



## PROVISIONAL AGENDA

Internal Resource Committee (IRC) Meeting  
5 October 2021 | 9:00 A.M. – 1:00 PM  
6 October 2021 | 9:00 A.M. – 11:45 AM

### INFORMATION

Contact Person:

**CTI-CFF Regional Secretariat**

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### OBJECTIVE

- To review and deliberate on items in preparation for SOM-16

PROGRAM OF ACTIVITIES				
5 October 2021, 9:00 a.m. – 1:00 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
1	Welcome Greetings	9:00 a.m. – 9:05 a.m.	RS ED	The Executive Director of RS welcomes participant to the IRC meeting
2	Opening Remarks	9:05 a.m. – 9:10 a.m.	IRC Chair	The Chair gives his Opening remarks
3	Introduction of Participants and Rapporteur	9:10 a.m. – 9:15 a.m.	IRC 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 requests CT6 to review the agenda and give their feedback
5	Updating of IRC members	9:20 a.m. – 9:30 a.m.		The Chair requests countries to inform if there are any changes on their country representative to IRC
6	1. Update from RS in relation to decisions from virtual Special SOM <u>RS Finance</u> 1. 2020 Annual Report 2. 2020 Country Report 3. 2020 Audit Report 4. Status of Country Contribution 5. 2020 Financial Utilization Report 6. 2021 Budget 7. 2021 Country Contribution <u>Human Resource Management</u> 1. Update on the Recruitment on the Recruitment of New Finance and Operation Manager, Technical Program Manager, and Communication and Information Manager	9:30 a.m.- 10:30 a.m.	RS/ ED	The Chair requests RS to provide update on the actions taken in relation to decisions from Special SOM and requests participating countries to provide feedback

	2. Update on the Recruitment of DEDPS 3. Updates on HCA, SPPM and RPOA 2.0 4. SOM-16, MM-8 and Leaders' Summit			
	Break	10:30 a.m. – 10:45 a.m.	RS	
7	II. New Items for Discussion and Deliberation 1. 2021 Financial Utilization Report (as of 31 August 2021) 2. Status of 2021 Country Contribution 3. Proposed 2022 RS Budget 4. Proposed Budget Forecast 2023-2024 5. Preparation for 2021 Audit Report	10:45 a.m. 12:00 p.m.	Chair/RS ED	The Chair requests RS to continue with the presentation and requests participating countries to provide feedback
8	Proposed 2022 Organizational Structure	12:00 a.m. – 12:30 p.m.		The Chair requests RS to continue with the presentation and requests participating countries to provide feedback
9	SOM-17 and Leaders Summit	12:30 p.m. – 12: 45 p.m.		The Chair requests RS to continue with the presentation and requests participating countries to provide feedback
10	Way Forward and Closing	12:45 p.m. – 1:00 p.m.	Chair/RS ED	The Chair discusses way forward and closes the meeting.

**6 October 2021, 9:00 a.m. – 11:45 a.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
	Welcome/Greetings from Chair	9:00 a.m. – 9:05 a.m.	IRC Chair	The Chair welcomes everybody to the continuation of the meeting
11	Presentation of revised proposed 2022 RS budget and forecasted (if needed based on Day I feedback)	9:05 a.m.- 10:00 a.m.	RS ED	The Chair requests RS to present the revised proposed 2022 budget and invites feedback from CT6
12	Participation in 2022 International Activities	10:00 a.m. – 10:15 a.m.	Chair/RS ED	The Chair requests RS to continue with the presentation and requests participating countries to provide feedback
13	Updated Proposed Amendments in Staff Regulations	10:15 a.m. – 10:30 a.m.		The Chair requests RS to continue with the presentation and requests participating countries to provide feedback
	Break/ Preparation of the Draft Chair Summary	10:30 a.m.–10:45 a.m.	RS	
14	Review of the Draft Chair Summary/Agreements to be endorsed at SOM-16	10:45 a.m.- 11:30 a.m.		The Chair leads in the review of the draft Chair Summary requests feedback from CT6 Member Countries.
15	Way forward and Closing	11:30 a.m. – 11:45 a.m.	Chair/RS ED	The Chair discusses the next steps and closes the meeting.