



# INTERNATIONAL TROPICAL TIMBER COUNCIL

## COMMITTEE ON FINANCE AND ADMINISTRATION

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TWENTY-EIGHTH SESSION  
25 - 30 November 2013  
Libreville, Gabon

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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, Mr. Mario Rafael Rodriguez Palma (Guatemala), Chairperson and Ms. Ellen Shaw (USA), Vice-Chairperson. 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-45 and ITTC/EP-46]

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-fifth and Forty-sixth Meetings of the Expert Panel, including the general observations, are contained in documents ITTC/EP-45 and ITTC/EP-46.

### **Item 5 - Draft Biennial Administrative Budget for the Years 2014 and 2015**

[Document CFA(XXVIII)/2]

At its Twenty-seventh Session in November 2012, the Committee, instead of considering the draft Administrative Budget for the Biennium 2013 and 2014, as stipulated in the ITTA, 2006 decided to review and approve the Administrative Budget only for the financial year 2013, as a transitional measure.

As stipulated under Article 19 Paragraph 4 of the ITTA, 2006, the Committee may wish to review the draft Biennial Administrative Budget for the Years 2014 and 2015 as contained in document CFA(XXVIII)/2.

The Committee may examine document CFA(XXVIII)/2, and accordingly, adopt the budget proposals for the consideration of the Council.

### **Item 6 - Review of Contributions to the Administrative Budgets**

[Document CFA(XXVIII)/3]

The Committee may examine document CFA(XXVIII)/3 which details Members' contributions to the Administrative Budgets 1986-2013, including assessments, receipts, interest, and arrears.

### **Item 7 - Current Status of the Administrative Account**

[Document CFA(XXVIII)/4]

The Committee may examine document CFA(XXVIII)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2013 and resources available.

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

[Document CFA(XXVIII)/5]

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

The Committee may examine document CFA(XXVIII)/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 2012**

[Document CFA(XXVIII)/6]

The Committee may examine document CFA(XXVIII)/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 2012.

**Item 10 – Appointment of Auditor**

[Document CFA(XXVIII)/7]

The Council at the Forty-sixth Session, in accordance with Decision 2 (XLII), decided to appoint the firm “Ernst & Young” to audit the Accounts of the International Tropical Timber Organization (ITTO) for the Financial Years 2010-2012.

The Auditor completed the audit of the Accounts of the Organization for year 2012 and the Auditor's Report for the Financial Year 2012 is considered under agenda item 9.

The Committee may examine document CFA(XXVIII)/7 and recommend to Council the appointment of an auditor to audit the Accounts of the Organization for the financial years 2013 and beyond, subject to the conditions under the Council Decisions 10(XXXI) and 2(XLII).

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

[Document CFA(XXVIII)/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 Whistleblower Policy**

[Document CFA(XXVIII)/9]

The European Commission had recommended in its report on the Compliance Assessment of ITTO that the Organization should consider introducing a Whistleblower policy to report irregularity/impropriety to a responsible body such as the Committee on Finance and Administration. The Secretariat has accordingly prepared a draft “ITTO Whistleblower Policy” for the consideration of the Committee. The Committee may examine the document [Document CFA(XXVIII)/9] and recommend to the Council for its adoption.

**Item 13 - Election of Chairperson and Vice-Chairperson for 2014**

The election of the Chairperson and Vice-Chairperson of the Committee for 2014 will, following past practice, be the subject of the usual consultations within the Council and the Committees.

**Item 14 - Dates and Venues of the Twenty-ninth and Thirtieth Sessions**

The dates and venues of the Twenty-ninth and Thirtieth Sessions of the Committee will be determined in relation to the dates and venues fixed by the Council for its Fiftieth and Fifty-first 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 Forty-ninth Session of the Council for consideration and adoption.