



# INTERNATIONAL TROPICAL TIMBER COUNCIL

## COMMITTEE ON FINANCE AND ADMINISTRATION

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TWENTY-FIFTH SESSION  
13 - 18 December 2010  
Yokohama, Japan

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## ANNOTATIONS TO THE PROVISIONAL AGENDA

### Introduction

The Committee on Finance and Administration is one of four Committees established by the International Tropical Timber Agreement, 1994. The Agreement requires the Committee to:

- (a) *Examine and make recommendations to the Council regarding the approval of the Organization's administrative budget proposals and the management operations of the Organization;*
- (b) *Review the assets of the Organization to ensure prudent asset management and that the Organization has sufficient reserves to carry out its work;*
- (c) *Examine and make recommendations to the Council on the budgetary implications of the Organization's annual work programme, and the actions that might be taken to secure the resources needed to implement it;*
- (d) *Recommend to the Council the choice of independent auditors and review the independent audited statements;*
- (e) *Recommend to the Council any modifications it may judge necessary to the Rules of Procedure or the Financial Rules;*
- (f) *Review the Organization's revenues and the extent to which they constrain the work of the Secretariat.*

*The rules of procedure of the Committee on Finance and Administration are those of the International Tropical Timber Council mutatis mutandis.*

### **Item 1 - Opening of the Session**

The Session of the Committee on Finance and Administration will be opened by the Chairperson, Dr. David J. Brooks (United States of America) and Dr. Agus Sarsito (Indonesia), 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 Committees 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-39 and ITTC/EP-40]

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 Thirty-ninth and Fortieth Meetings of the Expert Panel, including the general observations, are contained in documents ITTC/EP-39 and ITTC/EP-40.

**Item 5 - Administrative Budget for 2011**  
[Document CFA(XXV)/2]

Earlier, at the Twenty-fourth Session in November 2009, the Committee, in considering the draft Administrative Budget for the Biennial 2010-2011, and in the absence of the entry into force of the ITTA, 2006, decided to review and approved the Administrative Budget only for the financial year 2010 which was prepared for operation of the Organization under the ITTA, 1994.

Since, as at 31 August 2010, the ITTA, 2006, is yet to enter into force, the draft Administrative Budget for the financial year 2011 is similarly, prepared for operation of the Organization under the ITTA, 1994.

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

**Item 6 - Review of Contributions to the Administrative Budgets**  
[Document CFA(XXV)/3]

The Committee may examine document CFA(XXV)/3 which details Members' contributions to the Administrative Budgets 1986-2010, including assessments, receipts, interest, and arrears.

**Item 7 - Current Status of the Administrative Account**  
[Document CFA(XXV)/4]

The Committee may examine document CFA(XXV)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2010 and resources available.

**Item 8 - Resources of the Special Account and the Bali Partnership Fund**  
[Document CFA(XXV)/5]

- (a) Special Account:
  - (i) Pre-Project Sub-Account,
  - (ii) Project Sub-Account.

- (b) Bali Partnership Fund.

The Committee may examine document CFA(XXV)/5 which details the status and resources of these accounts. This document will also present 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 2009**  
[Document CFA(XXV)/6]

The Committee may examine document CFA(XXV)/6 and, if appropriate, recommend to Council that it accepts the Auditor's Report on the Accounts of the Organization for the financial year 2009.

**Item 10 - Appointment of Auditor**  
[Document CFA(XXV)/7]

The Council at the Forty-third Session, in accordance with Decision 2 (XLII), decided to appoint the firm "Arata Kansa Houjin (PWC Arata), Tokyo" to audit the Accounts of the International Tropical Timber Organization (ITTO) for the Financial Years 2007-2009.

The Auditor had completed the audit of the Accounts of the Organization for year 2009 and the Auditor's Report for the Financial Year 2009 is considered under agenda item 9.

The Committee may examine document CFA(XXV)/7 and recommend to Council for the appointment of an auditor for auditing the Accounts of the Organization for the financial years 2010 and beyond, subject to the conditions under the Council Decisions 10(XXXI) and 2(XLII).

**Item 11 - Review of the Work of the ITTO Secretariat**

[Document CFA(XXV)/8]

1. At its Twenty-fourth Session held in November 2009, in Yokohama, Japan, the Committee on Finance and Administration, *inter alia*, requested the Executive Director to prepare a document, to facilitate the review by the Committee of:

- The work of the Secretariat including recommendations for further improvement;
- The administrative budget including recommendations, for example, for the efficient use of technologies/facilities to achieve savings, use of overhead costs for project cycle and Thematic Programmes; and
- The structure of the Secretariat including recommendations for the financing of staff members not included in the Administrative Budget, in a sustainable manner.

The Committee may examine document CFA(XXV)/8.

**Item 12 - Election of Chairperson and Vice-Chairperson for 2011**

The election of the Chairperson and Vice-Chairperson of the Committee for 2011 will, following past practice, be the subject of the usual consultations within the Council and the Committees.

**Item 13 - Dates and Venues of the Twenty-sixth and Twenty-seventh Sessions**

The dates and venues of the Twenty-sixth and Twenty-seventh Sessions of the Committee are determined in relation to the dates and venues fixed by the Council for its Forty-seventh and Forty-eighth Sessions.

**Item 14 - Other Business**

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

**Item 15 - Recommendations to the International Tropical Timber Council**

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

**Item 16 - 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 during the Forty-sixth Session of the Council for consideration and adoption.