

## Chair's Aide-Mémoire

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

Tuesday 24 March 2009

Mohammad Saeid Noori-Naeini, Chair

1. **Schedule of meetings** - The Bureau reviewed and approved the schedule of meetings from May to September 2009 (Annex 2).
2. **Administrative matters** - The *budget and expenditure estimates* of the CoC-IEE to the end of March 2009, as presented in Annex 3, were reviewed and found to be satisfactory.
3. **Any other business** - The Bureau was informed of the new layout of the *CoC-IEE Website* (FAO Reform Webpage - <http://www.fao.org/iee-follow-up-committee/home-iee/en>). The site was re-designed to make it more user friendly. It was also improved in terms of language coverage by adding a Russian page and expanding the Arabic and Chinese pages.

## **Annex 1**

### **Agenda of the Bureau meeting**

1. Schedule of meetings
2. Administrative matters
3. Any other business

**Annex 2**

<b>CoC-IEE Meeting Schedule May-September 2009</b>		
<b>Dates</b>	<b>CoC-IEE meetings</b>	<b>Other meetings</b>
<b>May</b>		
Friday	1	
Saturday	2	
Sunday	3	
Monday	4	
Tuesday	5	WFP - Informal Consultation
Wednesday	6	WFP - Annual Consultation on Evaluation
Thursday	7	86th CCLM
Friday	8	86th CCLM
Saturday	9	
Sunday	10	
Monday	11	Programme and Finance Committees
Tuesday	12	Programme and Finance Committees
Wednesday	13	Programme and Finance Committees
Thursday	14	Programme and Finance Committees
Friday	15	Programme and Finance Committees
Saturday	16	
Sunday	17	
Monday	18	
Tuesday	19	
<b>Wednesday</b>	<b>20</b>	<b>WGIII</b>
<b>Thursday</b>	<b>21</b>	<b>Joint I&amp;II&amp;III; WG II; CoC-IEE</b>
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	87th CCLM
Tuesday	26	87th CCLM
Wednesday	27	
Thursday	28	
Friday	29	
Saturday	30	
Sunday	31	
<b>June</b>		
Monday	1	
Tuesday	2	
<b>Wednesday</b>	<b>3</b>	<b>WG I</b>
<b>Thursday</b>	<b>4</b>	<b>WG III; Joint I&amp;III</b>
<b>Friday</b>	<b>5</b>	<b>Joint I&amp;II&amp;III; WG II; CoC-IEE</b>
Saturday	6	
Sunday	7	
Monday	8	WFP - Executive Board
Tuesday	9	WFP - Executive Board
Wednesday	10	WFP - Executive Board
Thursday	11	WFP - Executive Board
Friday	12	WFP - Executive Board
Saturday	13	
Sunday	14	

<b>June</b>		
Monday	15	136 <sup>th</sup> Council
Tuesday	16	136 <sup>th</sup> Council
Wednesday	17	136 <sup>th</sup> Council
Thursday	18	136 <sup>th</sup> Council
Friday	19	136 <sup>th</sup> Council
Saturday	20	
Sunday	21	
Monday	22	
Tuesday	23	Codex Alimentarius Committee
Wednesday	24	Codex Alimentarius Committee
Thursday	25	Codex Alimentarius Committee
Friday	26	Codex Alimentarius Committee
Saturday	27	
Sunday	28	
Monday	29	32 <sup>nd</sup> Codex Alimentarius
Tuesday	30	32 <sup>nd</sup> Codex Alimentarius
<b>July</b>		
Wednesday	1	32 <sup>nd</sup> Codex Alimentarius
Thursday	2	32 <sup>nd</sup> Codex Alimentarius
Friday	3	32 <sup>nd</sup> Codex Alimentarius
Saturday	4	32 <sup>nd</sup> Codex Alimentarius
Sunday	5	
Monday	6	
Tuesday	7	
Wednesday	8	
Thursday	9	IFAD - Audit Committee
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	
Tuesday	14	
Wednesday	15	
Thursday	16	
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	
<b>Wednesday</b>	<b>22</b>	<b>WG I; WG III</b>
<b>Thursday</b>	<b>23</b>	<b>WG III; WG II</b>
<b>Friday</b>	<b>24</b>	<b>Joint I&amp;II&amp;III; CoC-IEE</b>
Saturday	25	
Sunday	26	
Monday	27	Programme and Finance Committees
Tuesday	28	Programme and Finance Committees
Wednesday	29	Programme and Finance Committees
Thursday	30	Programme and Finance Committees
Friday	31	Programme and Finance Committees
<b>August</b>	[no meetings]	

<b>September</b>		
Tuesday	1	
Wednesday	2	
Thursday	3	WFP - Informal Consultations
Friday	4	WFP - Informal Consultations
Saturday	5	
Sunday	6	
Monday	7	IFAD Audit Committee
<b>Tuesday</b>	<b>8</b>	<b>Joint I&amp;II&amp;III; CoC-IEE</b>
Wednesday	9	88th CCLM
Thursday	10	88th CCLM
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	IFAD Executive Board
Tuesday	15	IFAD Executive Board
<b>Wednesday</b>	<b>16</b>	<b>WG I; WG III</b>
<b>Thursday</b>	<b>17</b>	<b>WG II; CoC-IEE</b>
Friday	18	
Thursday	17	
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	Possibly Eid El Fitr
Tuesday	22	Possibly Eid El Fitr
Wednesday	23	
<b>Thursday</b>	<b>24</b>	<b>CoC-IEE</b>
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	137 <sup>th</sup> Council
Tuesday	29	137 <sup>th</sup> Council
Wednesday	30	137 <sup>th</sup> Council

### Annex 3

<b>Estimated Budget and Expenditure of the CoC-IEE for 2009 (USD)</b>		
	Approved Budget	Estimated Expenditure to <i>end of March</i>
Conference Committee meetings	<b>669,000</b>	<b>228,500</b>
<i>Interpretation</i>	304,000	72,000
<i>Documentation (translation and printing)</i>	350,000	155,000
<i>Messengers etc</i>	15,000	1,500
Chair of Conference Committee - Total	<b>215,000</b>	<b>80,650</b>
<i>Honorarium, subsistence allowance and travel</i>	142,000	62,400
<i>Secretary to Chair</i>	73,000	18,250
Conference Committee Secretariat - Total	<b>287,000</b>	<b>36,300</b>
<i>Secretary</i>	88,000	17,600
<i>P2 officer</i>	121,000	1,900
<i>GS staff</i>	58,000	16,800
<i>Additional human resources to support Secretariat</i>	20,000	
Additional meeting days of Programme and Finance Committees - Total	<b>143,000</b>	<b>93,300</b>
<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	<b>203,000</b>	
<i>Travel</i>	84,000	
<i>Interpretation</i>	84,000	
<i>Messengers etc.</i>	5,000	
<i>Documentation (translation and printing)</i>	30,000	
<b>Total</b>	<b>1,517,000</b>	<b>438,750</b>