



# INTERNATIONAL TROPICAL TIMBER COUNCIL

## COMMITTEE ON FINANCE AND ADMINISTRATION

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2-7 December 2019  
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## ANNOTATIONS TO THE PROVISIONAL AGENDA

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

The Thirty-fourth Session of the Committee on Finance and Administration will be opened by the Chairperson, Mr. Jorge Mario Rodriguez Zuniga (Costa Rica).

### **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.

### **Item 3 - Admission of Observers**

The Committee may admit those observers as approved by the Council to attend the session as observers.

### **Item 4 - Draft Biennial Administrative Budget for the Years 2020 and 2021**

[Document CFA(XXXIV)/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 2020 and 2021 as contained in document CFA(XXXIV)/2.

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

### **Item 5 - Review of Contributions to the Administrative Budgets**

[Document CFA(XXXIV)/3]

The Committee may examine document CFA(XXXIV)/3 which details Members' contributions to the Administrative Budgets 1986-2019, including assessments, receipts, interests, and arrears.

### **Item 6 - Current Status of the Administrative Account**

[Document CFA(XXXIV)/4]

The Committee may examine document CFA(XXXIV)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2019 and resources available.

### **Item 7 - Resources of the Special Account and the Bali Partnership Fund**

[Document CFA(XXXIV)/5]

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

The Committee may examine document CFA(XXXIV)/5 which summarizes the status and resources of these accounts.

**Item 8 - Auditor's Reports for the Financial Year 2018**  
[Document CFA(XXXIV)/6, CFA(XXXIV)/CRP-1]

The Committee may examine document CFA(XXXIV)/6 and CFA(XXXIV)/CRP-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 2018.

**Item 9 - Amendments to the Financial Rules of ITTO**  
[Document CFA(XXXIV)/7]

The Committee on Finance and Administration at its Thirty-third Session recommended to consider, at the next Council session, amending the financial rules to extend the audit term to match best practices in the market. Furthermore, the Secretariat had conducted a systems appraisal, which is required at least once every 3 years under the Financial Rules, to assess the appropriateness of systems and the proper functioning of internal controls and to make improvements if necessary.

Accordingly, the Secretariat has prepared a document with proposed amendments to the Financial Rules of the Organization for the consideration of the Committee on Finance and Administration. The Committee may examine the document [document CFA(XXXIV)/7]; and recommend to Council for its adoption.

**Item 10 - Request by Liberia for 'Relief from Obligations'**  
[Document CFA(XXXIV)/8]

On 20 December 2018, ITTO received a letter from the government of Liberia requesting the waiver of its arrears from 1990-2017 for the amount of US\$753,037.80 due to the inability of the Liberian Government to settle these arrears emanating from Force Majeure "fourteen year civil war". The government of Liberia at the same time committed themselves to settling the current arrears covering the 2018 period in the amount of US\$70,797.00. In accordance with Article 30 of the ITTA, 2006, on "Relief from Obligations" the committee may consider this request and make recommendations to the Council on the terms and conditions on which, and the period for which, the government of Liberia is relieved of such obligation, and the reasons for which the relief is granted.

**Item 11 - Election of Chairperson and Vice-Chairperson for 2020**

The election of the Chairperson and Vice-Chairperson of the Committee for 2020 will, following past practice, be the subject of the usual consultations within the Council and the Committees.

**Item 12 - Dates and Venues of the Thirty-fifth and Thirty-sixth Sessions**

The dates and venues of the Thirty-fifth and Thirty-sixth Sessions of the Committee will be determined in relation to the dates and venues fixed by the Council for its Fifty-sixth and Fifty-seventh Sessions.

**Item 13 - Other Business**

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

**Item 14 - Recommendations to the International Tropical Timber Council**

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

**Item 15 - 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-fifth Session of the Council for consideration and adoption.