

Chair's Aide Mémoire
First Meeting of the Bureau of the Conference Committee
for IEE Follow-up (CoC-IEE)

Wednesday 21 January 2009

Mohammad Saeid Noori-Naeini, Chair

1. The Chair welcomed Sweden as the only new Member of the Bureau.
2. The Bureau endorsed and welcomed the appointment of Mr. Ali Mekouar as Secretary of the CoC-IEE. Mr. Mekouar will share his time between his present role of Director of the Conference, Council and Protocol Affairs Division and his new function of Secretary.
3. Dates for Working Groups and CoC-IEE meetings were reserved in the months of February, March and April as shown in Annex 2. The Chair reminded the Bureau of the need for flexibility in scheduling meetings in order to complete the programme of work of the CoC-IEE in time for the next Conference.
4. The Bureau approved the 2009 budget for the CoC-IEE as presented in Annex 3.

Annex 1

AGENDA FOR THE FIRST MEETING OF THE CoC-IEE BUREAU

1. Chair's Introduction
2. Confirmation of the CoC-IEE secretary
3. Other Administrative Matters
4. Any Other Business

Annex 2

CoC-IEE Meeting Schedule January-April 2009		
Dates	Working Groups	Other Meetings
January		
Monday 26		
Tuesday 27		
Wednesday 28		Informal Seminar on the working plans and arrangements for the Implementation of the Immediate Plan of Action for FAO Renewal
Thursday 29		
Friday 30		
Saturday 31		
February		
Sunday 1		
Monday 2		FAO 84th Committee on Constitutional and Legal matters
Tuesday 3		FAO 84th Committee on Constitutional and Legal matters
Wednesday 4		FAO 84th Committee on Constitutional and Legal matters
Thursday 5		FAO 124th Finance Committee
Friday 6		FAO 124th Finance Committee
Saturday 7		
Sunday 8		
Monday 9		WFP - Executive Board
Tuesday 10		WFP - Executive Board
Wednesday 11		WFP - Executive Board
Thursday 12		
Friday 13		
Saturday 14		
Sunday 15		
Monday 16		
Tuesday 17		
Wednesday 18		IFAD - Governing Council
Thursday 19		IFAD - Governing Council
Friday 20		
Saturday 21		
Sunday 22		
Monday 23		FAO 85th Committee on Constitutional and Legal matters
Tuesday 24		FAO 85th Committee on Constitutional and Legal matters
Wednesday 25		
Thursday 26		
Friday 27	CoC-IEE, Bureau or Working Groups as necessary	
Saturday 28		
March		
Sunday 1		
Monday 2		FAO - 28th Committee on Fisheries
Tuesday 3		FAO - 28th Committee on Fisheries
Wednesday 4		FAO - 28th Committee on Fisheries
Thursday 5		FAO - 28th Committee on Fisheries
Friday 6		FAO - 28th Committee on Fisheries
Saturday 7		
Sunday 8		
Monday 9		FAO - 125th Finance Committee
Tuesday 10		FAO - 125th Finance Committee
Wednesday 11		
Thursday 12		
Friday 13		
Saturday 14		
Sunday 15		

March			
Monday	16		FAO - 19th Committee on Forestry
Tuesday	17		FAO - 19th Committee on Forestry
Wednesday	18		FAO - 19th Committee on Forestry
Thursday	19		FAO - 19th Committee on Forestry
Friday	20		FAO - 19th Committee on Forestry
Saturday	21		
Sunday	22		
Monday	23	WGI	
Monday	23	WGII	
Tuesday	24	Bureau or CoC-IEE as necessary	
Tuesday	24	Joint meeting WGI&II&III	
Wednesday	25		
Thursday	26		FAO - 29th Regional Conference for Asia and the Pacific
Friday	27		FAO - 29th Regional Conference for Asia and the Pacific
Saturday	28		FAO - 29th Regional Conference for Asia and the Pacific
Sunday	29		FAO - 29th Regional Conference for Asia and the Pacific
Monday	30		FAO - 29th Regional Conference for Asia and the Pacific + Commission on Phytosanitary Measures
Tuesday	31		FAO - 29th Regional Conference for Asia and the Pacific + Commission on Phytosanitary Measures
April			
Wednesday	1		Commission on Phytosanitary Measures
Thursday	2		IFAD - Audit Committee
Friday	3		Commission on Phytosanitary Measures
Saturday	4		Commission on Phytosanitary Measures
Sunday	5		
Monday	6		WFP - Financial Framework Policy Review Induction session
Tuesday	7		WFP - Financial Framework Policy Review
Wednesday	8		IFAD - Evaluation Committee
Thursday	9		
Friday	10		HOLIDAY
Saturday	11		
Sunday	12		
Monday	13		HOLIDAY
Tuesday	14		
Wednesday	15		
Thursday	16	Working Groups, Bureau or CoC-IEE as necessary	
Friday	17	WGI	
Friday	17	Joint meeting WGI&II&III	
Saturday	18		
Sunday	19		
Monday	20		FAO - 67th Committee on Commodity Problems
Tuesday	21		FAO - 67th Committee on Commodity Problems
Wednesday	22		FAO - 67th Committee on Commodity Problems 21st Committee on Agriculture
Thursday	23		21st Committee on Agriculture
Friday	24		21st Committee on Agriculture
Saturday	25		
Sunday	26		
Monday	27		
Tuesday	28		
Wednesday	29		IFAD- Executive Board
Thursday	30		IFAD- Executive Board

Annex 3

Estimated Conference Committee Budget for 2009¹

	USD
Conference Committee meetings	669,000
<i>Interpretation</i>	<i>304,000</i>
<i>Documentation (translation and printing)</i>	<i>350,000</i>
<i>Messengers etc</i>	<i>15,000</i>
Chair of Conference Committee – Total	215,000
<i>Honorarium, subsistence allowance and travel</i>	<i>142,000</i>
<i>Secretary to Chair (G-5 – 8 months)</i>	<i>73,000</i>
Conference Committee Secretariat – Total	287,000
<i>Secretary</i>	<i>88,000</i>
<i>1 P2 officer (11 months)</i>	<i>121,000</i>
<i>1 GS staff (G2 – 11 months)</i>	<i>58,000</i>
<i>Additional human resources to support Secretariat</i>	<i>20,000²</i>
Additional meeting days of Programme and Finance Committees (2 x 3 days) – Total	143,000
<i>Travel</i>	<i>25,000</i>
<i>Interpretation</i>	<i>78,000</i>
<i>Documentation (translation and printing)</i>	<i>40,000</i>
Additional meeting days of Council (3 days) – Total	203,000
<i>Travel</i>	<i>84,000</i>
<i>Interpretation</i>	<i>84,000</i>
<i>Messengers etc.</i>	<i>5,000</i>
<i>Documentation (translation and printing)</i>	<i>30,000</i>
Total	1,517,000

¹ This budget estimate is based on: (i) Table 5 of the IPA Annex on *Summary Costs, Savings, Resource Requirement and Implementation Schedule*; and (ii) the initial cost estimates included in the *Governance Oversight and Follow-up Arrangements in 2009* discussed by the CoC-IEE Working Groups in July 2008 and reflected in the Chairs' Aide-Mémoire of the Joint Meeting of Working Groups I, II and III held on 31 July 2008.

² The Conference Committee may require additional secretarial support in periods of heavy workload.