

## 2<sup>nd</sup> Meeting of the Finance & Administration Committee Auckland, New Zealand, 2 to 6 February 2015

### FAC-02-INF-01

#### FAC Document List (as at 10 Jan 2015)

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This document list is organised into 2 parts. Part I is a sequential list of documents that are expected to be discussed during the meeting. Part II displays those same documents linked to a relevant agenda item. *Note that not all of the documents are available at this time.*

The Secretariat has been requested to lessen the amount of paper hardcopies produced for the meeting and hence encourages participants to access the various meeting documents electronically.

#### ***Part I***

##### **Finance and Administration Committee**

FAC-02-01	Provisional Agenda for the Finance and Administration Committee
FAC-02-02	Management report for the year ending 30 June 2014
FAC-02-02_supp	Additional statement concerning transfers between categories
FAC-02-03	Conditions under which the Chairperson may authorise expenditure from the Accumulated Surplus account
FAC-02-04	Contingency fund Proposal
FAC-02-05	Staff rules for the SPRFMO Secretariat
FAC-02-06	Member Contribution report (includes voluntary contributions and other income)
FAC-02-07	Draft Budgets and Contributions for the 2015/16 and 2016/17 financial years
FAC-02-INF-01	FAC Document List
FAC-02-INF-02	Headquarters agreement and implementing national legislation

**Part II**

<b>2<sup>nd</sup> Finance &amp; Administration Committee Agenda</b>	<b>Papers (Abbreviated)</b>
1. Welcome & Introduction	
2. Administrative Arrangements	FAC-02-01 FAC Provisional Agenda FAC-02-INF-01 FAC Document list
3. Annual Financial Statement	FAC-02-02 report for year ending 30 June 2014 FAC-02-02_supp Statement concerning Transfers
4. Financial regulation amendments	FAC-02-03 Conditions for the authorisation of expenditure from the Accumulated Surplus account FAC-02-04 Contingency Fund proposal
5. Headquarters Agreement and implementing National legislation	FAC-02-INF-02 Headquarters agreement and implementing National legislation
6. Staff rules for the Secretariat	FAC-02-05 Staff rules for the SPRFMO Secretariat
7. Member Contributions	FAC-02-6 Member & Voluntary Contributions
8. Future Contributions	FAC-02-07 Draft Budgets and Contributions for the 2015/16 & 2016/17 financial years
9. Next meeting of the Commission	
10. Adoption of Report	
11. Meeting Closure	