



INTERNATIONAL TROPICAL TIMBER COUNCIL

COMMITTEE ON FINANCE AND ADMINISTRATION

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7 - 12 November 2016
Yokohama, Japan

PROVISIONAL AGENDA

1. Opening of the Session
2. Adoption of Agenda and Organization of Work
3. Admission of Observers
4. Report of the Expert Panel for Technical Appraisal of Project Proposals
5. Approved Biennial Administrative Budget for the Years 2016 and 2017
6. Review of Contributions to the Administrative Budgets
7. Current Status of the Administrative Account
8. Resources of the Special Account and the Bali Partnership Fund
 - (a) Special Account:
 - (i) Thematic Programmes Sub-Account
 - (ii) Project Sub-Account
 - (b) Bali Partnership Fund
9. Auditor's Reports for the Financial Years 2014 and 2015
10. Appointment of Auditor
11. Impairment of ITTO Funds
 - (a) Revision of ITTO Financial Rules and Procedures, Audit Standards, and relevant Staff Regulations and Rules
 - (b) Impacts on Projects and Ameliorative Measures
 - (c) Legal Implications
12. Biennial Work Programme of the Committee for 2017-2018
13. Request by the Central African Republic for 'Relief from Obligations'
14. Election of Chairperson and Vice-Chairperson for 2017
15. Dates and Venues of the Thirty-second and Thirty-third Sessions
16. Other Business
17. Recommendations to the International Tropical Timber Council
18. Report of the Session

ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1 - Opening of the Session

The Thirty-first Session of the Committee on Finance and Administration will be opened by the Chairperson, Mr. Rob Busink (Netherlands).

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 meetings 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, items 3 and 4 of the Agenda may be considered 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 [Document ITTC/EP-51]

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 report of the Fifty-first Meeting of the Expert Panel, including the general observations, is contained in document ITTC/EP-51.

Item 5 - Approved Biennial Administrative Budget for the Years 2016 and 2017 [Document CFA(XXX)/2 Rev.3]

At its Fifty-first Session in November 2015, the Council approved the draft Administrative Budget for the Biennium 2016 and 2017 in accordance with Article 19(4) of the ITTA, 2006.

The report of the Thirtieth Session of the Committee on Finance and Administration specifies under Item 16(1) that 'while noting that given the current uncertainties there might be a need to revisit the biennial budget for 2017'.

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

The Committee may examine document CFA(XXXI)/3 which details Members' contributions to the Administrative Budgets 1986-2016, including assessments, receipts, interests, and arrears.

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

The Committee may examine document CFA(XXXI)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2016 and resources available.

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

[Document CFA(XXXI)/5]

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

The Committee may examine document CFA(XXXI)/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 Reports for the Financial Years 2014 and 2015

[Documents CFA(XXX)/6 Rev.1 and CFA(XXXI)/6]

The Committee may examine document CFA(XXX)/6 Rev.1, 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.

The Committee may also examine document CFA(XXXI)/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 2015.

Item 10 - Appointment of Auditor

[Document CFA(XXXI)/7]

The Council at the Forty-ninth Session, in accordance with Decision 2(XLII), decided to appoint the firm "BDO" to audit the Accounts of the International Tropical Timber Organization (ITTO) for the financial years 2013-2015.

The Auditor completed the audit of the Accounts of the Organization for year 2015 and the Auditor's Report for the Financial Year 2015 is considered under Agenda Item 9.

The Committee may examine Document CFA(XXXI)/7 and recommend to Council the appointment of an auditor to audit the Accounts of the Organization for the financial years 2016 and beyond, subject to the conditions under Council Decisions 10(XXXI) and 2(XLII).

Item 11 – Impairment of ITTO Funds

[Document ITTC(LII)/11]

- (a) Revision of ITTO Financial Rules and Procedures, Audit Standards, and relevant Staff Regulations and Rules.

The Committee may examine the draft revisions of relevant rules and procedures prepared in compliance with Decision 1(LI.1) as contained in document ITTC(LII)/11.

- (b) Impacts on Projects and Ameliorative Measures

The Committee may discuss the impact of the impairment of ITTO Funds on projects and consider ameliorative measures.

- (c) Legal Implications

The Committee may discuss the legal implications and measures related to ITTO investments including the legal action initiated against the investment advisor in accordance with Decision 4(LI.1).

Item 12 - Biennial Work Programme of the Committee for 2017-2018

[Document ITTC(L)/10 Rev.1]

Taking note of ITTO's financial impairments and in accordance with the recommendation by the IAG and the Council, the Committee may wish to discuss and consider the implications of extending the 2015-16 BWP for another year (including making proposals on which on-going BWP activities may be prioritized for possible support from Council) and make proposals for activities to be included in a draft ITTO Biennial Work Programme for 2018-2019, to be considered and adopted by Council at its Fifty-third Session in 2017.

Item 13 - Request by the Central African Republic for 'Relief from Obligations'

The Committee on Finance and Administration at its Thirtieth Session deliberated on the request made by the Central African Republic to consider write-off of its arrears in line with Article 30 of the ITTA, 2006, on "Relief from Obligations" and decided that the letter should be circulated to all Member countries. The Committee concluded to positively consider the request submitted by the Central African Republic to write off its arrears of Assessed Contribution to ITTO for the period of 2005 - 2011 and that the matter be listed as priority item in the agenda of the Committee at the Thirty-first Session.

Item 14 - Election of Chairperson and Vice-Chairperson for 2017

The election of the Chairperson and Vice-Chairperson of the Committee for 2017 will, following past practice, be the subject of the usual consultations within the Council and the Committees.

Item 15 - Dates and Venues of the Thirty-second and Thirty-third Sessions

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

Item 16 - Other Business

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

Item 17 - Recommendations to the International Tropical Timber Council

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

Item 18 - 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-second Session of the Council for consideration and adoption.