

PACIFIC COMMUNITY**FIRST MEETING OF THE PACIFIC CONFERENCE**
(Papeete, French Polynesia, 6-7 December 1999)**OPENING/ADMINISTRATIVE MATTERS**

Paper presented by the Secretariat)

1. OFFICIAL OPENING

The official opening is scheduled to take place on Monday, 6 December 1999 at 09:00, at the Conference facilities of the Papeete Outrigger Hotel.

The Chairperson shall declare the Meeting officially open. It has been a common practice in the past that one of the Meeting's participants gives an opening prayer.

The Director-General shall be invited to give brief opening remarks.

2. ADOPTION OF THE AGENDA

The Chairperson shall ask for the adoption of the latest provisional agenda, dated 28 September 1999.

3. ELECTION OF THE DRAFTING COMMITTEE

The Drafting Committee's main function is to consider the preliminary report of the Meeting, prepared by the Secretariat. The Meeting report will be a summary of the proceedings.

The SPConference Rules of Procedure states that the Meeting Vice-Chairperson shall serve as the Chairperson of the Drafting Committee. The Chairperson shall ask for volunteers to the Drafting Committee, which must have a minimum of four representatives, with at least one from the French-speaking countries/territories.

4. HOURS OF WORK

The following hours of work are suggested:

09:00	-	10:15	In session
10:15	-	10:30	Morning Tea
10:30	-	Noon	In session
Noon	-	14:00	Lunch
14:00	-	15:15	In session
15:15	-	15:30	Afternoon Tea
15:30	-	17:00	In session

The Chairperson shall ask for the adoption of the hours of work.