



INTERNATIONAL TROPICAL TIMBER COUNCIL

COMMITTEE ON FINANCE AND ADMINISTRATION

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THIRTY-FIFTH SESSION
9-13 November 2020
Virtual Session

PROVISIONAL AGENDA

1. Opening of the Session
2. Adoption of Agenda and Organization of Work
3. Admission of Observers
4. Approved Biennial Administrative Budget for the Years 2020 and 2021
5. Review of Contributions to the Administrative Budgets
6. Current Status of the Administrative Account
7. 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
8. Auditor's Report for the Financial Year 2019
9. New Project Audit Framework
10. Election of Chairperson and Vice-Chairperson for 2021
11. Dates and Venues of the Thirty-sixth and Thirty-seventh Sessions
12. Other Business
13. Recommendations to the International Tropical Timber Council
14. Report of the Session

ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1 - Opening of the Session

The Thirty-fifth Session of the Committee on Finance and Administration will be opened by the Chairperson, Ms. Katharina Kuehmayer (Austria).

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 - Approved Biennial Administrative Budget for the Years 2020 and 2021

[Document CFA(XXXV)/2]

At its Fifty-fifth Council Session in December 2019, the Council approved the draft Administrative Budget for the Biennium 2020 and 2021 in accordance with Article 19(4) of the ITTA, 2006.

This document has been revised to include the combined host contribution, comprising of the City of Yokohama and the Government of Japan as request by the delegate of Japan at the Thirty-fourth Session of the CFA.

Item 5 - Review of Contributions to the Administrative Budgets

[Document CFA(XXXV)/3]

The Committee may examine document CFA(XXXV)/3 which details Members' contributions to the Administrative Budgets 1986-2020, including assessments, receipts, interests, and arrears.

Item 6 - Current Status of the Administrative Account

[Document CFA(XXXV)/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 2020 and resources available. This document also provides disclosures required by the Financial Rules on bid and tender processes, sole suppliers, bad debt write offs, and approved banks and financial institutions.

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

[Document CFA(XXXV)/5]

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

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

Item 8 - Auditor's Reports for the Financial Year 2019
[Document CFA(XXXV)/6, CFA(XXXV)/CRP-1]

The Committee may examine document CFA(XXXV)/6 and CFA(XXXV)/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 2019.

Item 9 - New Project Audit Framework
[Document CFA(XXXV)/7]

The Secretariat has developed a new Project Audit Framework to enhance governance of projects and activities managed by the Organization.

The Committee may examine document CFA(XXXV)/7 and, if appropriate, recommend to the Council that it adopts the new project audit framework for future project audits.

Item 10 - Election of Chairperson and Vice-Chairperson for 2021

The election of the Chairperson and Vice-Chairperson of the Committee for 2021 will, following past practice, be the subject of the usual consultations within the Council and the Committees.

Item 11 - Dates and Venues of the Thirty-sixth and Thirty-seventh Sessions

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

Item 12 - Other Business

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

Item 13 - Recommendations to the International Tropical Timber Council

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

Item 14 - 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-sixth Session of the Council for consideration and adoption.