Proposals for action by the Secretariat on items for the Agenda of the Sessions of the Contracting Parties with a view to facilitating and shortening the business of the Sessions:

1. When an item is proposed for inclusion in the agenda of the Contracting Parties or requires consideration by the Contracting Parties, the Secretariat will send the proposal with supporting material to all contracting parties and will ask for comments within a reasonable time.

2. The Secretariat will examine the proposal in the light of the comments received and the consultations referred to below and submit, in advance of the session of the Contracting Parties, a report together with recommendations.

3. Each contracting party will designate a representative stationed near the headquarters of the Secretariat who will be entitled to discuss with the Secretariat points arising in connection with the preparation of such reports and recommendations.

4. The Executive Secretary will be authorised, if need be, to send officers to consult with the governments principally concerned in the preparation of such reports and any contracting party would be free to appoint a representative who would participate in this consultation.

5. The Contracting Parties will decide at the opening of the Session which reports should be discussed by the Contracting Parties in plenary session and which reports should be examined by a Working Party before submission to the Contracting Parties.