by CSD;
6. **STRESSES** the need to ensure that all meetings proposed for inclusion in the Calendar of Meetings are properly aligned with the objectives and priorities of the African Union as set out in the Strategic Plan of the African Union Commission 2009 – 2012;
7. **DECIDES** that programmes are first considered and approved by the Sub-Committee on Conferences and Programmes prior to their inclusion in the Draft Budget for consideration by the Permanent Representatives' Committee (PRC) Advisory Sub-Committee on Administrative, Budgetary and Financial Matters;
8. **FURTHER DECIDES** that for smooth consideration and adoption of the Draft Calendar of Meetings, the Commission should ensure that no single Department exceeds three (3) Ministerial Meetings in a year and that the principle of back-to back Meetings is strictly adhered to, where they are identical in terms of subject and participation;
9. **EMPHASISES** that meetings that are not in the approved Calendar of Meetings should be removed from the Programme Budget, and likewise,

meetings not included in the approved Programme Budget should not remain in the Calendar of Meetings.

10. **ALSO EMPHASISES** that whenever the Commission deems it necessary to organize additional meetings over and above what is contained in the approved Calendar of Meetings, such additional meetings should be submitted to the PRC through the Bureau of its Sub-Committee on Conferences and Programmes for approval;
11. **REQUESTS** the Commission to prepare and submit to the PRC Sub-Committee on Conferences and Programmes a quarterly report on the implementation of the approved Calendar of Meetings.



DECISION ON THE AFRICAN UNION CONFERENCES AND PROGRAMMES
Doc. PRC/Rpt(XX)

The Executive Council,

1. **TAKES NOTE** of the recommendations of the Permanent Representatives' Committee (PRC) on the Report of the PRC Sub-Committee on Conferences and Programmes, and **ENDORSES** the recommendations thereon;
2. **WELCOMES** the efforts of the Commission, particularly the Conference Services Directorate (CSD) to ensure that the African Union meetings do not overlap and **REQUESTS** it to continue to redouble its efforts in this direction;
3. **ALSO REQUESTS** the Commission to improve coordination relating to communications to Member States by forwarding all such communications, including invitation letters through the Permanent Missions of Member States in Addis Ababa;
4. **DECIDES** the following:
 - i) The reports of meetings which were not approved by the PRC through its Sub-Committee on Programmes and Conferences should not be submitted to the Executive Council for consideration. However, on an exception basis, the Executive Council will consider the five (5) reports of the meetings held without approval, during its next Ordinary Session in Addis Ababa, Ethiopia in January 2011;
 - ii) In the event of a change of date for an approved meeting, the Commission in consultation with the PRC through the Bureau of its Sub-Committee on Programmes and Conferences should identify a new suitable date;
 - iii) Changes in venue or cancellation of a meeting should be communicated at least fifteen (15) days in advance to Member States through their Permanent Missions in Addis Ababa; and the Commission to regularly update the PRC through its Sub-Committee on Programmes and Conferences on monies allocated for meetings that were either not held or cancelled;
 - iv) The Commission should ensure that meetings on the same subject matter and with the same participants are held at the same time or back to back and preferably at the same venues and in this connection, to coordinate with all relevant partners and in particular the United Nations Economic

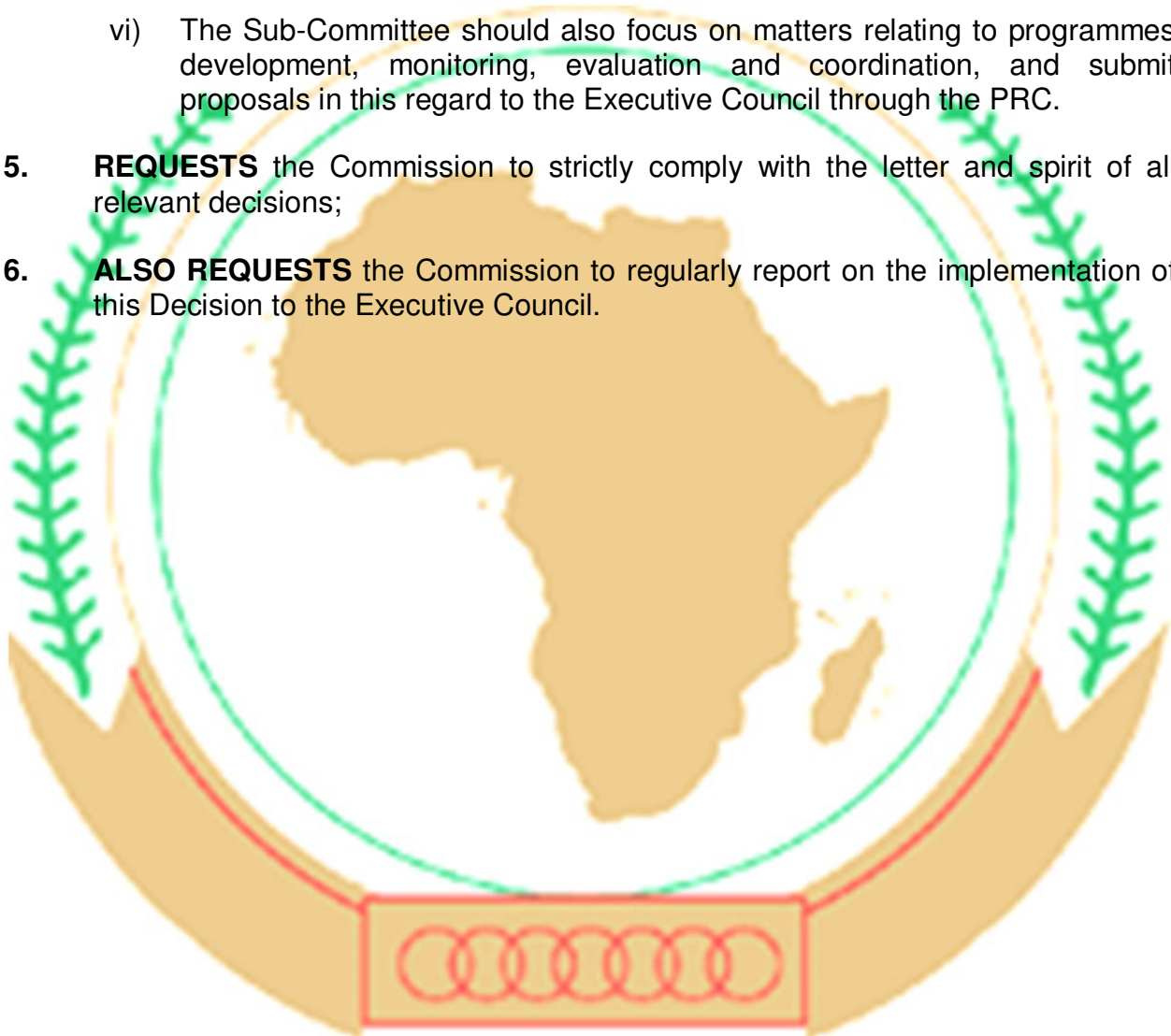
Adopted by the Seventeenth Ordinary Session of the Executive Council in Kampala, Uganda, on 25 July 2010

Commission for African in relation to its respective meetings of similar nature;

- v) Meetings jointly organized with other development partners and agencies should be reflected in the AU Calendar of Meetings to avoid being unaccounted for, both in the budget and other processes;
- vi) The Sub-Committee should also focus on matters relating to programmes development, monitoring, evaluation and coordination, and submit proposals in this regard to the Executive Council through the PRC.

5. **REQUESTS** the Commission to strictly comply with the letter and spirit of all relevant decisions;

6. **ALSO REQUESTS** the Commission to regularly report on the implementation of this Decision to the Executive Council.



Adopted by the Seventeenth Ordinary Session of the Executive Council in Kampala, Uganda, on 25 July 2010

DECISION ON THE 2011 CALENDAR OF MEETINGS OF THE AFRICAN UNION
Doc. EX.CL/620(XVIII)iv

The Executive Council,

1. **TAKES NOTE** of the Draft 2011 Calendar of Meetings of the African Union;
2. **WELCOMES** efforts by the Commission particularly through the Conference Services Directorate (CSD) and the Directorate of Strategic Policy Planning, Monitoring, Evaluation and Resource Mobilization (SPPMERM) aimed at ensuring a rational and improved preparation of the Calendar of Meetings;
3. **DECIDES** that all programmes should be considered and approved by the Permanent Representatives' Committee through its Sub-Committee on Conferences and Programmes prior to the preparation of the Calendar of Meetings and the inclusion of such programmes in the Draft Budget for consideration by the PRC through its Advisory Sub-Committee on Administrative, Budgetary and Financial Matters;
4. **REITERATES** that the Sub-Committee on Conferences and Programmes should handle in an equal manner both aspects of its mandate-Conferences and Programmes;
5. **REQUESTS** the Commission to scrupulously observe the two (2) months deadline for the submission of documents to the CSD for processing and ensure that such documents do not exceed a maximum of twelve (12) pages except where the Chairperson of the Commission decides otherwise;
6. **ALSO REQUESTS** the Commission to ensure that the number of CSD staff servicing meetings is determined by the CSD in accordance with international standards that obtain in similar organizations to ensure smooth and effective conduct of such meetings;
7. **FURTHER REQUESTS** the Commission to ensure that once funds have been committed and budget codes for document processing and interpretation determined, they are not used for any other activities;
8. **FINALLY REQUESTS** the Commission to report regularly on the implementation of this Decision.

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