



## ADOPTION AND PUBLICATION OF THE EXCOM MEETINGS' MINUTES

*(prepared by the ECA Secretariat)*

### I. Introduction

After several meetings of the Executive Committee (ExCom), the publication of the meeting minutes was significantly delayed beyond the agreed deadlines. The ExCom raised this issue at the 39/7 meeting of the ExCom and made a proposal for the revision of the process.

This document presents the proposal for a revised procedure, incorporating the suggestion made by the ExCom.

### II. Proposed revision of the provisions for the adoption and publication of the minutes

The process for the adoption and publication of the minutes is described in section 2.5.5.2 of the ExCom Information Document (EID).

The table below shows the timelines prescribed in the EID and the actual timelines for all stages of the adoption and publication process. In individual cases, the actual timelines can be longer than shown.

Stage	Who	Days planned*	Total days planned
Drafting	ECA Secretariat	5	5
Internal reviews in REU	REU		
Review by the ExCom	ExCom	4	9
Revision of the draft minutes	ECA Secretariat	3	12
Approval by the ECA Chairperson	ECA Chairperson	2	14
Publication	ECA Secretariat/REU	1	15

\* According to the EID

At the 39/7 meeting, in order to shorten the time needed for the adoption and publication of the minutes, the ExCom requested that the sequence of reviews of the draft minutes be changed so that all participants of the meetings receive the draft for review at the same time, immediately after drafting by the ECA Secretariat. With this change, and a few other changes reducing the timelines for reviews, the provisions for the adoption and publication of the minutes could read as follows:

#### “Adoption and publication of the minutes

Following an ExCom meeting:

- within two working days the ECA Secretariat prepares the first draft of the minutes and shares the draft via online channels with the ExCom members and other participants of the meeting,
- within five working days the ExCom members and other participants provide their comments
- within five working days the ECA Secretariat reviews all received comments, revises the draft minutes accordingly and shares the revised draft minutes with the ECA Chairperson for approval

- the Chairperson may decide to circulate the draft to ExCom members, for confirmation; the minutes should be approved by the ECA Chairperson within two working days
- once approved, the minutes are published on the ExCom website<sup>1</sup> by the ECA Secretariat, through the PWS system.”

As the result of this change, the timelines for adoption and publication of the minutes would be as follows:

<b>Stage</b>	<b>Who</b>	<b>Days revised</b>	<b>Total days revised</b>
Drafting	ECA Secretariat	2	2
Review by ExCom members and other participants	Participants	5	7
Revision of the draft comments	ECA Secretariat/REU	5	12
Approval by the ECA Chairperson	ECA Chairperson	2	14
Publication	ECA Secretariat/REU	2	16

The ExCom is invited to:

- review the proposed revision of the procedure for adoption and publication of the meetings' minutes and decide on its improvement.

<sup>1</sup> The ECA Executive Committee: <http://www.fao.org/europe/commissions/eca/executive-committee/en/>