



## Circular Letter 04/2020

9 April 2020

Subject: **71<sup>st</sup> session of the IALA Council**

To: All Council members

Dear IALA Councillors,

In the difficult circumstances that we all experience due to the COVID-19 pandemic I considered carefully how IALA can continue to operate and particularly how the 71<sup>st</sup> session of the Council, which was scheduled early June at the Headquarters, can be held.

A physical meeting is not advisable, and I invite you to take part in a virtual meeting by videoconference, which will take the time differences into account. The format is proposed in the following:

Tuesday 2 June: FAC meeting 10h00 to 11h00 CET

Wednesday 3 June: Plenary meeting 12h00 to 14h00 CET

Thursday 4 June: Plenary meeting 12h00 to 14h00 CET for approval of the report.

The time differences require meetings to be very limited in time and some regular Agenda items will certainly need to be skipped. This also calls for a very detailed preparation and in-depth explanations will be given, in writing, for all documents submitted for approval or consideration.

According to Article 4.3.3 of the General Regulations providing for the organisation of Council meetings I invite to send me papers addressing matters that you wish to discuss at the Council, or any other paper that you wish to submit to Council for information only, for example on national matters. These will need to reach me by 17<sup>th</sup> April. A final draft Agenda will be developed in accordance and made available four weeks before the meeting starts, together with the meeting documents. These will be available on the usual place on the IALA web site.



Details on how to join the meeting will be sent to you in due course.

Yours sincerely,

A handwritten signature in blue ink, reading "F. Zachariae". The signature is written in a cursive style with a prominent initial "F".

Francis Zachariae  
Secretary-General