

**5th Meeting of the Finance and Administration Committee
Lima, Peru, 30 January to 3 February 2018**

FAC 5 – Doc 01

Provisional Agenda

1. WELCOME AND INTRODUCTION
2. ADMINISTRATIVE ARRANGEMENTS
 - a. Adoption of the Agenda
 - b. Meeting Documents
3. ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDING 30 JUNE 2017
 - a. Accumulated Surplus Account
 - b. Auditor Report
 - c. Investment and other income
 - d. Statement of transfers of appropriations (FR 3.3)
 - e. Statement of written down losses (FR 6.4)
 - f. SPRFMO Contingency Fund (FR, Annex 2)
4. SECRETARIAT REPORT ON ACTIVITIES IN THE 2017 INTERSESSIONAL PERIOD
5. MATTERS CONCERNING THE FINANCIAL REGULATIONS
 - a. Review of the formula for the calculation of contributions
 - b. Any other matter or proposal concerning the Financial Regulations
6. MATTERS CONCERNING THE SECRETARIAT AND THE STAFF REGULATIONS
 - a. General matters relating to the implementation of the Staff Regulations
 - b. Contract for the new Executive Secretary and related matters
 - c. SPRFMO secondments and internships
7. FINANCIAL CONTRIBUTIONS REPORT
8. FUTURE BUDGETS AND CONTRIBUTIONS
 - a. Draft Budget for financial years 2018–2019 and 2019–2020 (Convention Art.15 & FR 2)
 - b. Calculation of contributions for financial years 2018–2019 and estimate of contributions for 2019–2020
9. MEETINGS OF THE COMMISSION
 - a. Date and Venue for 2019 (as per the European Union offer)
 - b. Offers to host 2020
10. OTHER MATTERS
11. ADOPTION OF THE REPORT
12. CLOSE OF MEETING