
7TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Port Vila, Vanuatu, 14 to 18 February 2020

FAC 7 – Doc 01

Provisional Agenda_ **rev1**

Secretariat

1. WELCOME AND INTRODUCTION
2. ADMINISTRATIVE ARRANGEMENTS
 - a. Adoption of the Agenda
 - b. Meeting Documents
3. SPRFMO FINANCIAL REPORTING
 - a. Financial Statements
 - b. Auditor Report
 - c. Statement of transfers of appropriations
 - d. Accumulated Surplus Account
 - e. SPRFMO Contingency Fund
 - f. Status of SC Scientific Support Fund & Developing States Fund
4. SPRFMO REPORT OF INCOME
 - a. Voluntary contributions
5. SELECTION AND APPOINTMENT OF INDEPENDENT AUDITORS
6. **SPRFMO OBSERVER PROGRAMME ACCREDITATION EVALUATOR**
7. PERFORMANCE REVIEW RECOMMENDATIONS CONCERNING THE FAC
 - a. Implementation of Recommendations
8. FUTURE BUDGETS AND CONTRIBUTIONS
 - a. Draft Budget for financial years 2020-2021 and 2021-2022
 - b. Contributions for financial years 2020-2021 and estimate for 2021-2022
9. MATTERS CONCERNING THE FINANCIAL REGULATIONS
 - a. Administration of the Developing States (DS) Fund – Accessibility for capacity building
10. MATTERS CONCERNING THE SECRETARIAT & THE STAFF REGULATIONS
 - a. Secretariat report on 2019 intersessional period activities
 - b. Secretariat Communication plan
 - c. Secretariat's Proposal - Staff Regulations
 - d. Secretariat structure review
 - e. Staff performance review summary
 - f. Secondment assessment
 - g. Secretariat's Proposal - Secondments and Internships
11. MEETINGS OF THE COMMISSION & SUBSIDIARY BODIES
 - a. Date and Venue for 2021
 - b. Potential hosting 2022 & 2023
 - c. Scientific Committee 2020 and potential hosting 2021 & 2022
12. OTHER MATTERS
 - a. Proposals - Rules of Procedure
13. ADOPTION OF THE REPORT
14. CLOSE OF MEETING