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**DRAFT: AGENDA FOR THE 12<sup>TH</sup> SESSION OF THE STANDING COMMITTEE  
ON ADMINISTRATION AND FINANCE**

**Last updated: 23 March 2015**

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**Date:** 23–24 April 2015

**Location:** Busan, Republic of Korea

**Venue:** Westin Chosun Hotel, Haeundae Beach

**Time:** 09:00 – 17:00 daily

**Chair:** Dr Benjamin Tabios (Philippines); **Vice-Chair:** Vacant

1. **OPENING OF THE SESSION** (Chair)
2. **ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION** (Chair)
  - IOTC–2015–SCAF12–01a: Draft agenda for the 12<sup>th</sup> Session of the Standing Committee on Administration and Finance
  - IOTC–2015–SCAF12–01b: Draft annotated agenda for the 12<sup>th</sup> Session of the Standing Committee on Administration and Finance
  - IOTC–2015–SCAF12–02: Draft list of documents for the 12<sup>th</sup> Session of the Standing Committee on Administration and Finance
3. **ADMISSION OF OBSERVERS** (Chair)
4. **PROGRESS REPORT OF THE SECRETARIAT: 2014** (IOTC Secretariat)
  - IOTC–2015–SCAF12–04: Progress report of the Secretariat: 2014
5. **FINANCIAL STATEMENT** (IOTC Secretariat)
  - 5.1 Financial statement for 2014
    - IOTC–2015–SCAF12–03: Financial Statement: Financial year 2014 (IOTC Secretariat)
  - 5.2 Contributions outstanding up to end 2014
    - IOTC–2015–SCAF12–07: Contributions outstanding: for 2014 (IOTC Secretariat)
  - 5.3 Capital Reserve Fund
    - IOTC–2015–SCAF12–09: Capital Reserve Fund (IOTC Secretariat)
  - 5.4 Membership of Sierra Leone and Guinea in the IOTC
    - IOTC–2015–SCAF12–08: Membership of Sierra Leone and Guinea in the IOTC (IOTC Secretariat)
6. **PROGRAMME OF WORK AND BUDGET ESTIMATES; PROPOSED FOR 2016 AND 2017** (IOTC Secretariat)
  - IOTC–2015–SCAF12–05: Program of work and budget for 2016 and indicative budget for 2017 (IOTC Secretariat)
7. **PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP)** (Chair)
  - IOTC–2015–SCAF12–06: Update on progress regarding Resolution 09/01 – *On the performance review follow-up* (IOTC Secretariat)
8. **OTHER BUSINESS** (Chair)
  - 8.1 Date and place of the 13<sup>th</sup> Session of the Standing Committee on Administration and Finance
9. **REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE 12<sup>TH</sup> SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)