



**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

**COMMITTEE ON
FINANCE AND ADMINISTRATION**

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TWENTY-NINTH SESSION
3 - 8 November 2014
Yokohama, Japan

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ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1 - Opening of the Session

The Session of the Committee on Finance and Administration will be opened by the Chairperson, Ms. Ellen Shaw (USA). The opening will be conducted in a joint session of the Committees.

Item 2 - Adoption of Agenda and Organization of Work

The Committee may consider the Provisional Agenda and adopt its Agenda for the Session. On the organization of its work, it is to be noted that the schedule of meeting for the work of the Committees will be determined after usual consultation. The Committees may also constitute the usual informal open-ended working group(s) to assist in the consideration of matters assigned to it. To expedite proceedings, the Committee may consider items 3 and 4 of the Agenda during a joint session of all Committees.

Item 3 - Admission of Observers

The Committee may decide to admit those States and Organizations which request to attend the Session as Observers. A list of such applications will be submitted at the Session for consideration and decision.

Item 4 - Reports of the Expert Panel for Technical Appraisal of Project Proposals

[Documents ITTC/EP-47 and ITTC/EP-48]

Pursuant to Annex B of ITTC Decision 4(XXV), the general observations of the reports produced by the Expert Panel shall be considered under this item in a joint session of all Committees. The reports of the Forty-seventh and Forty-eighth Meetings of the Expert Panel, including the general observations, are contained in documents ITTC/EP-47 and ITTC/EP-48.

Item 5 - Approved Biennial Administrative Budget for the Years 2014 and 2015

[Document CFA(XXIX)/2]

At its Twenty-eighth Session in November 2013, the Council approved the draft Administrative Budget for the Biennium 2014 and 2015 in accordance with Article 19(4) of the ITTA, 2006. In accordance with Article 10(8) of the ITTA, 2006 whenever the membership of the Organization changes the Council shall redistribute the votes within that category or categories. In 2014, two new member countries joined the Organization. These are Suriname and Vietnam.

The Committee may wish to take note of document CFA(XXIX)/2, and further note that in accordance with Article 19(6), the assessed contributions made upon members during the biennium shall not be altered with the joining of new member countries.

Item 6 - Review of Contributions to the Administrative Budgets

[Document CFA(XXIX)/3]

The Committee may examine document CFA(XXIX)/3 which details Members' contributions to the Administrative Budgets 1986-2014, including assessments, receipts, interests, and arrears.

Item 7 - Current Status of the Administrative Account

[Document CFA(XXIX)/4]

The Committee may examine document CFA(XXIX)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2014 and resources available.

Item 8 - Resources of the Special Account and the Bali Partnership Fund

[Document CFA(XXIX)/5]

- (a) Special Account:
 - (i) Thematic Programmes Sub-Account,
 - (ii) Project Sub-Account,
- (b) Bali Partnership Fund.

The Committee may examine document CFA(XXIX)/5 which details the status and resources of these accounts. This document also presents the status of Projects, Pre-Projects and Activities that have been completed for information and review by the Committee and relevant donors.

Item 9 - Auditor's Report for the Financial Year 2013

[Document CFA(XXIX)/6]

The Committee may examine document CFA(XXIX)/6 and, if appropriate, recommend to the Council that it accepts the Auditor's Report on the Accounts of the Organization for the financial year 2013.

Item 10 – ITTO Staff Regulations and Rules

[Document CFA(XXIX)/7]

The Committee at its Twenty-eighth Session convened in Libreville, Gabon, decided to include on its Agenda for the Twenty-ninth Session, the revision of the ITTO Staff Regulations and Rules to contend with matters such as selection of personnel on competitive basis and official travel and requested the Secretariat to provide an up-to-date information on the UN Staff Rules to member countries. In line with Rule 901 of the ITTO Staff Regulations and Rules on "Amendments of, and Exceptions to, the Staff Rules", the Executive Director has consequently proposed amendments to the ITTO Staff Regulations and Rules in order to bring them up-to-date and comparable to the Staff Rules of the United Nations and other international commodity organizations.

The ITTO Staff Regulations and Rules, incorporating the proposed amendments were circulated to member countries for comments.

The Committee may wish to examine document CFA(XXIX)/7 which contains the ITTO Staff Regulations and Rules, incorporating the proposed amendments as well as comments received from member countries.

Item 11 - Progress Report on the Implementation of the Biennial Work Programme of the Committee for the Years 2013-2014

[Document CFA(XXIX)/8]

The Committee will receive the report on Activity 54 of BWP 2013 -2014 on "Mobilizing New Funding and Partnerships for ITTO and Its Objectives".

Item 12 - Draft ITTO Biennial Work Programme 2015 -2016

[Document ITTC(L)/10]

In accordance with the recommendation by the Council, the Committee may wish to discuss the draft ITTO Biennial Work Programme for 2015-2016, as contained in document ITTC(L)/10 , especially the section pertaining to the activities of the Committee on Finance and Administration.

Item 13 - Election of Chairperson and Vice-Chairperson for 2015

The election of the Chairperson and Vice-Chairperson of the Committee for 2015 will, following past practice, be the subject of the usual consultations within the Council and the Committees.

Item 14 - Dates and Venues of the Thirtieth and Thirty-first Sessions

The dates and venues of the Thirtieth and Thirty-first Sessions of the Committee will be determined in relation to the dates and venues fixed by the Council for its Fifty-first and Fifty-second Sessions.

Item 15 - Other Business

The Committee may consider any other item of financial or administrative business.

Item 16 - Recommendations to the International Tropical Timber Council

The Committee may consider the set of recommendations that it decides to make to the Council.

Item 17 - Report of the Session

The Committee may consider and adopt a Report containing its recommendations to the Council. The Committee may request the Chairperson to present the Report to the Fiftieth Session of the Council for consideration and adoption.