Original: ENGLISH Distr: RESTRICTED

ADMINISTRATION AND FINANCE COMMITTEE

First meeting Bali, Indonesia, 19-22 March 2012

DRAFT AGENDA

- 1. Opening of the meeting
- 2. Adoption of agenda
- 3. Rules and Regulations of the Committee
- 4. Revised Administrative Rules of the Organization and Revised Staff Regulations and Staff Rules of the Organization
- 5. Financial Overview of the Organization
- 6. Measures to address the late payment or non-payment of contributions due by Members to the Administrative Budget and to the Special Reserve Fund of the Organization
- 7. Alternative Salary Remuneration Systems
- 8. Draft Administrative Budget for the 2013/2014 financial year
- 9. Other business
- 10. Record of decisions

ANNOTATIONS TO THE DRAFT AGENDA

1. OPENING OF THE MEETING

The first meeting of the Administration and Finance Committee will be opened by its Chairman, Mr. Henk de Jong (the Netherlands).

2. ADOPTION OF AGENDA

The Committee will consider the draft agenda contained in this document as a basis for adopting its agenda.

3. RULES AND REGULATIONS OF THE COMMITTEE

The Committee will review its draft Rules and Regulations, contained in document AF/1/2.

4. REVISED ADMINISTRATIVE RULES OF THE ORGANIZATION, AND REVISED STAFF REGULATIONS AND STAFF RULES OF THE ORGANIZATION

The Committee will review the revised Administrative Rules of the Organization and the Revised Staff Regulations and Staff Rules of the Organization contained in documents ICC/48/7/Rev.6 and ICC/31/5/Rev.4 respectively, following a review of these documents undertaken by the Working Group established by the Council at its 86th regular session in September 2012 in this respect.

5. FINANCIAL OVERVIEW OF THE ORGANIZATION

The Secretariat will submit document AF/1/3, containing a financial overview of the Organization.

This document will include the voting rights of Members; the up-to-date situation related to the payment of contributions to the administrative budgets for the current and previous financial years; administrative expenditure and income for the first three months of the 2012/2013 budget year and a perspective for the whole of the budget year; as well as preliminary estimates of the situation regarding the Special Reserve Fund and other provisions, as per 31 January 2013.

6. Measures to Address the Late Payment or Non-Payment of Contributions due by Members to the Administrative Budget and to the Special Reserve Fund of the Organization

The Secretariat will present this item with reference to document AF/1/4, which is tabled at the request of the Council at its 86th regular session in September 2012.

7. ALTERNATIVE SALARY REMUNERATION SYSTEMS

The Committee will review alternative salary remuneration systems in place in other relevant organizations, with reference to document AF/1/5.

8. Draft Administrative Budget for the 2013/2014 Financial Year

The Administration and Finance Committee will review the draft Administrative Budget for the 2013/2014 financial year with reference to document AF/1/6, for recommendation to the Council.

9. OTHER BUSINESS

Matters not on the agenda may be raised for consideration.

10. RECORD OF DECISIONS

The Committee will adopt its record of decisions for the meeting.