

**Chair's Aide Mémoire - Third and Fourth Meeting of the Bureau of the Conference Committee
for IEE follow-up (CoC-IEE) – Tuesday 19 and Monday 25 February 2008**
Mohammad Saeid Noori-Naeini, Chair

Third Meeting Tuesday 19 February

- 1) **Secretariat staff appointments:** The Bureau was pleased to hear that two temporary P5 posts and one temporary P2 post had been established for the IEE secretariat, in addition to the Secretary CoC-IEE and the temporary General Service support. The Bureau examined the curricula vitae of Mr. Thomas Price and Ms. Federica Coccia and welcomed their appointment at P5 and P2 level respectively. The Bureau expressed the wish that they take up their duties immediately in order for the Secretariat to function fully (summary résumés attached as Annex I).
- 2) The Chair and Secretary were requested to locate a suitable candidate for the remaining P5 post as soon as possible. It was recognised that the first criteria in selection must be competence and availability but in locating a candidate to propose to the Bureau, they were requested to consider language skills, and the question of gender and balance between G77 and developed countries in the make-up of the secretariat.
- 3) **Timetable of meetings:** A preliminary discussion was held on the timetable of meetings. Members recognised that the Chairs of the WGs had a need to ensure adequate meeting time to cover their work. However, they requested that meetings be bunched together with spaces between in the timing to allow consultation between members and with capitals.

Fourth Meeting Monday 25 February

- 4) **Timetable of meetings continued:** The timetable for March and April was agreed as attached (Annex II). The secretariat and Chair were further requested in consultation with the Chairs of the Working Groups to quickly develop a tentative schedule for May and June to permit forward planning by members. This is expected to be released by Friday 7 March.
- 5) **Budget and Expenditure Review:** The budget and expenditure estimates to the end of February were reviewed and found to be satisfactory (see Annex III).

Annex I: CoC-IEE Secretariat Appointments

Summary Résumé Thomas Price (P5 appointee)

Thomas Price (USA) is Senior Programme Officer for Cooperation with Civil Society and the Private Sector in the Strategic Planning Unit, ODGS. Before joining FAO four years ago, Mr Price was social sciences adviser at IUCN-World Conservation Union in West Africa and Europe. (IUCN's members include governments, government agencies and non governmental organizations). He has also worked for the bilateral aid agencies of France and the United States, International Non-Governmental Organizations, the European Commission and applied research organizations. With 20 years professional experience resident in French-speaking Africa, he has addressed both operational and policy issues on agriculture and natural resources at a senior level with governments. He has assisted in the organization, negotiations and drafting of documents for the FAO Governing Bodies - Council and Conference, the Regional Conferences, the Programme Committee, the Committees on World Food Security and Agriculture - as well as for other international events including the International

Conference on Agrarian Reform and Rural Development (2007), the Maastricht Conference on the Multifunctional Character of Agriculture and Land (1999), the IUCN World Conservation Congress (1996) and the World Summit on Sustainable Development (2002). At FAO he had a guest appointment in the Agriculture and Sustainable Development Departments 1999-2001 and was a staff member of the Technical Cooperation Department 2003-2006. In the field he has consulted for the Fisheries Department.

Summary Résumé Federica Coccia (P2 appointee)

Federica Coccia (Italian female, age 30) has an MA in development economics from Manchester University (UK) and has been working with FAO in consultancy assignments since 2001. She has solid experience in gender issues and rural development and is very familiar with the Organization's financial and operational systems. In 2006, she supported the core team of the Independent External Evaluation of FAO, particularly on the Administration, Management and Organization component of the evaluation. She has been collaborating with the Evaluation Service since then on various evaluations including the country evaluation for the Democratic Republic of Congo and the ongoing evaluation of FAO's operational capacity in emergencies.

Federica speaks and writes in English, French and Spanish and has good coordination, analytical capacities and skills of synthesis.

Annex II CoC-IEE Meeting Schedule March – April 2008		
Dates	Working Groups	Other Meetings
March		
Saturday 1 - Wednesday 5		Near East Regional Conference
Thursday 6		No meetings
Friday 7	WG III	
Monday 10	WG I	
Tuesday 11	WG II	
Wednesday 12		EU Coordination Brussels
Thursday 13		Meetings of HLCP & G77
Friday 14		HLCP
Monday 17	WG II	CCLM & HLCP
Tuesday 18	WG I	CCLM & HLCP
Wednesday 19	WG III	
Thursday 20		IFAD Evaluation Committee
Friday 21		FAO holiday
Monday 24		Public holiday
Tuesday 25		No meetings
Wednesday 26	WG III	
Thursday 27	WG I	
Friday 28 (09.30-10.15)	CoC-IEE Bureau	
Friday 28 (10.30 – 17.30)	WG II	
April		
Monday 31 March– Friday 4		
Monday 7- Tuesday 8		
Wednesday 9	WG II	
Thursday 10	WG I	

Annex II CoC-IEE Meeting Schedule March – April 2008		
Dates	Working Groups	Other Meetings
Friday 11		No meetings
Monday 14 - Friday 18		LAC Regional Conference
Monday 21 (09.30 -10.15)		
Monday 21 (10.30 -17.30)	WG I	
Tuesday 22 - Wednesday 23		IFAD Replenishment
Thursday 24 – Friday 25		IFAD Executive Board
Monday 28	WG II	
Tuesday 29	WG III	
Wednesday 30 morning	WG III	
Wednesday 30 afternoon	CoC-IEE	

Annex III Estimated Budget and Expenditure Performance January - February 2008				
Components of the Budget of US\$ 3.4 million (excludes the US\$ 0.6 million being managed separately by FAO management for the Special session of the Conference and development of the Strategic Framework and Medium-Term Plan)	Budget	Expected expenditure to end Feb	Actual Expenditure estimate to end of Feb	% over or under expenditure to end of Feb
Chair of CoC- IEE (Travel and Honorarium)	270,000	49,091	48,159	-1.9
Secretariat to CoC-IEE (staff and consultants)	960,000	174,545	30,176	-82.7
Senior consultant (secretary)			0	
P5 Temporary posts (2)			3,025	
P2 Temporary post			1,981	
General Service temporary (1)			11,100	
Transaction processing			720	
Secretary to Chair of CoC - IEE (50% of salary)			8,100	
Web site			5,250	
Meeting and documentation costs	2,170,000	474,318	457,436	-3.6
Interpreters	1,170,000	292,500	143,000	
Messengers			1,122	
Translation and printing	1,000,000	181,818	313,314	+72.3
TOTAL	3,400,000	697,955	535,771	-23.2

There is currently an under expenditure of 23%. Only area of concern is translation where there was a major overrun