

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 – 18:00	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 style="text-align: center;">CTC meeting</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><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.*