



PROVISIONAL AGENDA

**Internal Resource Committee (IRC) Meeting on the draft
CTI-CFF Staff Policies and Procedural Manual
26th August 2020
9:00 a.m. – 1:00 p.m. (Manado time)**

INFORMATION

Contact Person:

CTI-CFF Regional Secretariat

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OBJECTIVE

- To discuss the inputs and comments of the draft CTI-CFF Staff Policies and Procedures Manual (SPPM)

EXPECTED OUTPUT:

- Agreed draft CTI-CFF SPPM

Schedule of IRC Meeting on SPPM 26th August 2020

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 Remarks	9:00 a.m.- 9:05 a.m.	CTI-CFF RS Executive Director	The CTI-CF RS gives Welcome Remarks
2	Message	9:05 a.m.-9:10 a.m.	Chair	The Chair opens the session
3	Appointment of Rapporteurs and Introduction of Participants	9:10 a.m.- 9: 20 a.m.	Chair	The Chair with RS ED appoints rapporteurs and invites participants to introduce themselves to the meeting
4	Presentation on the draft SPPM based on consolidated comments with responses from RS	9:20 a.m.-10:30 a.m.	Chair	The Chair invites the RS/ ED to present the draft SPPM with the comments from CT6 Member Countries
	Break and Photo Op	10:30 a.m.–10:45 a.m.	RS	
5	Continuation of discussion and next steps	10:45 a.m. – 12:40 p.m.	Chair	The Chair invites the RS/ ED to continue with presentation of the comments of countries
6	Other Matters - Status of RS as international organization – suggested next steps - Decision on Harmonization of DEDs' Allowance and Severance Pay of RS staff - Review of Salary Scale	12:40 p.m. – 12:55 p.m.	Chair	The Chair facilitates the discussion
7	Closing	12:55 p.m. – 1:00 p.m.	• Chair • RS ED	The Chair closes the meeting.