



# XXXI BPW International Congress 17-21 November 2024 General Assembly Programme

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## Pre Congress

### Sunday 17<sup>th</sup> November 2024

Registration Desk open from 08:00 to 17:00

Credentials Desk open from 12:45 to 17:30

08:30 – 10:00	Regional Meetings (concurrently) <ul style="list-style-type: none"><li>• Africa (Grenada Conference Room)</li><li>• Asia Pacific (St Vincents Conference Room)</li><li>• Europe (Saba Conference Room)</li><li>• Latin America (St Lucia Conference Room)</li><li>• North America and the Caribbean (Dominica Conference Room)</li></ul>
10:00 – 10:15	Coffee / Tea / Snacks
10:15 – 11:45	Workshops (concurrently) <ul style="list-style-type: none"><li>• Constitution Workshop (Dominica Conference Room)</li><li>• First-timers Workshop (St Lucia Conference Room)</li></ul>
11:45 – 12:45	Workshops (concurrently) <ul style="list-style-type: none"><li>• Resolutions Workshop (St Vincent Conference Room)</li><li>• First-timers Workshop (St Lucia Conference Room)</li></ul>
12:45 – 14:00	Lunch
14:15 – 15:15	First-timers Workshop (St Lucia Conference Room) for those who have attended the Constitution and Resolutions Workshops and are not members of the International Board meeting
12:45 – 14:30	Credentials Check and Collection (Hallway of Ball Room)



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14:30 – 17:30	<p>The 79<sup>th</sup> International Board Meeting (Room to be announced)</p> <ol style="list-style-type: none"><li>1. President's Opening remarks</li><li>2. Collect</li><li>3. Roll Call of International Board</li><li>4. Observers</li><li>5. Apologies</li><li>6. Credentials Report (prepared by acting Credentials Chair)</li><li>7. Adoption of Standing Orders</li><li>8. Minutes of the 77<sup>th</sup> Post Congress International Board meeting (2021)</li><li>9. Matters Arising</li><li>10. Report on the 78<sup>th</sup> International Board meeting, motions presented for voting did not pass</li><li>11. Matters Arising</li><li>12. Appointment of Parliamentarians, Tellers (Scrutineers) and Timekeepers<ol style="list-style-type: none"><li>12.1 Chief Parliamentarian</li><li>12.2 Parliamentarians</li><li>12.3 Chief Teller (Scrutineer)</li><li>12.4 Tellers (Scrutineers)</li><li>12.5 Chief Timekeeper</li><li>12.6 Assistant Timekeeper(s)</li></ol></li><li>13. Membership<ol style="list-style-type: none"><li>13.1 New Affiliate Federations and Affiliate Clubs</li><li>13.2 Abrogation of Affiliate Federations and Affiliate Clubs</li></ol></li><li>14. Presentation of the Procedure Manual for Ratifications (ratified post congress 30th)</li><li>15. General Assembly Committees:<ol style="list-style-type: none"><li>15.1 Credentials Chair (acting Credentials Chair ratified formally)</li><li>15.2 Credential Committee members</li><li>15.3 Elections Chair</li><li>15.4 Elections Committee members: each region nominates a representative</li><li>15.5 Nominations Committee: Each region nominates representative</li></ol></li><li>16. Outstanding Congress Business<ol style="list-style-type: none"><li>16.1 Congress Proceedings 2017, draft</li><li>16.2 Congress Financial Statements 2017, not received</li><li>16.3 Congress Proceedings 2021, draft</li><li>16.4 Congress Financial Statements 2021, issued December 2021</li></ol></li><li>17. XXXI Congress Business:<ol style="list-style-type: none"><li>17.1 General business, reports, elections process</li><li>17.2 Proposed Amendments to the Constitution and Regulations</li><li>17.3 Resolutions</li></ol></li><li>18. Any changes to the programme 2024</li><li>19. Ratification of received and reviewed Regulations, By-Laws, Guidelines from 2021-2024 – Asia-Pacific</li><li>20. Cessation of Membership and the next steps</li><li>21. Any other business</li><li>22. Announcements</li><li>23. Post General Assembly 80<sup>th</sup> International Board Meeting</li></ol>
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17:30 – 18:30	Free time to network and prepare for Opening Ceremony
18:30 – 20:00	BPW International XXXI Congress Opening Ceremony in the Marriott Ballroom Presentation of the Delegates: <ul style="list-style-type: none"><li>• Governor-General of Saint Kitts and Nevis, Her Excellency Marcella Liburd</li><li>• Prime Minister of Saint Kitts and Nevis, The Honourable Dr. Terrance Micheal Drew</li></ul>

**Note:**

1. Workshops and Board Meetings will take place in Conference Rooms outside of the Marriott Ballroom where possible these are indicated on the program – where these were not allocated at the time of going to print – the rooms will be shared in the announcements.
2. Credentials Desk will be located outside the Marriott Ballroom at the entrance to the meeting room.
3. All Business Sessions will take place in the Marriott Ballroom.



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## Congress

### Monday 18<sup>th</sup> November 2024

Registration Desk open from 08:00 to 14:00

Credentials Desk open from 09:00 to 18:30

09:00 – 09:45	Welcome and High-Level Plenary (Ballroom) ????
10:00 – 10:15	Coffee / Tea / Snacks
09:00 – 10:15	Credentials Check and Collection (Hallway of Ball Room)
10:15 – 12:30	<ol style="list-style-type: none"> <li>1. Formal Opening, President (Ballroom)</li> <li>2. Collect – Candle Lighting</li> <li>3. Roll Call</li> <li>4. Apologies and Greetings Messages</li> <li>5. Minute of silence – Obituaries</li> <li>6. Reading of the Aims</li> <li>7. Credentials Report</li> <li>8. Adoption of Standing Orders</li> <li>9. Adoption of Program (Agenda)</li> <li>10. Announcement of GA Officials and Committees <ul style="list-style-type: none"> <li>• Credentials</li> <li>• Elections</li> <li>• Constitutional Advisory Committee</li> <li>• Resolutions</li> </ul> </li> <li>11. Announcement of appointments of <ul style="list-style-type: none"> <li>• Parliamentarians</li> <li>• Scrutineers</li> <li>• Timekeepers</li> </ul> </li> <li>12. Call for nominations committee and instructions</li> <li>13. Credentials Report</li> <li>14. Adoption of proceedings of the 30<sup>th</sup> Congress and the 29<sup>th</sup> Congress</li> <li>15. Executive Reports</li> <li>16. Report of the President (GA Chaired by 1<sup>st</sup> VP UN)</li> <li>17. Report of First VP – UN</li> <li>18. Report of Second VP – Membership</li> <li>19. Report of Executive Secretary</li> <li>20. Report of Finance Officer and Presentation of Account</li> <li>21. Report of the Immediate Past President</li> <li>22. Announcements</li> </ol>
12:45 – 13:45	Lunch
12:45 – 14:00	Credentials Desk open for Sign-in
14:00 – 16:00	Credentials Report Report of the Constitution Advisory Committee 1 <sup>st</sup> Session – Internal Resolutions, Constitution and Regulations
16:00 – 16:30	Coffee / Tea / Snacks
16:00 – 16:30	Credentials Desk open for Sign-in
16:30 – 18:30	Credentials Report 2 <sup>nd</sup> Session – Internal Resolutions, Constitution and Regulations

19:30 – Evening Events Commence (Friends & Fellows Dinner; Young BPW Boat Trip)



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## Tuesday 19<sup>th</sup> November 2024

Credentials Desk open from 09:00 to 18:30

09:00 – 09:45	High Level Plenary Session in Marriott Ballroom Dr Annette Lu Former Vice President of Taiwan Founding President of BPW Taiwan
10:00 – 10:15	Coffee / Tea / Snacks
09:00 – 10:15	Credentials Desk open for Sign-in
10:15 – 11:30	<ol style="list-style-type: none"> <li>1. Credentials Report</li> <li>2. Regional Coordinator Reports <ul style="list-style-type: none"> <li>• Africa</li> <li>• Asia Pacific</li> <li>• Europe</li> <li>• Latin America</li> <li>• North America and the Caribbean</li> </ul> </li> <li>3. Young BPW Report</li> <li>4. Report Back on Pilot Taskforce – Projects</li> <li>5. Adoption of UN Representative Reports</li> <li>6. Adoption of Standing Committee Reports</li> <li>7. Adoption of Taskforce Reports</li> <li>8. Presentation of Candidates for Presidency (three (3) minutes each per candidate) <ul style="list-style-type: none"> <li>• Speak on their vision for the next triennium</li> </ul> </li> <li>9. Announcements</li> </ol>
11:30 – 12:30	Credentials Report Report of the Resolutions Chair 1 <sup>st</sup> Session – Resolutions
12:45 – 13:45	Lunch
13:30 – 14:00	Credentials Desk open for Sign-in
14:00 – 16:00	Credentials Report 3 <sup>rd</sup> Session – Internal Resolutions, Constitution and Regulations
16:00 – 16:30	Coffee / Tea / Snacks
16:00 – 16:30	Credentials Desk open for Sign-in
16:30 – 18:30	Credentials Report 2 <sup>nd</sup> Session – Resolutions

19:30 – Evening Events Commence (Gala Dinner)



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## Wednesday 20<sup>th</sup> November 2024

Credentials Desk open from 09:00 to 18:30

09:00 – 09:45	High Level Plenary Session in Marriott Ballroom Irene Natividad Global Summit of Women
10:00 – 10:15	Coffee / Tea / Snacks
9:00 – 10:15	Credentials Desk open for Sign-in
10:15 – 12:15	<ol style="list-style-type: none"> <li>1. Credentials Report</li> <li>2. Report of the Nominations Committee</li> <li>3. Elections Chair, announcement of voting process for: <ul style="list-style-type: none"> <li>• Election of BPW International President</li> </ul> </li> <li>4. Elections Chair, results of voting, announcement of next President</li> <li>5. Presentation of other candidates for Vice Presidents (two (2) minutes per candidate) <ul style="list-style-type: none"> <li>• What they would like to achieve during their term as <ul style="list-style-type: none"> <li>○ VP United Nations</li> <li>○ VP Membership</li> </ul> </li> </ul> </li> <li>6. Presentation of Candidates for Office (two (2) minutes per candidate) including: <ul style="list-style-type: none"> <li>• Executive Secretary</li> <li>• Executive Finance Officer</li> <li>• Regional Coordinators <ul style="list-style-type: none"> <li>○ Africa</li> <li>○ Asia-Pacific</li> <li>○ Europe</li> <li>○ Latin America</li> <li>○ North America and The Caribbean</li> </ul> </li> <li>• Young BPW Representative</li> <li>• Standing Committee Chairs</li> </ul> </li> </ol>
12:15 – 13:30	Lunch
12:15 – 13:30	Credentials Desk open for Sign-in
13:30 – 16:00	Credentials Report 4 <sup>th</sup> Session Constitution and Regulations
16:00 – 16:30	Coffee / Tea / Snacks
16:00 – 16:30	Credentials Desk open for Sign-in
16:30 – 18:30	Credentials Report 5 <sup>th</sup> Session – Constitution and Regulations

19:30 – Evening Events Commence (Governor General's House)



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## Thursday 21<sup>st</sup> November 2024

Credentials Desk open from 09:00 to 18:30

09:00 – 09:45	High Level Plenary Session in Marriott Ballroom UN Representatives of the Caribbean Region (Panel)
10:00 – 10:15	Coffee / Tea / Snacks
09:00 – 10:15	Credentials Desk open for Sign-in
10:15 – 11:00	<ol style="list-style-type: none"> <li>1. Credentials Report</li> <li>2. Ratification of updated Constitution and Regulations</li> <li>3. Signing of the updated Constitution and Regulations</li> <li>4. Moving forward, formal registration, with a copy of signed minutes required in three (3) months and the list of newly appointed Executive as signatories, submitted to the Registrar of Canton of Geneva and re-register with the CAGI - International Geneva Welcome Centre</li> <li>5. Review of the Procedure Manual with any direct updates and issued to the International Board within six (6) months for review/approval.</li> </ol>
11:00 – 12:00	3 <sup>rd</sup> Session Resolutions
12:00 – 13:00	Lunch
12:00 – 13:15	Credentials Desk open for Sign-in
13:15 – 15:15	<ol style="list-style-type: none"> <li>1. Credentials Report</li> <li>2. Elections chair, announcement of voting process for: <ul style="list-style-type: none"> <li>• Vice Presidents</li> <li>• Executive Secretary</li> <li>• Executive Finance Officer</li> <li>• Regional Coordinators <ul style="list-style-type: none"> <li>○ Africa</li> <li>○ Asia-Pacific</li> <li>○ Europe</li> <li>○ Latin America</li> <li>○ North America and The Caribbean</li> </ul> </li> <li>• Standing Committee Chairs</li> </ul> </li> <li>3. Elections Chair, results of voting</li> <li>4. Outstanding Business</li> <li>5. Valedictory President Dr. Catherine Bosshart (three (3) minutes)</li> <li>6. Installation of Incoming Executive</li> <li>7. Maiden speech of new President (three (3) minutes)</li> <li>8. Presentations of XXXII BPW International Congress 2027 (five (5) minutes per presentation)</li> <li>9. Close of Congress</li> </ol>
15:15 – 15:45	Coffee / Tea / Snacks
15:15 – 15:45	Credentials Desk open for Sign-in



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15:45 – 18:30	<b>International Post-Congress 79<sup>th</sup> Board Meeting (Ballroom)</b> <ol style="list-style-type: none"><li>1. President's opening remarks</li><li>2. Roll Call of Board Members</li><li>3. Observers</li><li>4. Apologies</li><li>5. Adoption of Standing Orders / Rules of Debate</li><li>6. Appointment of Parliamentarians (Chief Parliamentarian)</li><li>7. Appointment of Teller/Scrutineer and Timekeeper</li><li>8. Minutes of previous International 78th Board Meeting (17<sup>th</sup> November)</li><li>9. Matters Arising from the minutes</li><li>10. Voting on the removal of members whose membership had been ceased</li><li>11. Handover meetings will take place on 22<sup>nd</sup> November</li><li>12. Procedure Manual proposed amendment(s)</li><li>13. XXXII Congress announcement</li><li>14. XXXIII Congress forms will be sent out regarding applications for the 100<sup>th</sup> Anniversary</li><li>15. Dissolution of General Assembly Committees</li><li>16. Any other business</li><li>17. Announcements</li></ol>
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19:30 – Evening Events Commence (Farewell Evening)





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Post Congress

**Friday 22<sup>nd</sup> November 2024**

**Venue to be decided and announced 21 November 2024**

09:00 – 11:00	Handover Meetings (Concurrently) <ul style="list-style-type: none"><li>• BPW International Executive</li><li>• BPW International Staff</li><li>• Standing Committee Chairs</li></ul>
11:00 – 11:30	Coffee / Tea / Snacks
11:45 – 13:45	New BPW International Executive Meeting and pre-planning, calendar, next meetings
13:45 – 14:45	Lunch
	Any other events.