**AGENDA**

**Monday, 18 December 2023**

10:00 – 10:15 - Registration and opening of the meeting

 - Adoption of the agenda

10:15 – 11:30 - Discussion aimed at the preparation of draft documents on the arrangements of the Secretariat of the Convention

*11:30 – 12:00* - *Coffee break*

12:00 – 13.00 - *Continued*. Discussion aimed at the preparation of draft documents on the arrangements of the Secretariat of the Convention

*13:00 – 14:30* - *Lunch break*

14:30 – 16.00 - *Continued*. Discussion aimed at the preparation of draft documents on the arrangements of the Secretariat of the Convention

*16:00 – 16:30* - *Coffee break*

16:30 – 18.00 - *Continued*. Discussion aimed at the preparation of draft documents on the arrangements of the Secretariat of the Convention

**Tuesday, 19 December 2023**

10:00 – 11:30 - Discussion aimed at the preparation of draft documents on the arrangements of the Secretariat of the Convention

*11:30 – 12:00* - *Coffee break*

12:00 – 13.00 - *Continued*. Discussion aimed at the preparation of draft documents on the arrangements of the Secretariat of the Convention

*13:00 – 14:30* - *Lunch break*

14:30 – 16.00 - *Continued*. Discussion aimed at the preparation of draft documents on the arrangements of the Secretariat of the Convention

*16:00 – 16:30* - *Coffee break*

16:30 – 18.00 - Conclusions andwrap up of the meeting