

**Chair's Aide Mémoire – Sixth Meeting of the Bureau of the Conference Committee
for IEE Follow-up (CoC-IEE) – Monday 28 April 2008**

Mohammad Saeid Noori-Naeini, Chair

- 1) Translations: The Chair reported that he had consulted the Knowledge and Communication Department in an attempt to address the delays in translating CoC-IEE documents and translations could be outsourced, particularly in view of the fast turn around times needed for the CoC-IEE (and the increase in the workload of the Translation Unit due, in part due to the High Level Conference scheduled for June). The Bureau agreed to outsource translations (noting that this would not imply a higher cost but that there would not be the same control on quality and consistency).
- 2) Draft Agenda for the Meeting of the CoC-IEE scheduled for 30 April. Since the Progress Report of the Chair of the CoC-IEE would not be available in all FAO official languages in time for the meeting and in order to give all Members a fair and equitable advantage, it was decided that the report would not be distributed in English prior to the meeting and that discussion would be on the basis of verbal presentation of progress. This would allow the CoC-IEE to fulfil its legal requirement to the Conference of discussing the Progress Report before 1 May. The full report would then be distributed in all the languages by 8 May, one week prior to the CoC-IEE meeting of 15 May, where there would be a full discussion.
- 3) The Bureau reviewed and approved the calendar of meetings.
- 4) The Bureau reviewed and approved the financial situation of the CoC-IEE
- 5) The discussion of the roadmap was postponed to the next meeting of the Bureau.