

## 13<sup>TH</sup> MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

*Panama City, Panama, 26 to 27 February 2026*

**FAC 13 – Doc 03**  
**FAC13 Meeting Schedule**  
*Secretariat*

	Session 1 09:00 – 10:30	Session 2 11:00 – 12:30	Session 3 14:00 – 15:30	Session 4 16:00 – 17:30	Post-session
Wednesday 25 Feb	CTC meeting	CTC meeting	CTC meeting	CTC meeting	FAC HoDs meeting
Thursday 26 Feb	CTC meeting	<ul style="list-style-type: none"> <li>• FAC Opening           <ul style="list-style-type: none"> <li>- Arrangements</li> <li>- Adopt agenda</li> <li>- Meeting documents</li> </ul> </li> <li>• Overview of FAC, Funds, Income</li> <li>• Report of Income</li> <li>• Financial Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Status and Forecast of Funds           <ul style="list-style-type: none"> <li>◦ Accumulated Surplus Account</li> <li>◦ Contingency Fund</li> <li>◦ Developing States Fund</li> <li>◦ Scientific Support Fund</li> <li>◦ Spanish Interpretation Fund</li> </ul> </li> <li>• Future budgets           <ul style="list-style-type: none"> <li>◦ Draft budget</li> <li>◦ Travel plan</li> <li>◦ DWG Strategy</li> </ul> </li> <li>• Future contributions</li> </ul>	<ul style="list-style-type: none"> <li>• FAC related Proposals:           <ul style="list-style-type: none"> <li>◦ Staff Regulations</li> <li>◦ Policy for Secondments and Internships</li> </ul> </li> <li>• PR2 IWG Submissions and Discussion on Draft Plan for Implementation</li> <li>• FAC workplan</li> </ul>	
Friday 27 Feb	<ul style="list-style-type: none"> <li>• Secretariat matters</li> <li>• Future budgets and contributions (if required)</li> <li>• FAC related proposals (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Auditor's appointment</li> <li>• Meetings of the Commission &amp; subsidiary bodies</li> <li>• Office holders</li> <li>• Other matters</li> </ul>	<p style="text-align: center;">CTC meeting</p> <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;"><i>(FAC report preparation)</i></p>	<ul style="list-style-type: none"> <li>• Report adoption</li> </ul>	

*\*Coffee breaks will be for 30 minutes at 10:30 and 15:30 each meeting day; lunch break will be 1.5 hours each meeting day.*