

13TH 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"> • FAC Opening <ul style="list-style-type: none"> - Arrangements - Adopt agenda - Meeting documents • Overview of FAC, Funds, Income • Report of Income • Financial Reporting | <ul style="list-style-type: none"> • Status and Forecast of Funds <ul style="list-style-type: none"> ○ Accumulated Surplus Account ○ Contingency Fund ○ Developing States Fund ○ Scientific Support Fund ○ Spanish Interpretation Fund • Future budgets <ul style="list-style-type: none"> ○ Draft budget ○ Travel plan ○ DWG Strategy • Future contributions | <ul style="list-style-type: none"> • FAC related Proposals: <ul style="list-style-type: none"> ○ Staff Regulations ○ Policy for Secondments and Internships • PR2 IWG Submissions and Discussion on Draft Plan for Implementation • FAC workplan | |
| Friday 27 Feb | <ul style="list-style-type: none"> • Secretariat matters • Future budgets and contributions (if required) • FAC related proposals (if required) | <ul style="list-style-type: none"> • Auditor's appointment • Meetings of the Commission & subsidiary bodies • Office holders • Other matters | <p>CTC meeting</p> <p>-----</p> <p><i>(FAC report preparation)</i></p> | <ul style="list-style-type: none"> • Report adoption | |

**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.*