



## Terms of Reference

### **INTERNAL RESOURCES COMMITTEE MEETING Back to Back with FINANCIAL RESOURCES WORKING GROUP MEETING 11-12 February 2018 / Manado, North Sulawesi, Indonesia**

#### **I. Background**

Following the decision from the 14<sup>th</sup> Senior Officials Meeting (SOM-14) (Session 9, Item 2.F) in Manila, Philippines last 13<sup>th</sup> December 2018, the Coordination Mechanism Working Group (CMWG) will be replaced by Internal Resource Committee (IRC) overseeing the CTI-CFF Regional Secretariat's internal finances, operations and administrative matters.

As such the first IRC Meeting will be conducted on 11-12 February 2019 back-to-back with the Financial Resources Working Group Meeting.

#### **II. Objectives:**

The objectives of the meetings are to carry out the decisions made during the SOM-14 as well as deliberate the internal finances, operations and administrative matters of the CTI-CFF Regional Secretariat particularly on the following:

- Legal Status of the CTI-CFF Regional Secretariat and Staff Matters
- Proposed 2019 Organizational Chart
- Appointment Committee for Executive Director and Deputy Executive Director for Corporate Services
- Hiring of Finance and Operations Manager
- 2018 Audit of CTI-CFF Regional Secretariat
- Status of Migration from Cash to Accrual Basis and application of new accounting software
- RPOA 2.0 Progress
- CT Atlas
- Capital Outlay
- Leaders' Summit
- Regional Business Forum
- SOM-15 (in Solomon Islands)
- Proposed Budget for 2019 and supplementary Budget; forecast 2020-2022
- CTI-CFF Financial Rules and Regulations
- Financial Policies and Procedures
- Other Matters

#### **III. Expected Outputs**

##### **IRC Meeting**

- Understanding of Legal Opinion on the Status of the CTI-CFF Regional Secretariat and Staff Matters and decision for further action on next steps
- Decision/agreement on the Proposed 2019 Organizational Chart

- Awareness/knowledge of the members of the Appointment Committee for Executive Director and Deputy Executive Director for Program Services
- Awareness/knowledge on the Appointment of Finance and Operations Manager
- Awareness/knowledge on the status of the process for 2018 Audit of CTI-CFF Regional Secretariat
- Awareness/knowledge on the status of Migration to accrual basis and new Software
- Awareness/knowledge on the following matters:
  - RPOA 2.0
  - CT Atlas
  - Capital outlay
  - Leaders' Summit
  - Regional Business Forum
  - SOM-15
- Decision/Agreement on proposed budget for the 2019 and Supplementary Budget; forecast 2020-2022

**FRWG Meeting**

- Finalization and Acceptance/Approval of the Financial of the Rules and Regulations
- Finalization and Acceptance/Approval of the Financial Policies and Procedures Manual

**IV. Participants**

**IRC MEETING**

- Members of NCCs
- CTI-CFF Regional Secretariat

**FRWG MEETING**

- Members of NCCs
- CTI-CFF Regional Secretariat

**V. Organizer: CTI-CFF Regional Secretariat**

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## VI. Provisional Agenda

**INTERNAL RESOURCES COMMITTEE MEETING**  
**Back-to-Back with FINANCIAL RESOURCES WORKING GROUP MEETING**  
 11-12 February 2018 / Manado, North Sulawesi, Indonesia

Day 1	Activity/Topic	Time	Facilitator	Remarks
No.				
	Registration	8:00 AM- 8:30 AM	CTI-CFF Regional Secretariat	RS facilitates registration
1	Welcome Remarks	8:30 AM – 8:40 AM	CTI-CFF RS Interim Executive Director	The CTI-CF RS gives Welcome Remarks
2	Opening Remarks	8:50 AM -	IRC Chair (Solomon Islands)	The Chair opens the session
3	Appointment of Rapporteurs and Introduction of Participants	8:50 AM - 9:00 AM	IRC Chair	The Chair appoints rapporteurs and invites participants to introduce themselves to the session
4	Adoption of the Provisional Agenda	9:00 AM – 9:05 AM	IRC Chair	The Chair facilitates the adoption of the provisional Agenda for the IRC meeting
5	Update on Legal Opinion/Legal Analysis of the Status of the CTI-CFF Regional Secretariat	9:05 AM – 9:35 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair invites CTI-CFF RS IED to present the result of the Legal Opinion/Legal Analysis of the Status of the CTI-CFF Regional Secretariat; the Chair to invite questions/clarifications from the group
6	Update on Proposed 2019 Organizational Structure	9:35 AM- 10:00 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair invites CTI RS IED to present proposed 2019 Organizational Structure; the Chair to invite questions/clarifications from the group
7	Update on Appointment of Committee for Executive Director and Deputy Executive Director for Corporate Services	10:00 AM – 10:10 AM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair invites CTI RS IED to update on the Appointment Committee for ED and DED CS
	Coffee Break and Photo Op	10:10 AM - 10:30 AM	Regional Secretariat	The Regional Secretariat to facilitate the group photo and coffee/tea break

8	Update on Financial Matters a. Hiring of Finance and Operations Manager (FOM) b. Process of the 2018 Audit c. Migration to accrual Basis and new Software d. RPOA 2.0 Progress e. CT Atlas f. Capital Outlay (Cars, Security doors and Building) g. Leaders' Summit h. Regional Business Forum i. SOM-15 (Solomon Islands Preparation)	10:30 AM – 12:00 NN	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair invites the CTI RS IED to present update on Items a to i; the Chair to invite questions/clarifications from the group after IED's presentation
<b>LUNCH BREAK</b>		12:00 NN – 1:00 PM		The Regional Secretariat to facilitate lunch break
9	Budget Presentation a. Revised 2018 b. Proposed 2019 budget c. Supplementary Budget d. Forecast 2020 e. Forecast 2021 f. Forecast 2022	1:00 PM – 4:30 PM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair invites the CTI RS IED to present CTI-CFF RS budget matters  CTI RS IED to present revised 2018; the Chair to invite questions/clarifications from the group after IED's presentation
10	Other Matters	4:30 PM – 4:50 PM	<ul style="list-style-type: none"> <li>• IRC Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair to invite CTI RS IED to present the Chair other matters; the Chair to invite questions/clarifications from the group after IED's presentation
11	Closing Session	4:50 PM – 5:00 PM	<ul style="list-style-type: none"> <li>• IRC</li> </ul>	The Chair closes the meeting
<b>END OF DAY 1</b>				

Day	Activity/Topic	Time	Facilitator	Remarks
<b>2</b>				
No.				
	Registration	8:00 AM-8:30 AM	CTI-CFF Regional Secretariat	RS facilitates registration

1	Opening Remarks	8:30 AM – 8:40 AM	FRWG Chair	The FRWG Chair gives Opens the Session; appoints rapporteurs
2	Adoption of the Provisional Agenda	8:40 AM – 8:45 AM	IRC Chair	The Chair facilitates the adoption of the provisional Agenda for the FRWG meeting
3	Financial Rules and Regulations	8:45 AM – 10:00 AM	<ul style="list-style-type: none"> <li>• FRWG Chair</li> <li>• CTI RS IED</li> </ul>	The Chair invites CTI RS IED to present; invites members to raise questions/clarifications
	Coffee/Tea Break	10:00 AM – 10:15 AM	Regional Secretariat	The Regional Secretariat to facilitate the group photo and coffee/tea break
	Continuation of Financial Rules and Regulations	10:15 AM – 11:00 AM	<ul style="list-style-type: none"> <li>• FRWG Chair</li> <li>• CTI RS IED</li> </ul>	The Chair invites members to raise questions/clarifications and come-up with decision
4	Financial Policies and Procedures Manual	11:00 AM – 12:00NN	<ul style="list-style-type: none"> <li>• FRWG Chair</li> <li>• CTI RS IED</li> </ul>	The Chair invites CTI RS IED to present; invites members to raise questions/clarifications
	<b>LUNCH BREAK</b>	12:00 NN – 1:00 PM		The Regional Secretariat to facilitate lunch break
	Continuation of Financial Policies and Procedures Manual	1:00 PM – 3:00 PM		The Chair invites CTI RS IED to present; invites members to raise questions/clarifications and come-up with decision
	Coffee/Tea Break	3:00 PM – 3:15 PM	Regional Secretariat	The Regional Secretariat to facilitate the group photo and coffee/tea break
	Update on Annual Report	3:15 PM – 3:20 PM	<ul style="list-style-type: none"> <li>• FRWG Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair invites CTI RS IED to provide update
5	Other Matters	3:20 PM – 3:45 PM	<ul style="list-style-type: none"> <li>• FRWG Chair</li> <li>• CTI-CFF RS IED</li> </ul>	The Chair invites possible topics/concerns from members
6	Closing Session	3:45 PM – 4:00 PM	<ul style="list-style-type: none"> <li>• FRWG Chair</li> </ul>	The Chair closes the meeting

**END of DAY 2**

