

**Chair's Aide Mémoire – Meeting of the Conference Committee for IEE Follow-up
(CoC-IEE) – Saturday 4 October 2008 09:30 – 17:00**
Mohammad Saeid Noori-Naeini, Chair

Approval of the Report of the CoC-IEE to the Special Session of the Conference

1) **Approval of the Report of the CoC-IEE to the Special Session of the Conference including the Immediate Plan of Action:** Members adopted the CoC-IEE Report to the Special Session of Conference (which forms an integral part of this aide mémoire). The finalized Immediate Plan of Action will include figures on costs and savings which will be inserted following their review by the Finance Committee and some adjustments to the dates on schedule of activities and deliverables, following further checking to ensure that they are realistic. An Addendum to the Immediate Plan of Action will be completed during October in preparation for the Special Session of Conference.

2) **Chair's Executive Summary:** Members also welcomed and provided their comments on the Chair's Executive Summary which will come at the beginning of the Conference Committee report, but will not form part of the report and will be signed by the Chair, as will his short Foreword to the report.

3) **Outstanding issues:** Members agreed to consider further the following proposals:

Proposals made by the European Union which were sympathetically received by the majority of regional groups:

- a) **Membership of the Council:** Pending further deliberations in 2009, no change would be proposed in the membership of the Council nor in its regional distribution;
- b) **Independent Chairperson of the Council:** The following text was proposed for insertion in the draft Immediate Plan of Action:
“The Independent Chairperson of the Council will play an enhanced facilitation role of liaison with the regional groups. As he/she considers it useful, the Independent Chairperson of the Council may call for a consultative meeting of the regional group representatives on any issue of an administrative and organizational nature regarding the preparation and conduct of a session. These consultative meetings will be chaired by the Independent Chairperson of the Council who will decide upon the follow-up which could be implemented.”

- c) With respect to the Independent Chair's functions, for possible specification in the Basic Texts, members agreed to further consider the functions as originally suggested:

2.37	4.10 a	Revise Basic Texts to clearly specify the proactive facilitation role of the Chairperson of the Council for the Governance of FAO, eliminating any potential for conflict of roles with the managerial role of the Director-General and, including, in addition to chairing meetings of the Council:	Conference	2009	-	0
2.38		a) serve as an honest broker in arriving at consensus between members on controversial issues;				
2.39		b) liaise with the Chairs of the Programme and Finance Committees and CCLM on their work programmes and as appropriate with the chairs of technical committees and regional conferences, normally attending the Programme and Finance Committees and regional conferences;				
2.40		c) liaise with regional groups on the work programme of the Council;				
2.41		d) liaise with FAO senior management on concerns of the membership, expressed through the Council and its Programme and Finance Committees and the regional conferences;				
2.42		e) ensure that the Council is kept abreast of developments in other fora of importance for FAO's mandate and that dialogue is maintained with other Governing Bodies as appropriate, in particular the Governing Bodies of the Rome based food and agriculture agencies;				
2.43		f) drive forward the continuous improvement of the efficiency, effectiveness and Member ownership of FAO Governance.				
2.44		g) The Basic Texts will also specify:				
2.45		i) desirable qualifications (competencies) for the Chair ii) that the Chair is required to be present in Rome for all sessions of the Council and will normally be expected to spend at least six to eight months of the year in Rome				

Other proposals

- d) **Proposal of a Code of Conduct for Permanent Representatives:** A proposal was further made to insert in the Immediate Plan of Action, "A Code of Conduct for Permanent Representatives to prevent possible conflicts of interest". Such Code of Conduct would be prepared for presentation to the 36th Session of the FAO Conference in 2009.
- 4) The CoC-IEE agreed to request the Finance Committee, Programme Committee and the Committee on Constitutional and Legal Matters (CCLM) for their advice on issues of financing during 2009 and costings, sequencing and Basic Text changes for the Immediate Plan of Action.
- 5) It was agreed that Working Group II might meet during the two days 9-10 October, during which sessions of the Programme Committee would be suspended. Timings and locations will be announced shortly.