



INTERNATIONAL TROPICAL TIMBER COUNCIL

COMMITTEE ON
FINANCE AND ADMINISTRATION

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FORTIETH SESSION
27-31 October 2025
Panama City, Panama

PROVISIONAL AGENDA

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ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1 - Opening of the Session

The Fortieth 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 - Draft Biennial Administrative Budget for the Years 2026 and 2027

[Document CFA(XL)/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 2026 and 2027 as contained in document CFA(XL)/2.

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

Item 5 - Review of Contributions to the Administrative Budgets

[Document CFA(XL)/3]

The Committee may examine document CFA(XL)/3 which details Members' contributions to the Administrative Budgets 1986-2025, including assessments, receipts, interests, and arrears.

Item 6 - Current Status of the Administrative Account

[Document CFA(XL)/4]

The Committee may examine document CFA(XL)/4 giving the current financial situation of the Organization in respect of expenditures under the Administrative Budget for 2025 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(XL)/5]

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

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

Item 8 - Auditor's Report for the Financial Year 2024

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

The Committee may examine document CFA(XL)/6 (Financial Reports Prepared in Accordance with ITTO Financial Rules and Procedures (Annex 4)) and CFA(XL)/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 2024. Furthermore, as per the recommendation at the Thirty-ninth Session of the committee, the CFA's responsibility includes oversight of ITTO's internal audit activities and assessing the performance of its independent internal audit function. The Committee may examine document CFA(XL)/CRP-2 (Internal Audit Report 2024) and assess the performance of the internal audit function.

Item 9 - Extension of the Tenure of a Senior Management Staff Member

The Executive Director will recommend to the Committee to consider the extension of a senior management staff member upon reaching retirement age in 2026 as provided for under Regulation 7.4 of the Staff Regulations and Rules of the ITTO. The recommendation will be made in accordance with Rule 709 of the Staff Regulations and Rules of the ITTO, with consideration of factors such as the immediate needs of the service, the performance record of the staff member, and the availability of a suitable replacement.

Item 10 - Election of Chairperson and Vice-Chairperson for 2026

The election of the Chairperson and Vice-Chairperson of the Committee for 2026 will, following past practice, be subject to the usual consultations within the Council and the Committees.

Item 11 - Dates and Venues of the Forty-first and Forty-second Sessions

The dates and venues of the Forty-first and Forty-second Sessions of the Committee will be determined in relation to the dates and venues fixed by the Council for its Sixty-second and Sixty-third 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 the Report containing its recommendations to the Council. The Committee may request the Chairperson to present the Report to the Sixty-first Session of the Council for consideration and adoption.