



ROLE AND SCHEDULE OF THE CHAIR AND VICE-CHAIRS

A. Annual Meeting Office Bearers

<p>Chair Hans-Joachim Fuchtel, Governor for Germany</p> <p>Vice-Chair Abul Maal A. Muhith, Governor for Bangladesh</p> <p>Vice-Chair Helder Lopes, Alternate Governor for Timor-Leste</p>
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B. Role of the Chair and Vice-Chairs

Chair	To serve as Chair and preside over the proceedings of the Annual Meeting of the Board of Governors
Vice-Chairs	To share the responsibilities of chairing the Annual Meeting with the Chair To be available at short notice to relieve the Chair, if required To be available on a continual basis for consultation with the Chair on any matters arising from the meeting, should the Chair so require

C. Schedule of Activities

Monday, 2 May		
9:00 a.m. – 9:30 a.m.	Briefing of the Chair and Vice-Chair (Timor-Leste) by The Secretary of ADB	Chair's Office (Congress Center, VIP Lounge)
5:00 p.m. – 5:30 p.m.	Briefing of the Vice-Chair (Bangladesh) by The Secretary of ADB	Suite 10 Constituency Meeting Room
Tuesday, 3 May		
4:30 p.m.– 6:00 p.m.	<p>Opening Session</p> <p>In his capacity as Chair, the Governor for Germany attends the opening session. The Vice-Chairs attend the opening session as Governors representing their country. The Guest of Honor and the President of ADB deliver their opening statements, followed by a cultural event.</p>	Festhalle
Wednesday, 4 May		
9:00 a.m.– 12:00 noon	<p>First Business Session</p> <p>The Chair will co-chair the first business session with the two Vice-Chairs.</p> <p>9:00 a.m.–10:00 a.m. Chair: Hans-Joachim Fuchtel, Governor for Germany</p> <p>10:00 a.m.–11:00 a.m. Chair: Abul Maal A. Muhith,</p>	Forum, Panorama Hall

	<p style="text-align: center;">Governor for Bangladesh 11:00 a.m.–12:00 noon Chair: Helder Lopes, Alternate Governor for Timor-Leste</p> <p>At the start of the first business session, the Chair will present the report of the Procedures Committee and its recommendations. The Chair will introduce most of the items in the report. Subsequently, The Secretary will explain how the Governors’ statements will be delivered. The Chair will then call one Governor at a time to deliver his or her statement and thank each Governor at the conclusion of his or her address. There are usually no unannounced interventions or discussions, but a scenario will be provided in the script should Governors wish to comment on an agenda item. Most of the items on the agenda will be taken up during the first business session.</p>	
Thursday, 5 May		
<p>11:00 a.m.– 12:00 noon</p>	<p>Second Business Session</p> <p>The Chair will call the meeting to order and continue to call on the Governors to deliver their statements. After the last statement is delivered, the Governors will consider the rest of the items on the agenda. The Chair-elect (usually the Governor of the next host country) will give a brief statement, followed by the closing remarks of the ADB President and the Chair. Just before the conclusion of the second business session, the ADB President will present gifts of appreciation to the Chair and Vice-Chairs, and the Chair will present a token of appreciation to the Chair-Elect. Afterwards, the Chair will close the meeting.</p>	<p>Forum, Panorama Hall</p>

D. Business Session Matters Requiring Special Attention

1. **Use of the name of Taipei,China.** If the Governor for Taipei,China or any Governor refers to Taipei,China by any other name, the Chair or Vice-Chair at the time needs to remind the participants by stating:

"Fellow Governors, I would like to clarify for the record that ADB recognizes the member only by the name Taipei,China."

2. **Pacific developing member countries’ joint statement.** Before the speech of the Governor for Cook Islands, who will be delivering a joint statement on behalf of the Pacific developing member countries, the Chair or Vice-Chair will express appreciation for the joint statement, as shown in the script.

3. A sequential scenario of the business sessions is attached.