

**DECISION ON THE 2011 CALENDAR OF MEETINGS OF THE AFRICAN UNION**  
**Doc. EX.CL/620(XVIII)iv**

**The Executive Council,**

1. **TAKES NOTE** of the Draft 2011 Calendar of Meetings of the African Union;
2. **WELCOMES** efforts by the Commission particularly through the Conference Services Directorate (CSD) and the Directorate of Strategic Policy Planning, Monitoring, Evaluation and Resource Mobilization (SPPMERM) aimed at ensuring a rational and improved preparation of the Calendar of Meetings;
3. **DECIDES** that all programmes should be considered and approved by the Permanent Representatives' Committee through its Sub-Committee on Conferences and Programmes prior to the preparation of the Calendar of Meetings and the inclusion of such programmes in the Draft Budget for consideration by the PRC through its Advisory Sub-Committee on Administrative, Budgetary and Financial Matters;
4. **REITERATES** that the Sub-Committee on Conferences and Programmes should handle in an equal manner both aspects of its mandate-Conferences and Programmes;
5. **REQUESTS** the Commission to scrupulously observe the two (2) months deadline for the submission of documents to the CSD for processing and ensure that such documents do not exceed a maximum of twelve (12) pages except where the Chairperson of the Commission decides otherwise;
6. **ALSO REQUESTS** the Commission to ensure that the number of CSD staff servicing meetings is determined by the CSD in accordance with international standards that obtain in similar organizations to ensure smooth and effective conduct of such meetings;
7. **FURTHER REQUESTS** the Commission to ensure that once funds have been committed and budget codes for document processing and interpretation determined, they are not used for any other activities;
8. **FINALLY REQUESTS** the Commission to report regularly on the implementation of this Decision.