



INTERNATIONAL TROPICAL TIMBER COUNCIL

COMMITTEE ON FINANCE AND ADMINISTRATION

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2-6 December 2024
Yokohama, Japan

PROVISIONAL AGENDA

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ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1 - Opening of the Session

The Thirty-ninth Session of the Committee on Finance and Administration (CFA) 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 - Approved Biennial Administrative Budget for the Years 2024 and 2025 [Document CFA(XXXIX)/2]

At its Fifty-ninth Council Session in November 2023, the Council approved the Administrative Budget for the Biennium 2024 and 2025 in accordance with Article 19(4) of the ITTA, 2006 through Council Decision 2(LIX).

There are no revisions to the biennial budget being proposed at this time in accordance with the Financial Rules Rule 3(3).

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

The Committee may examine document CFA(XXXIX)/3 which details Members' contributions to the Administrative Budgets 1986-2024, including assessments, receipts, interests, and arrears.

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

The Committee may examine document CFA(XXXIX)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2024 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(XXXIX)/5]

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

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

Item 8 - Auditor's Report for the Financial Year 2023

[Document CFA(XXXIX)/6, CFA(XXXIX)/CRP-1, CFA(XXXIX)/CRP-2]

The Committee may examine document CFA(XXXIX)/6 (Financial Reports Prepared in Accordance with ITTO Financial Rules and Procedures (Annex 4)) and CFA(XXXIX)/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 2023. Furthermore, as a condition for ITTO's recent accreditation to the Green Climate Fund, the CFA is requested to provide oversight of ITTO's internal audit activities and assessment of the performance of its independent internal audit function. The Committee may examine document CFA(XXXIX)/CRP-2 (Internal Audit Report) and recommend to the Council that it add this new responsibility to the functions of the CFA.

Item 9- Election of Chairperson and Vice-Chairperson for 2025

The election of the Chairperson and Vice-Chairperson of the Committee for 2025 will, following past practice, be subject to the usual consultations within the Council and the Committees.

Item 10- Dates and Venues of the Fortieth and Forty-first Sessions

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

Item 11- Other Business

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

Item 12 - Recommendations to the International Tropical Timber Council

The Committee may consider and decide the set of recommendations to be made to the Council.

Item 13 - Report of the Session

The Committee may consider and adopt the Report containing its recommendations to the Council. The Committee may request the Chairperson to present the Report to the Sixtieth Session of the Council for consideration and adoption.