

**FORMER FAO AND OTHER UN STAFF ASSOCIATION**  
**\* FFOA \***

FFOA/GA/2014/01

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**Forty-fourth Session of the General Assembly**  
**Wednesday, 28 May 2014 at 09:30 hours**  
**Italian Conference Room, IFAD Headquarters**  
**Via Paolo di Dono, 44 EUR, Rome**

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≈ **NOTICE TO MEMBERS AND LIST OF DOCUMENTS** ≈

Members are invited to attend the forty-fourth Session of the General Assembly on **Wednesday, 28 May 2014 at 09:30 hours** in the **Italian Conference Hall at the Headquarters of IFAD**. The meeting will be conducted in English and Italian. Simultaneous interpretation will be provided.

Any member wishing to present a paper for discussion or to table a resolution is kindly requested to send it, under cover of an explanatory note, to the FFOA Office where it should be received at the latest on **Tuesday, 29 April 2014**.

Annual Members are kindly requested to ensure that they have paid their annual subscription fee as well as any outstanding arrears since only members who have fully paid their subscription fees can be admitted to the meeting.

**To allow for a smooth and efficient registration, all participating members should bring their membership card with them and show it to the controllers who are on duty at the entrance of the Italian Conference Room.**

The following documents are enclosed except for the Provisional Report of the 43<sup>rd</sup> Session of the General Assembly (FFOA/GA/2014/03) mailed with the Newsbrief N° 89 of September 2013:

**FFOA/GA/2014/01** Notice to Members and List of Documents

**FFOA/GA/2014/02** Provisional Agenda

**FFOA/GA/2014/03** Provisional Report of the 43<sup>rd</sup> Session of the General Assembly held on 29 May 2013

**FFOA/GA/2014/04** Statement of Work achieved during 2013

**FFOA/GA/2014/05** Report of the Association's Finances consisting of:

**A. Financial Report for 2013**

**B. Financial Status on 31 December 2013**

**C. Certification by the Reviewers of the Financial Statements for 2013**

**D. Proposed Budget for 2015**

**E. Appointment of the Reviewers for 2014**

NOTICE TO MEMBERS AND LIST OF DOCUMENTS

- FFOA/GA/2014/06 **Draft Resolutions to:**
- A. adopt the Provisional Report of the 43<sup>rd</sup> Session of the General Assembly**
  - B. adopt the Statement of Work achieved during 2013**
  - C. adopt the Financial Report for 2013 and the Financial Status on 31 December 2013**
  - D. take note of the Certification by the Reviewers of the Financial Statements for 2013**
  - E. approve the Proposed Budget for 2015**
  - F. appoint the Reviewers for 2014**

FFOA/GA/2014/07 **Proxy for voting at the General Assembly**

FFOA/GA/2014/08 **Luncheon Reservation Form**

FFOA/GA/2014/09 **Registration Form (only for members living in Italy)**

Members unable to attend the General Assembly may send a proxy (FFOA/GA/2014/07), duly completed and signed, to the FFOA Office where it should be received at the latest on

**Monday, 12 May 2014**

Members attending the General Assembly are kindly requested to bring their own documents (FFOA/GA/2014/01-06) with them, as additional sets cannot, unfortunately, be made available.

☺ **Buffet-Lunch after the General Assembly** ☺

The Executive Committee is organizing an informal buffet-lunch after the General Assembly, which will probably take place in the Executive Dining Room at IFAD. Those wishing to participate are kindly requested to complete and return the enclosed Luncheon Reservation form (FFOA/GA/2014/08) and effect payment of Euro 20.00 per person at the FFOA Office as soon as possible but not later than:

**Friday, 23 May 2014**

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