****

**PROVISIONAL AGENDA**

**Internal Resource Committee (IRC) Meeting on the draft**

**CTI-CFF Staff Policies and Procedural Manual**

 **6-7 September 2021 | 9:00 a.m. – 5:00 p.m. (GMT+8)**

**INFORMATION**

Contact Person:

**CTI-CFF Regional Secretariat**

Dr. Mohd Kushairi Mohd Rajuddin

Email: drkushairi@cticff.org cc: regional.secretariat@cticff.org

**OBJECTIVE**

# To continue with the discussion on the inputs and comments on the draft CTI-CFF Staff Policies and Procedures Manual (SPPM)

**PROGRAM OF ACTIVITIES**

 **6 September 2021, 9:00 a.m. – 5:00 p.m. (Manado/Manila/Kuala Lumpur time)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Activity/Topic** | **Time** | **Facilitator** | **Remarks** |
|  | Log-in/ Technical Check | 8:30 a.m. – 8:55 a.m.  | Regional Secretariat | RS facilitates log-in/technical check/registration |
|  | Video Conferencing ‘House Rules’  | 8:55 a.m.-9:00 a.m. | Regional Secretariat | RS facilitates House Rules |
| 1 | Welcome Greetings  | 9:00 a.m. – 9:05 a.m. | RS ED | The Executive Director of RS welcomes everybody to the continuation of the IRC meeting |
| 2 | Opening Remarks | 9:05 a.m. – 9:10 a.m. | Chair | The Chair gives his Opening remarks |
| 3 | Introduction of Participants and Rapporteur | 9:10 a.m. – 9:15 a.m. | Chair | The Chair requests countries to introduce delegation and acknowledges the rapporteur for the meeting |
| 4 | Review of Agenda | 9:15 a.m. – 9:20 a.m | Chair/RS ED | The Chair request CT6 to review the agenda and give their feedback |
| 5 | Recap of 2nd September 2021 meeting | 9:20 a.m.- 9:25 a.m. | RS/ ED | The Chair request RS to present the recap of the previous meeting |
| 6 | Continuation of review and discussion on draft SPPM based on consolidated comments | 9:25 a.m.-10:30 a.m. | Chair/RS ED | The Chair invites the RS/ ED to facilitate the review; invites feedback from CT6 |
|  | Break | 10:30 a.m.–10:40 a.m.  | RS  |  |
| 7 | Continuation of review and discussion  | 10:40 a.m. – 12:50 p.m. | Chair/RS ED | The Chair invites the RS/ ED to continue with the review; invites feedback from CT6 |
| 8 | Lunch Break  | 12:00 p.m. – 1:00 p.m. | RS |  |
| 9 | Continuation of review and discussion  | 1:00 pm – 3:00 pm  | Chair/RS ED | The Chair invites the RS/ ED to continue with the review; invites feedback from CT6 |
| 10  | Break | 3:00 p.m.–3:10 p.m.  | RS  |  |
| 11 | Continuation of review and discussion | 3:10 pm – 4:45 pm  | Chair/RS ED | The Chair invites the RS/ ED to continue with the review; invites feedback from CT6 |
| 12 | Closing | 4:45 p.m. – 5:00 p.m. | Chair | The Chair closes the meeting. |

**7 September 2021, 9:00 a.m. – 5:00 p.m. (Manado/Manila/Kuala Lumpur time)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Activity/Topic** | **Time** | **Facilitator** | **Remarks** |
|  | Log-in/ Technical Check | 8:30 a.m. – 8:55 a.m.  | Regional Secretariat | RS facilitates log-in/technical check/registration |
|  | Video Conferencing ‘House Rules’  | 8:55 a.m.-9:00 a.m. | Regional Secretariat | RS facilitates House Rules |
|  13 | Welcome/Greetings from Chair  | 9:00 a.m. – 9:05 a.m. | Chair | The Chair welcomes everybody to the continuation of the meeting  |
|  14 | Continuation of the review and discussion on draft SPPM based on consolidated comments | 9:05 a.m. – 10:30 a.m. | Chair | The Chair invites the RS/ ED to continue with the review; invites feedback from CT6 |
|  | Break | 10:30 a.m.–10:40 a.m.  | RS  |  |
| 15 | Continuation of review and discussion  | 10:40 a.m. – 12:00 p.m. | Chair/RS ED | The Chair invites the RS/ ED to continue with the review; invites feedback from CT6 |
| 16 | Break | 12: 00 p.m – 1:00 p.m. | RS |  |
| 17 | Continuation of review and discussion  | 1:00 p.m. – 3:00 p.m.  | Chair/RS ED | The Chair invites the RS/ ED to continue with the review; invites feedback from CT6 |
| 18 | Break  | 3:00 p.m. – 3:10 p.m. |  |  |
| 19 | Continuation of review and discussion  | 3:10 p.m. - 4:15 p.m.  | Chair/RS ED | The Chair invites the RS/ ED to continue with the review; invites feedback from CT6 |
| 20 | Break/Preparation of Chair Summary | 4:15 p.m. – 4:30 p.m.  | RS |  |
| 21 | Review and Agreement on the Draft Chair Summary | 4: 30 p.m. 4:50 p.m.  | Chair | The Chair leads in the review of the draft Chair Summary |
| 22 |  Closing | 4:50 p.m. – 5:00 p.m. | Chair/RS ED | The Chair closes the meeting. |