



INTERNATIONAL TROPICAL TIMBER COUNCIL

COMMITTEE ON FINANCE AND ADMINISTRATION

Distr.
GENERAL

CFA(XXXVIII)/1
1 September 2023

Original: ENGLISH

THIRTY-EIGHTH SESSION
13-17 November 2023
Pattaya, Thailand

PROVISIONAL AGENDA

1. Opening of the Session
2. Adoption of Agenda and Organization of Work
3. Admission of Observers
4. Draft Biennial Administrative Budget for the Years 2024 and 2025
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 2022
9. Updates to the Project Audit Framework
10. Election of Chairperson and Vice-Chairperson for 2024
11. Dates and Venues of the Thirty-ninth and Fortieth 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-eighth Session of the Committee on Finance and Administration will be opened by the Chairperson.

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 Committee will be determined after the usual consultation. The Committee 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 2024 and 2025 [Document CFA(XXXVIII)/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 2024 and 2025 as contained in document CFA(XXXVIII)/2.

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

Item 5 - Review of Contributions to the Administrative Budgets [Document CFA(XXXVIII)/3]

The Committee may examine document CFA(XXXVIII)/3 which details Members' contributions to the Administrative Budgets 1986-2023, including assessments, receipts, interests, and arrears.

Item 6 - Current Status of the Administrative Account [Document CFA(XXXVIII)/4]

The Committee may examine document CFA(XXXVIII)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2023 and resources available. This document also provides disclosures required by the Financial Rules on bid and tender processes, sole suppliers, bad debt write-offs, approved banks and financial institutions, and matters related to the Administration of the Administrative Account.

Item 7 - Resources of the Special Account and the Bali Partnership Fund [Document CFA(XXXVIII)/5]

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

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

Item 8 - Auditor's Report for the Financial Year 2022
[Document CFA(XXXVIII)/6, CFA(XXXVIII)/CRP-1]

The Committee may examine document CFA(XXXVIII)/6 (Financial Reports Prepared in Accordance with ITTO Financial Rules and Procedures (Annex 4)) and CFA(XXXVIII)/CRP-1 (Management Letter prepared by the Independent Auditors for the ITTO Management) and, if appropriate, recommend to the Council that it accepts the Auditor's Report on the Accounts of the Organization for the financial year 2022.

Item 9 - Updates to the Project Audit Framework
[Document CFA(XXXVIII)/7]

The committee at its Thirty-fifth session adopted the new project audit framework developed to enhance governance of projects and activities managed by the Organization. The Secretariat has conducted a review of the new framework and based on feedback received from the executing agencies and auditors updates to the framework are being proposed to make improvements to its overall effectiveness and efficiency.

The Committee may examine document CFA(XXXVIII)/7 and, if appropriate, recommend to the Council that it adopts the updates to the project audit framework.

Item 10- Election of Chairperson and Vice-Chairperson for 2024

The election of the Chairperson and Vice-Chairperson of the Committee for 2024 will, following past practice, be the subject to the usual consultations within the Council and the Committees.

Item 11- Dates and Venues of the Thirty-ninth and Fortieth Sessions

The dates and venues of the Thirty-ninth and Fortieth Sessions of the Committee will be determined in relation to the dates and venues fixed by the Council for its Sixtieth and Sixty-first Sessions.

Item 12- Other Business

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

Item 13 - Recommendations to the International Tropical Timber Council

The Committee may consider and decide the set of recommendations to be made 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-ninth Session of the Council for consideration and adoption.