



**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

**COMMITTEE ON
FINANCE AND ADMINISTRATION**

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THIRTIETH SESSION
16 - 21 November 2015
Kuala Lumpur, Malaysia

PROVISIONAL AGENDA

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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, Dr. Gilbert Kaya. (Republic of Congo). 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-49 and ITTC/EP-50]

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-ninth and Fiftieth Meetings of the Expert Panel, including the general observations, are contained in documents ITTC/EP-49 and ITTC/EP-50.

Item 5 - Draft Biennial Administrative Budget for the Years 2016 and 2017

[Document CFA(XXX)/2]

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 2016 and 2017 as contained in document CFA(XXX)/2.

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

Item 6 - Review of Contributions to the Administrative Budgets

[Document CFA(XXX)/3]

The Committee may examine document CFA(XXX)/3 which details Members' contributions to the Administrative Budgets 1986-2015, including assessments, receipts, interests, and arrears.

Item 7 - Current Status of the Administrative Account

[Document CFA(XXX)/4]

The Committee may examine document CFA(XXX)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2015 and resources available.

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

[Document CFA(XXX)/5]

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

The Committee may examine document CFA(XXX)/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 2014

[Document CFA(XXX)/6]

The Committee may examine document CFA(XXX)/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 2014.

Item 10 – ITTO Staff Regulations and Rules

[Document CFA(XXX)/7]

The Committee on Finance and Administration (CFA) at its Twenty-ninth Session convened in Yokohama, Japan on 3 -8 November 2014, considered the revised ITTO Staff Regulations and Rules (Document CFA(XXIX)/7) submitted by the Secretariat. The Committee held extensive discussions on the revised Staff Regulations and Rules and requested the Secretariat to prepare by July 2015, for consideration at its Thirtieth Session, recommendations for alterations to the Staff Regulations and Rules that it deems advisable, including on Rules and Regulations where alterations were proposed in document CFA(XXIX)/7, bearing in mind the discussions held in the Committee at its Twenty-ninth Session.

The Revised ITTO Staff Regulations and Rules, incorporating the proposed amendments were circulated to member countries for comments in July 2015.

The Committee may wish to examine document CFA(XXX)/7 which contains the Revised 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(XXX)/8]

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

Item 12 - Anti-money Laundering and Counter Terrorism Financing Policy (AML/CFT)

[Document CFA(XXX)/9]

The Secretariat will introduce the Anti-money Laundering and Counter Terrorism Financing Policy of ITTO developed by a consultant in support of ITTO's application for accreditation to the Green Climate Fund

Item 13 - Election of Chairperson and Vice-Chairperson for 2016

The election of the Chairperson and Vice-Chairperson of the Committee for 2016 will, following past practice, be the subject of the usual consultations within the Council and the Committees.

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

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