



Thirty-eighth Regular Meeting of the Executive Committee

**Date and Venue of the Thirty-ninth Regular
Meeting of the Executive Committee**

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San Jose, Costa Rica
17-18 July 2018

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The Rules of Procedure of the Executive Committee establish the following with respect to the regular meetings of that Governing Body:

The annual regular meetings of the Executive Committee shall generally take place at Institute Headquarters. (Art. 22)

Governments of Member States interested in hosting a meeting shall so inform the Director General in writing, before the deadline set by the Committee for presentation of offers. (Art. 23)

The Committee shall examine the offers in accordance with the principle of rotation and geographic distribution. (Art. 24)

If no site is offered in accordance with Article 23, or in the event the regular meeting cannot be held at the place chosen, the Committee shall meet at the headquarters of the Institute. (Art. 25)

The Director General shall transmit to the Member States and other participants the call to each regular meeting of the Executive Committee, at least 30 days prior to the opening date thereof (Art. 26).