



## PROVISIONAL ANNOTATED AGENDA

### **Internal Resource Committee (IRC) Zoom Video Conference Meeting Proposed Dates: 20<sup>th</sup> – 22<sup>nd</sup> July 2020**

## INFORMATION

Contact Person:

**CTI-CFF Regional Secretariat**

Dr. Mohd Kushairi Mohd Rajuddin

Email: [drkushairi@cticff.org](mailto:drkushairi@cticff.org) cc: regional.secretariat@cticff.org

## OBJECTIVES

There are two major parts of matters of discussions in this meeting;

- I. Decisions tasked on RS as in the 15<sup>th</sup> Senior Official Meeting (SOM15)
- II. Deliberating on the administration, operation and financial matters of CTI-CFF for discussions and considerations.

### **I. Decisions tasked on RS as in the 15<sup>th</sup> Senior Official Meetings (SOM15).**

1. 2019 Annual Report
  - a. Audited Financial Statements of 2019
  - b. Progress of CTI-CFF Regional Plan of Action 2.0
2. Highlights of Country Reports
3. Calendar of Events: With NCCs, Working Groups, CTI Partners and Cross-Cutting Initiatives
4. Coral Triangle Experts
5. CT Atlas, Sustainable Marine Tourism, WLF Competency Model and University Partnership
6. Capacity Building of CT6 through RS: RCTNO
7. Leaders' Summit: Venue and Funding
8. Status of Hosting 16<sup>th</sup> Senior Officials Meeting (SOM-16) and 8<sup>th</sup> Ministerial Meeting (MM-8) in Indonesia
9. Status of Host Country Agreement
  - a. Draft of New HCA
  - b. Global activities of CTI-CFF and Response from UN Agencies
10. Regulation and Policy
  - a. Status of Staff Regulations
  - b. Status of Financial Regulations
  - c. Staff Policies and Procedures Manual

## **II. Deliberation on administration, operations and financial matters.**

1. Status of Country Contribution
2. Updates on XERO
3. Expenditures of RS
  - a. Repairs and Maintenance of RS Building Portion
  - b. External Upgrading of RS: Landscape, Physical Look and Security
  - c. Internal Upgrading of RS: Office and Equipment
4. Immediate management plan activities
  - a. ED visits to CT6 member countries (Project site visits and Minister/NCC meetings)
  - b. ED visits to Potential New Member Countries (Initially, Brunei and Singapore)
  - c. DED CS visits and organizing business forums (Singapore, Malaysia, Hong Kong)
5. Organizational Structure of Regional Secretariat
  - a. Approved and Proposed new posts
  - b. Working visa
  - c. Harmonizing contracts of expatriates and locals as International Organization staffs
  - d. Strategies to access better pool of candidates
6. Budget for 2020 and Budget forecast for 2021-2023
7. Vis-à-vis usage of Restricted Fund
  - a. Capital expenditure
  - b. Recruitment cost
  - c. Some portions in funding SOM16 and MM8
8. Source for Extra funding in support of Prime/Special Need Activities
  - a. 2<sup>nd</sup> Leader's Summit and Related High-Level Preparatory Meetings
  - b. Status of Roundtable meeting between Head of States and Business Groups
  - c. HCA preparatory discussions/meetings with CT6
9. RS and Host Country Understandings
  - a. Agreement with MMAF on RS Usage
  - b. Agreement with MMAF on Electricity Consumption Bill
  - c. Tax issues
  - d. Diplomatic Number Plates of RS vehicles
  - e. Security concerns

## **OTHER MATTERS**

New issues as raised by members.

**SCHEDULE of IRC Meeting  
Day 1- 20<sup>th</sup> July 2020**

No	Activity/Topic	Time	Facilitator	Remarks
	Log-in/ Technical Check	8:00 AM – 8:25 AM	Regional Secretariat	RS facilitates log-in/technical check/registration
	Video Conferencing ‘House Rules’	8:25 AM-8:30 AM	Regional Secretariat	RS facilitates House Rules
1	Welcome Remarks	8:30 AM-8:35 AM	CTI-CFF RS Executive Director	The CTI-CF RS gives Welcome Remarks
2	Opening Remarks	8:35 AM-8:40 AM	IRC Chair (Solomon Islands)	The Chair opens the session
3	Appointment of Rapporteurs and Introduction of Participants	8:40 AM-8:55 AM	IRC Chair	The Chair appoints rapporteurs and invites participants to introduce themselves to the session
4	Adoption of the Provisional Agenda	8:55 AM-9:05 AM	IRC Chair	The Chair facilitates the adoption of the provisional Agenda for the IRC meeting
5	<b>I. Decisions made during SOM-15</b> Status of 2019 Annual Report <ul style="list-style-type: none"> <li>Audited Financial Statement of 2019</li> <li>Progress of RPOA 2.0</li> </ul>	9:05 AM-9:30 AM	<ul style="list-style-type: none"> <li>IRC Chair</li> <li>RS ED</li> </ul>	The Chair invites the RS/ ED to update on Status of Annual Report; invites clarifications from the group
6	Highlights of Country Reports	9:30 AM – 9:40 AM		The Chair invites the RS/ ED to update on Status of Country Reports; invites clarifications from the group
7	Calendar of Events with NCCs, Working Groups, CTI Partners and CCIs	9:40 AM - 10:00 AM	<ul style="list-style-type: none"> <li>IRC Chair</li> <li>RS ED</li> </ul>	The Chair invites the RS/ ED to update on Status of Calendar Events; invites clarifications from the group
8	Coral Triangle Experts	10:00 AM – 10:10 AM	<ul style="list-style-type: none"> <li></li> </ul>	The Chair invites the RS/ ED to discuss about CT experts; invites clarifications from the group
9	CT Atlas, Sustainable Marine Tourism, WLF Competency Model and University Partnership	10:10 AM – 10:30 AM	<ul style="list-style-type: none"> <li></li> </ul>	The Chair invites the RS/ ED to discuss about the topic presented; invites clarifications from the group
	Break and Photo Op	10:30 AM – 10:45 AM	<ul style="list-style-type: none"> <li>Regional Secretariat</li> </ul>	The Regional Secretariat facilitates Photo Op
10	Capacity Building of CT6 through RS RCTNO	10:45 AM – 10:55 AM	<ul style="list-style-type: none"> <li>IRC Chair</li> <li>RS ED</li> </ul>	The Chair invites the RS/ ED to update on Status of RCTNO; invites clarifications from the group
11	Leaders’ Summit: Venue and Funding	10:55 AM – 11:05 AM	<ul style="list-style-type: none"> <li>IRC Chair</li> <li>RS ED</li> </ul>	The Chair invites the RS/ ED to update on Status of Leaders’ Summit; invites clarifications from the group
12	Status of Hosting 16 <sup>th</sup> Senior Officials Meeting (SOM-16) and 8 <sup>th</sup> Ministerial Meeting (MM-8) in Indonesia	11:05 AM – 11:20 AM	<ul style="list-style-type: none"> <li>IRC Chair</li> <li>RS ED</li> </ul>	The Chair invites the RS/ ED to update on Status of SOM-16 and MM-8; invites clarifications from the group
13	Status of Host Country Agreement <ul style="list-style-type: none"> <li>Draft of New HCA</li> <li>Global activities of CTI-CFF and Response from UN Agencies</li> </ul>	11:20 AM – 12:00 NN	<ul style="list-style-type: none"> <li>IRC Chair</li> <li>RS ED</li> </ul>	The Chair invites the RS/ ED to update on Status of HCA; invites clarifications from the group
<b>End of Day 1</b>				

**Day 2 – 21<sup>st</sup> July 2020**  
**IRC Meeting**

<b>No.</b>	<b>Activity/Topic</b>	<b>Time</b>	<b>Facilitator</b>	<b>Remarks</b>
	Log-in/ Technical Check	8:00 AM – 8:25 AM	Regional Secretariat	RS facilitates log-in/technical check/registration
	Roll-Call of CT6 Member Countries	8:25 AM- 8:30 AM	IRC Chair	
14	Regulation and Policy <ul style="list-style-type: none"> <li>• Status of Staff Regulations</li> <li>• Status of Financial Regulations</li> <li>• Staff Policies and Procedures Manual</li> </ul>	8:30 AM – 10:00 AM		The Chair invites the RS/ ED to update on Status of Regulation and Policy; the Chair to invite clarifications from the group
15	<b>II. Deliberations on administration, operation and financial matters</b>  Status of Country Contribution	10:00 AM- 10:15 AM	• IRC Chair RS ED	The Chair invites the RS/ ED to update on status of Country Contribution; the Chair to invite clarifications from the group
	Break	10:15 AM – 10:30 AM	• Regional Secretariat	
16	Update on XERO	10:30 AM- 10:45 AM	• IRC Chair • RS ED	The Chair invites the RS/ ED to update on status of XERO; the Chair to invite clarifications from the group
17	Expenditures of RS <ul style="list-style-type: none"> <li>• Repairs and Maintenance of RS Building Portion</li> <li>• External Upgrading of RS: Landscape, Physical Look and Security</li> <li>• Internal Upgrading of RS: Office and Equipment</li> </ul>	10: 45AM- 11:15 AM	• IRC Chair • RS ED	The Chair invites the RS/ ED to update on status of RS' Expenditures; the Chair to invite clarifications from the group
18	Immediate management plan activities <ul style="list-style-type: none"> <li>• ED visits to CT6 member countries (Project site visits and Minister/NCC meetings)</li> <li>• ED visits to Potential New Member Countries (Initially, Brunei and Singapore)</li> <li>• DED CS visits and organizing business forums (Singapore, Malaysia, Hong Kong)</li> </ul>	11:15 AM – 11:30 NN	• IRC Chair • RS ED	The Chair invites the RS/ ED to brief on immediate management plan activities; the Chair to invite clarifications from the group
19	Organizational Structure of Regional Secretariat <ul style="list-style-type: none"> <li>• Approved and Proposed new posts</li> <li>• Working visa</li> <li>• Harmonizing contracts of expatriates and locals as International Organization staffs</li> <li>• Strategies to access better pool of candidates</li> </ul>	11:30 AM – 12:30 PM	• IRC Chair RS ED	The Chair invites the RS/ ED to brief on Org Structure of RS; the Chair to invite clarifications from the group

**End of Day 2**

**Day 3 – 22<sup>nd</sup> July 2020**

**IRC Meeting**

	<b>Activity/Topic</b>	<b>Time</b>	<b>Facilitator</b>	<b>Remarks</b>
	Log-in/ Technical Check	8:00 AM – 8:25 AM	Regional Secretariat	RS facilitates log-in/technical check/registration
	Roll-call of participants	8:25 AM- 8:30 AM	Regional Secretariat	RS facilitates House Rules
20	Budget for 2020 and Budget forecast for 2021-2023	8:30 AM – 8:45 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• RS ED</li> </ul>	The Chair invites RS/ED to present 2020 Budget and forecast; invites clarifications from the group
21	Vis-à-vis usage of Restricted Fund <ul style="list-style-type: none"> <li>• Capital expenditure</li> <li>• Recruitment cost</li> <li>• Some portions in funding SOM-16 and MM8</li> </ul>	8:45 AM – 9:15 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• RS ED</li> </ul>	The Chair invites the RS/ ED to update usage of restricted fund; invites clarifications from the group
22	Source for Extra funding in support of Prime/Special Need Activities <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Leader’s Summit</li> <li>• Status of Roundtable meeting between Head of States and Business Groups</li> <li>• HCA preparatory discussions/meetings with CT6</li> </ul>	9:15 AM – 9:45 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• RS ED</li> </ul>	The Chair invites RS/ED to update on source for extra funding in support of prime activities; clarifications from the group
23	RS and Host Country Understandings <ul style="list-style-type: none"> <li>• Agreement with MMAF on RS Usage</li> <li>• Agreement with MMAF on Electricity Consumption Bill</li> <li>• Tax issues</li> <li>• Diplomatic Number Plates of RS vehicles</li> <li>• Security Concerns</li> </ul>	9:45 AM – 10:45 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• RS ED</li> </ul>	The Chair invites RS/ED to present on RS and Hos Country Understandings; invites clarifications from the group
24	<ul style="list-style-type: none"> <li>• Other matters</li> </ul>	10:45 AM – 10:55 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• RS ED</li> </ul>	The Chair invites other matters for discussion from the group
	Break/Preparation of Chair’s Summary	10:55 AM – 11:15 AM	<ul style="list-style-type: none"> <li>• Regional Secretariat</li> </ul>	
25	Review of the Chair’s Summary (Highlights/Recommendations of the Meeting)	11:15 AM – 12:30 NN	IRC Chair	The Chair to invite the group to review the Decision of the Meeting
26	Closing Session	12:30 NN – 12:35	IRC Chair	The Chair closes the meeting

**End of IRC Meeting**