

Chair's Aide-Mémoire

Meeting of the Bureau of the Conference Committee for IEE Follow-up (CoC-IEE)

Thursday 21 May 2009

Mohammad Saeid Noori-Naeini, Chair

1. **Administrative matters:**

- At the last Bureau meeting, Bureau Members were requested to consult their respective Regional Groups on the four different options envisaged to meet the wish of Members to more *thoroughly discuss key issues* on Working Group agendas. Members agreed that, in order to manage time effectively, all these options could be used according to the needs that will emerge in the course of the year. Consultation by e-mail was also suggested and will be taken into consideration where appropriate. While aware of budget constraints, Members noted the need to provide interpretation, to the extent possible, during any form of meeting. Members also considered that, to manage time more effectively, it would be advisable that Regional Groups consult among themselves to determine common positions, which should be expressed at meetings through one spokesperson.
- The *budget and expenditure estimates* of the CoC-IEE to the end of May 2009, as presented in Annex 2, were reviewed and found to be satisfactory. Members suggested that savings made could be used to cover the cost of additional interpretation time.

2. **Any other business:**

During its last session (11-15 May 2009), the Finance Committee recommended that a Champion be nominated to seek funding for the implementation of the Immediate Plan of Action, and a Group with representatives of all Regions be set up to engage in *advocacy and fundraising*. At the request of Members, the Chair of the CoC-IEE accepted to fulfil this role, with the assistance of the two Vice-Chairs.

The Bureau also recommended that a Co-Champion be nominated by each Regional Group, so that the Advocacy and Fundraising Group called for by the Finance Committee could be formed and rapidly start to work jointly with the Champion. In this respect, Bureau Members, in coordination with the Chairs of the Regional Groups, were requested to consult their constituencies and appoint a Representative willing to act as Co-Champion for the Region. The Co-Champions should be appointed as soon as possible so that the Advocacy and Fundraising Group could be established in early June.

Annex 1

Agenda for the meeting

1. Administrative matters
2. Any other business

Annex 2

Estimated Budget and Expenditure of the CoC-IEE for 2009 (USD)		
	Approved Budget	Estimated Expenditure to end of May
Conference Committee meetings	669,000	425,270
<i>Interpretation</i>	304,000	147,550
<i>Documentation (translation and printing)</i>	350,000	274,220
<i>Messengers etc</i>	15,000	3,500
Chair of Conference Committee - Total	215,000	124,420
<i>Honorarium, subsistence allowance and travel</i>	142,000	94,000
<i>Secretary to Chair</i>	73,000	30,420
Conference Committee Secretariat - Total	287,000	29,500
<i>Secretary</i>	88,000	
<i>P2 officer</i>	121,000	4,500
<i>GS staff</i>	58,000	25,000
<i>Additional human resources to support Secretariat</i>	20,000	
Additional meeting days of Programme and Finance Committees - Total	143,000	93,300
<i>Travel</i>	25,000	10,219
<i>Interpretation</i>	78,000	24,000
<i>Documentation (translation and printing)</i>	40,000	55,076
<i>Temporary Staff, Overtime etc</i>		4,005
Additional meeting days of Council - Total	203,000	
<i>Travel</i>	84,000	
<i>Interpretation</i>	84,000	
<i>Messengers etc.</i>	5,000	
<i>Documentation (translation and printing)</i>	30,000	
Total	1,517,000	672,490