

**Chair's Aide Mémoire – Ninth Meeting of the Bureau of the Conference Committee
for IEE Follow-up (CoC-IEE) – Thursday 4 September 2008 09:30 – 11:00**

Mohammad Saeid Noori-Naeini, Chair

1) **Agenda of the Conference:** The Bureau reviewed the Provisional Agenda for the Special Session of Conference. The revised dates proposed for the session would be 18-22 November 2008 in order to decrease length and increase focus as requested by Members. The IPA and IEE follow-up will be at the centre of the Special Session with two full days devoted to discussion in plenary. Also noted:

- a) the Conference would open on the afternoon of the 18th in order to complete preliminaries
- b) it would be desirable if the Resolution and the IPA could be adopted *en bloc* on the first full-day of the Conference, having previously been fully negotiated and agreed in the CoC-IEE;
- c) Heads of Delegation would have the opportunity to make their statements throughout most of the 19th and 20th ;
- d) an information session on follow-up to the High Level Conference on World Food Security would be provided for on the morning of Friday, 21 November;
- e) the report of the Special Session would be adopted on Saturday, 22 November; and
- f) there would be an information sessions to brief the Membership on the arrangements for the Special Session.

2) **Budget and Expenditures of the CoC-IEE (attached):** There were no observations regarding CoC-IEE budget and expenditure summary. It was noted that any remaining balance in 2008 could be carried over to governance follow-up activities after the Special Session of the Conference in November. It was clarified that the budget for the Special Session of Conference including interpretation formed part of the FAO Governance budget and would not be a charge on the CoC-IEE budget.

Estimated Budget and Expenditure Summary CoC-IEE to end of August 2008
(2 September 08)

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 2008	Actual Expenditure estimate to end of August 2008	Expected Expenditure September – November 2008	Total Expenditure to end of November 2008	Expected Balance end of November 2008
Chair of CoC- IEE (Travel and Honorarium)	270,000	207,415	69,520	276,935	-6,935
Secretariat to CoC-IEE (staff and consultants)	960,000	307,252	140,220	447,472	512,528
<i>Senior consultant (secretary)</i>		<i>54,600</i>	<i>24,000</i>	<i>78,600</i>	
<i>P5 Temporary posts (1)</i>		<i>108,912</i>	<i>54,456</i>	<i>163,368</i>	
<i>Consultants including P2 temporary (1)</i>		<i>33,010</i>	<i>18,216</i>	<i>51,226</i>	
<i>General Service temporary (1)</i>		<i>40,350</i>	<i>17,280</i>	<i>57,630</i>	
<i>Transaction processing</i>		<i>17,000</i>	<i>3,000</i>	<i>20,000</i>	
<i>Secretary to Chair of CoC - IEE</i>		<i>48,130</i>	<i>23,268</i>	<i>71,398</i>	
<i>Web site</i>		<i>5,250</i>	<i>0</i>	<i>5,250</i>	
Meeting and documentation costs	2,170,000	1,521,524	344,000	1,865,524	304,476
Interpreters	1,170,000	671,622	140,000	811,622	
Messengers		6,670	4,000	10,670	
Translation and printing	1,000,000	843,232	200,000	1,043,232	
GRAND TOTAL	3,400,000	1,979,788	553,740	2,589,931	810,069