

**4th Meeting of the Finance and Administration Committee**  
Adelaide, Australia, 18 to 22 January 2017

**FAC 4 - Doc 02 (Rev.1, 10 Jan 2017)**

**Meeting Documents**

*Secretariat*

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**FINANCE & ADMINISTRATION DOCUMENTS**

FAC4-Doc01 Provisional Agenda

FAC4-Doc01supp. Annotated Provisional Agenda

FAC4-Doc02 Meeting Documents

FAC4-Doc03 Annual Financial Statement for the year ending 30 June 2016

FAC4-Doc04 Financial Contribution Report

FAC4-Doc05 Draft Budgets & Calculation of Member Contributions for 2017-18 and 2018-19

FAC4-Doc06 Information to assist deliberations on the SPRFMO financial contribution formula

FAC4-Doc07 Reclassification of a staff member (restricted)

**INFORMATION PAPERS**

FAC4-INF01 Database Development: Explanatory Note

FAC4-INF02 VMS and IT Manager

**AGENDA ITEMS AND RELATED PAPERS**

<b>FAC4 Agenda items (abridged)</b>	<b>Papers (abridged)</b>
1. Welcome and Introduction	
2. Administrative Arrangements a. Adoption of agenda b. Meeting Documents	Doc01 Provisional Agenda Doc01_supp. Annotated Agenda Doc02 Meeting Documents
3. Annual Financial Statement a. Statement of transfers between categories b. Accumulated Surplus Account c. Auditor report d. Investment and other Income	Doc03 Annual Financial Statement for the year ending 30 June 2016
4. Possible Financial Regulations Amendments a. Review of the contributions formula	Doc06 Information to assist deliberations on the SPRFMO financial contribution formula
5. Secretariat Staff Matters	Doc07 Reclassification of a staff member (restricted)
6. Financial Contributions report	Doc04 Financial Contribution Report
7. Future Contributions a. Draft Budgets for 2017-18 and 2018-19 b. Calculation of Contributions	Doc05 Draft Budgets & Calculation of Member Contributions for 2017-18 and 2018-19 INFO1 Database Development: Explanatory Note INFO2 VMS and IT Manager
8. Next meetings of the Commission	
9. Other matters	
10. Office holders 11. Adoption of the report 12. Meeting Closure	