

## **DOCUMENTATION ARRANGEMENTS FOR DIVISIONAL-TYPE MEETING**

### **General**

1. The Secretariat will prepare a basic working paper on each agenda item, defining the problem and providing a brief historical background. As appropriate, the working paper will include lines of development, tentative conclusions and specific suggestions for action.
2. To the extent practicable, use will be made of preparatory machinery such as correspondence with States and international organizations, panels and study groups to develop specific action proposals on individual agenda items.
3. Working papers are papers submitted for consideration under specific agenda items. States and international organizations should prepare their working papers as either “action papers (WPs)” or “information papers (IPs)”. The former will contain specific proposals for action; all others will be deemed to be “information papers”.
4. States and international organizations should submit their working papers “action papers” as far in advance of the meeting as practicable and not later than six weeks prior to the opening of the meeting to ensure translation. Information Papers are normally produced in the language in which they are submitted. Papers received not later than two weeks before the opening of the meeting will be printed and distributed but not translated. Papers received after that date will not be processed.
5. Working papers will be processed in accordance with the following priorities:
  - First priority — “Action papers”
  - Second priority — “Information papers”, with the understanding that, if necessary, the abstracts will be reproduced first.

### **“Action” papers**

6. “Action” papers should be presented in the following form:
  - a) Each paper should be limited, if possible to one agenda item.
  - b) Each paper should be brief and not exceed four pages of print plus the text of amendment proposals where applicable.
  - c) Immediately after the agenda item heading and the title identifying the subject matter of the paper, there should be a statement framed in a box, specifying the nature of the proposal, along the lines of the following example:

### **SUMMARY**

This paper presents the level of implementation of the Recommendations adopted by the Ninth Session of the Statistics Division, as well as events within and outside the Organization which were the prime movers of determining the need for this Fourteenth Meeting of the Statistics Panel to review the new data requirements of the Organization.

Action by the division is in paragraph xx.

- d) The first element of each paper should explain concisely the purpose of the proposal, its rationale and include essential references to the history of the subject.
  - e) The final element should contain the recommended action suggested to the meeting.
7. When appropriate, the Secretariat will prepare, for circulation at the meeting, either consolidations of the proposals received on individual agenda items or short papers identifying the substance of all “action papers” submitted under each agenda item.

#### **“Information” papers**

8. States and international organizations desiring to present material not written specifically for an agenda item (such as lengthy technical studies) should provide sufficient quantities thereof for distribution at the meeting. Such material will not be reproduced as working papers.

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