



**PROVISIONAL AGENDA**  
**Internal Resource Committee (IRC) Meeting**  
**Dili, Timor Leste**  
**25-26 September 2024**

**INFORMATION**

Contact Person:

**CTI-CFF Regional Secretariat**

Dr. Frank Keith Griffin

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**OBJECTIVES**

- A. To inform and update the following:
  - i) IRC Focal Points;
  - ii) Actions implemented upon 18th Senior Officials Meeting (SOM) Decisions;
  - iii) 2024 Country Contribution status;
  - iv) 2023 Audit Report;
  - v) 2024 Financial Utilization;
- B. To present the following:
  - i) New appointed staff of the Regional Secretariat;
  - ii) Proposed 2025 Organization Structure;
  - iii) Proposed 2025 Salary Structure;
  - iv) Proposed 2025 Budget and Forecasted Budget for 2026 and 2027;
  - v) Proposed 2025 Country Contribution;
  - vi) Draft Joint Ministerial Statement;
  - vii) Proposed procedures on the overdue Country Contribution;
  - viii) Proposed Amendment on the Staff Regulation;
  - ix) Proposed Amendment on the Financial Regulation;
  - x) Re-visit the Internal Control Committee (ICC) Term of Reference;
  - xi) Management & Performance Audit
  - xii) RCTNO and Internship Program

IRC MEETING AGENDA				
NO	ACTIVITY/TOPIC	TIME	FACILITATOR	REMARKS
<b>DAY 1: 25 September 2024</b>				
	Log-in/ Technical Check	8:30 – 9:00 AM	RS	RS facilitates log-in/ technical check /registration
1	Welcome Remarks	9:00 – 9:05 AM	RS ED	The Executive Director of RS welcomes representatives
	Opening Remarks	9:05 – 9:10 AM	IRC Chair	Chair opens the session
	Introduction of Participants and Appointment of Rapporteur(s)	9:10 – 9:15 AM	IRC Chair	
2	Adoption of the Provisional Agenda	9:15 – 9:20 AM	IRC Chair	Chair facilitates the adoption of the provisional Agenda for the IRC meeting
3	Update on IRC Focal Points	9:20 – 9:30 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• RS</li> </ul>	Chair facilitates the update on IRC Focal Points with RS assists with live-editing
4	Update on the tasks from SOM-18 Decisions	9:30 – 10:00 AM	RS	Chair invites RS to present
	Bio break	10:00 – 10:10 AM		
5	Update on 2024 Country Contribution	10:10 – 10:20 AM	IRC Chair	Chair invites RS to present
6	RS Governance	10:20 – 12:00 AM	IRC Chair	Chair invites RS to present and invites Members to comment and facilitates discussion
	<ul style="list-style-type: none"> <li>a. New appointed staff at RS</li> <li>b. Restructuring of CTI- CFF Regional Secretariat.</li> </ul>			
	Lunch break	12:00 – 1:00 PM		
7	RS Governance:	1:00-4:00 PM	IRC Chair	Chair invites RS to present and invites Members to comment and facilitates discussion
	<ul style="list-style-type: none"> <li>c. Proposed 2025 Salary Structure</li> <li>d. Amendment on the Staff Regulation</li> <li>e. Amendment on the Financial Regulation</li> <li>f. Re-visit the Internal Control Committee (ICC)</li> <li>g. Management &amp; Performance Audit</li> <li>h. RCTNO and Internship Program</li> </ul>			
8	Proposed procedures on the overdue Country Contribution (Financial Regulation 7.3.iii)	4:00-5:00 PM	IRC Chair	Chair invites RS to present and invites Members to comment and facilitates discussion
<b>END OF DAY 1</b>				

<b>DAY 2: 26 September 2024</b>				
	Log-in/ Technical Check	8:30 – 9:00 AM	RS	RS facilitates log-in/ technical check /registration
9	Recap of Day 1	9:00 – 9:10 AM	IRC Chair	Chair invites RS to present the Recap of Day 1
10	Financial a. 2023 Audit Report b. 2024 Financial Utilization Report c. Proposed IRC 2025 Budget	9:10 – 12:00 AM	IRC Chair	Chair invites RS to present and invites Members to comment and facilitates discussion
	Lunch Break	12:00 – 1:00 PM		
	d. Proposed 2025 Budget and Forecasted Budget for 2026 and 2027 e. Proposed 2023 Country Contribution	1:00 PM-3:00 PM	IRC Chair	Chair facilitates the review of Draft of the Joint Ministerial Statement with RS assists on live-editing
11	Draft Joint Ministerial Statement	3:00 PM-3:30 PM	IRC Chair	Chair facilitates the review of Draft of the Joint Ministerial Statement with RS assists on live-editing
12	Other matters	3:30 PM-4:00 PM		
	Bio Break Preparation of the Chair Summary	4:00 PM-4:30 PM		
13	Review of the Chair's Summary	4:30 PM– 5:00 PM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• RS</li> </ul>	Chair facilitates the review of Draft Chair Summary with RS assists on live-editing
14	Closing	5:00 PM	IRC Chair	The Chair closes the meeting
<b>END OF DAY 2</b>				