

**247th Plenary Meeting**

PC Journal No. 247, Agenda item 3

**DECISION No. 316****AGENDA, ORGANIZATIONAL FRAMEWORK, TIMETABLE AND OTHER  
MODALITIES OF THE OSCE ISTANBUL SUMMIT MEETING  
18-19 NOVEMBER 1999****I. AGENDA**

1. Formal opening of the Meeting  
  
Address by the President of the Host Country  
Address by the Chairman-in-Office  
Address by the Secretary-General of the United Nations  
Address by the President of the OSCE Parliamentary Assembly
2. Statements by the Heads of State or Government of the participating States
3. Statements by the Heads of State or Government of the OSCE Mediterranean Partners for Co-operation and the OSCE Partners for Co-operation
4. Adoption of concluding document(s) and decisions
5. Formal closure of the Meeting

**II. ORGANIZATIONAL FRAMEWORK, TIMETABLE AND OTHER MODALITIES**

1. The Istanbul Summit Meeting will begin on Thursday, 18 November 1999, at 9 a.m. and end on Friday, 19 November 1999, at approximately 1 p.m. The Meeting will be held at the Ciragan Palace in Istanbul.
2. The morning session on 18 November 1999 will be held from 9 a.m. to 12.30 p.m. The afternoon session on 18 November 1999 will be held from 3 p.m. to 5 p.m. The morning session on 19 November will be held from 9 a.m. to 12.30 p.m. The closing ceremony will take place on Friday, 19 November 1999, beginning at approximately 12.30 p.m.

3. The Chair at the opening and closing plenary meetings will be taken by the Head of State or Government of the host country. The Chair at the other three plenary meetings dealing with items 2 to 4 of the agenda will be taken by Poland, Austria and Norway.
4. The statements by Heads of State or Government under agenda item 2 will be made in the order established by the drawing of lots (to be determined).
5. The statements under agenda items 1, 2 and 3 should not exceed five minutes. Verbatim records will be produced.
6. The Secretary-General of the United Nations will be invited to address the Summit Meeting under agenda item 1.
7. The President of the OSCE Parliamentary Assembly will be invited to address the Summit Meeting under agenda item 1.
8. Heads of State or Government of the Mediterranean Partners for Co-operation (Algeria, Egypt, Israel, Jordan, Morocco and Tunisia) will be invited to address the Summit Meeting under agenda item 3.

The Head of Government of Japan will be invited to address the Summit Meeting under agenda item 3.

The Head of Government of the Republic of Korea will be invited to address the Summit Meeting under agenda item 3.

9. The representatives of the following international organizations and institutions will be invited to attend the Summit Meeting and to make written contributions: the Barents Euro-Arctic Council, the Black Sea Economic Co-operation, the Central European Initiative, the Commonwealth of Independent States, the Council of Europe, the Council of the Baltic Sea States, the Energy Charter Secretariat, the European Bank for Reconstruction and Development, the European Investment Bank, the International Atomic Energy Agency, the International Committee of the Red Cross, the International Criminal Tribunal for the Former Yugoslavia, the International Labour Organization, the International Monetary Fund, the International Organization for Migration, the Islamic Conference Organization, the North Atlantic Treaty Organization, the Office of the United Nations High Commissioner for Human Rights, the Office of the United Nations High Commissioner for Refugees, the Organisation for Economic Co-operation and Development, the Royaumont Process, the South East European Co-operation Initiative, the South Eastern Europe Co-operation Process, the Stability Pact for South Eastern Europe, the United Nations Development Programme, the United Nations Economic Commission for Europe, the United Nations Educational, Scientific and Cultural Organization, the United Nations Environment Programme, the Western European Union, and the World Bank.

10. Proceedings of the Summit Meeting will be broadcast live (in all six languages of the OSCE) to the Media Centre and NGO Centre by closed-circuit television, including all statements by Heads of State or Government.

11. The arrangements for access to the premises of the Summit Meeting will be decided on by the Executive Secretary subject to the availability of seats. In principle, each OSCE participating State will have one seat at the main table and ten seats behind. The European Union (EU) Commission will have one additional seat next to the participating State holding the EU Presidency.

12. In conformity with paragraph 74 of the Final Recommendations of the Helsinki Consultations, the Government of the host country has designated Ambassador Sadi Calislar as Executive Secretary of the OSCE Istanbul Summit Meeting.

13. The other rules of procedure, the working methods and the scale of distribution of expenses of the OSCE will be applied, *mutatis mutandis*, to the Istanbul Summit Meeting.