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Twenty-third session
GENERAL COMMITTEE

ORGANIZATION OF THE TWENTY-THIRD REGULAR SESSION OF THE GENERAL ASSEMBLY

Memorandum by the Secretary-General

1. The Secretary-General has the honour to place before the General Committee the following observations and suggestions regarding the arrangements for the meetings of the General Assembly and its Main Committees during the twenty-third session.

Schedule of meetings

2. It is suggested that both plenary and committee meetings should begin promptly at 10.30 a.m. and 3 p.m.
3. It is proposed that a five-day working week be established, it being understood that meetings on Saturdays, as well as night meetings, may be scheduled should this prove necessary.

Closing date for the session

4. In accordance with the provisions of rule 2 of the rules of procedure, the Secretary-General wishes to suggest that the General Committee propose to the General Assembly that the closing date of the twenty-third session should be Monday, 23 December 1968.

Verbatim records of the Main Committees

5. The Secretary-General wishes to draw to the General Committee's attention that in previous years, in accordance with a recommendation made by the Fifth Committee at the second session, verbatim records have been authorized "for one Main Committee

at a time, the Committee which, in the opinion of the General Committee, has the most important items on its agenda".^{1/} The Secretary-General suggests that the First Committee be provided with verbatim services. As previously, the verbatim records would be the official records of the First Committee and the summary records would remain the official records of all other Main Committees. The Secretary-General further suggests that the debates of the Special Political Committee be transcribed from sound recordings upon request, with priority in the distribution given to the records of the First Committee.

Seating arrangements

6. In accordance with the established practice, the Secretary-General has caused lots to be drawn for the purpose of choosing the Member to occupy the first desk on the Assembly floor from which the alphabetical seating order will begin. Rwanda was the name drawn and, consequently, the delegation of that country will sit at the first desk at the extreme right of the President and the other countries will follow in the English alphabetical order. The same order would be followed by the Main Committees.

Use of the General Assembly Hall by Main Committees

7. Since there are only five conference rooms available, the Secretary-General suggests that all the Main Committees make full use of the General Assembly Hall when no plenary meeting is being held and, in particular, use the voting machine on a rotating basis.

^{1/} Official Records of the General Assembly, Second Session, Plenary Meetings, annex 6 (b), document A/498, p. 1501.