

Chair's Aide-Mémoire

Meeting of the Bureau of the Conference Committee for IEE Follow-up (CoC-IEE)

Friday 17 April 2009

Mohammad Saeid Noori-Naeini, Chair

1. Administrative matters:

- The Chair echoed Members' desire to *more thoroughly discuss key issues* on Working Group (WG) agendas. While aware that additional WG meetings would have cost implications and might not be easy to accommodate in the current busy calendar, different options were envisaged, including: (i) holding informal seminars with indirect interpretation (possibly whispering interpretation – *chuchotage*); (ii) using some of the interpretation time available for Regional Groups for WG meetings; (iii) making greater use of Regional Group meetings to better prepare for WG meetings, with Regions using spokespersons at WG meetings, where appropriate, for better time management of deliberations; (iv) adding evening sessions to already scheduled meetings as needed (with some incremental costs). It was agreed that Bureau Members would consult their respective Regional Groups on these and other possible options and report back to the Bureau at its next meeting in May.
- The *budget and expenditure estimates* of the CoC-IEE to the end of April 2009, as presented in Annex 2, were reviewed and found to be satisfactory.

2. **Any other business** - The Bureau was informed by Management that the Executive Summary of the Report of the *Root and Branch Review* (RBR) was expected to be released on 17 April by midnight, and would be followed by the full Report during the course of the following week. Management undertook to post both the Executive Summary and the full Report, as they became available, on the FAO Reform website. The Executive Summary would be translated and distributed in all language versions as soon as feasible. Management informed Members that based on the present arrangements with the Finance Committee, the Management Response would need to be ready for dispatch two weeks before the May session of the Finance Committee, which may not allow sufficient time for a detailed response. Ernst and Young Consultants would attend the Finance Committee and the WG meeting at which the RBR will be discussed in May. Their possible availability for an informal seminar with Members would be ascertained by Management.

Annex 1

Agenda of the Bureau meeting

1. Administrative matters
2. Any other business

Annex 2

Estimated Budget and Expenditure of the CoC-IEE for 2009 (USD)		
	Approved Budget	Estimated Expenditure to end of April
Conference Committee meetings	669,000	306,090
<i>Interpretation</i>	<i>304,000</i>	<i>108,000</i>
<i>Documentation (translation and printing)</i>	<i>350,000</i>	<i>195,240</i>
<i>Messengers etc</i>	<i>15,000</i>	<i>2,850</i>
Chair of Conference Committee - Total	215,000	112,240
<i>Honorarium, subsistence allowance and travel</i>	<i>142,000</i>	<i>87,240</i>
<i>Secretary to Chair</i>	<i>73,000</i>	<i>25,000</i>
Conference Committee Secretariat - Total	287,000	42,920
<i>Secretary</i>	<i>88,000</i>	<i>17,600</i>
<i>P2 officer</i>	<i>121,000</i>	<i>3,000</i>
<i>GS staff</i>	<i>58,000</i>	<i>22,320</i>
<i>Additional human resources to support Secretariat</i>	<i>20,000</i>	
Additional meeting days of Programme and Finance Committees - Total	143,000	93,300
<i>Travel</i>	<i>25,000</i>	<i>10,219</i>
<i>Interpretation</i>	<i>78,000</i>	<i>24,000</i>
<i>Documentation (translation and printing)</i>	<i>40,000</i>	<i>55,076</i>
<i>Temporary Staff, Overtime etc</i>		<i>4,005</i>
Additional meeting days of Council - Total	203,000	
<i>Travel</i>	<i>84,000</i>	
<i>Interpretation</i>	<i>84,000</i>	
<i>Messengers etc.</i>	<i>5,000</i>	
<i>Documentation (translation and printing)</i>	<i>30,000</i>	
Total	1,517,000	554,550