

Annex II**CALENDAR OF MEETINGS AND WORK PROGRAMME FOR THE EXECUTIVE COMMITTEE**

Mtg. No	Timing	Interval from previous mtg.	Work to be done in the interval	Agenda
1st	First half of March	3 months	Revise draft business plans. Finalize work programmes. Prepare policy papers	Approve projects Review/approve policy papers Approve revised business plans. Approve work programmes. Review status of phase-out
2nd	End of June/early July	4-5 months	Project development. Policy paper preparation. Progress report preparation. Preparation of evaluation of previous year's business plans. Project implementation	Approve projects. Review/approve policy papers, Review progress reports. Review previous year's business plan performance Review status of phase-out.
3rd	Late November/first half of December	4-5 months	Project development. Policy paper preparation. Draft business plan preparation. Prepare necessary elements of agencies' work programmes	Approve projects. Review/approve policy papers. Approve draft business plans. Approve necessary and non-contentious elements of agencies' work programmes.