

Preparations and Deadlines for USCHC		
Task	TOR/CL	Deadline
IRCC 16 – June 10, 2024 Meeting		
Input into draft agenda	Announced in CL	April 22, 2024
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by IRCC		Not later than 22 April 2024 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages) commenting on submissions or proposals submitted as above	Announced in CL	Not later than 20 May 2024 (three weeks before commencement of the meeting)
Reports of the RHCs and IRCC Bodies	Announced in CL	
Information Documents	Announced in CL	
Distribution of draft record of meeting by IRCC Secretary	TOR/ROP Within six weeks of meeting	Week of July 22/2024
Feedback from members	TOR/ROP Within three weeks of receiving the report	Week of August 12/2024
Delivery of final report from IRCC	TOR/ROP 3 months after meeting	Week of September 9
Council 8 (15 - 17 October 2024)		
Request that MS provide representatives	ROP 3 months before opening day of meeting	
Proposals for agenda items	ROP 3 months before opening day of meeting	
Revised Provisional Agenda and Supporting Documents	ROP 2 months before opening day of meeting	
USCHC 48 (March 2024)		
Draft Agenda by host country	Determined in logistics letter (typically 4-5 weeks before meeting)	February 2024?
Documents	Determined in logistics letter (typically 2 weeks before meeting)	January 2024?
IHR Publication Deadlines		
Spring Submission Deadline	IHR Website	January 31
Fall Submission Deadline	IHR Website	July 31