

Chair's Aide Mémoire - First and Second Meetings of the Bureau of the Conference Committee for IEE follow-up (CoC-IEE) – Tuesday 15 & Wednesday 23 January 2008

Mohammad Saeid Noori-Naeini, Chair

First Meeting of the Bureau (15 January) – Participation of Observers in Working Groups (WGs)

1) It was recommended to Chairs of Working Groups (WGs) that Members of each WG should sit in the centre circle of the meeting with reserved places and observers would sit behind. After Members had spoken the Chair could permit an additional two observers per region to speak. A Member could also indicate to the Chair that for a particular agenda item they would not be speaking and an Observer from that region would speak on their behalf. The Chairs were fully responsible for the management of the discussion in their WGs and could interpret this guidance flexibly but were encouraged to preserve some level of similarity in the conduct of discussions.

Second Meeting of the Bureau (23 January)

2) **Schedule of meetings:** The immediate schedule of meetings to be recommended to the CoC-IEE was finalised – see aide mémoire of CoC-IEE (23 January).

3) **Availability of documentation and language versions:** There was a need to ensure that documentation was available adequately before meetings for Members to prepare themselves and this needed to be in all the FAO languages. At the same time it was recognised that the pace of work was such that documents could not be available with long lead in times and the original language versions could on occasions be posted while the translations were awaited. It was agreed that at an absolute minimum documents should be available two full days before any meeting in all the required languages. It was noted that this would probably mean that to allow for document finalisation, translation and distribution, no Working Group meetings could be held within ten days of a CoC-IEE meeting which was to consider the output of that WG.

4) **Periodic Reporting on the Budget and expenditure on that portion of the IEE-follow up budget used directly for the secretariat and the CoC-IEE:** It was agreed that an expenditure report should be presented by the CoC-IEE secretariat to the Bureau at two monthly intervals and that this report should be constructed in such a way as to transparently facilitate budget and expenditure management.

5) **Appointment of the CoC-IEE secretary:** The Bureau recommended to the CoC-IEE that Mr. John Markie be appointed secretary. It also requested that urgent steps be taken to put the remainder of the secretariat in place.