

**TENTATIVE AGENDA OF THE STANDING
COMMITTEE ON FINANCE AND ADMINISTRATION (STACFAD)**

1. Opening of the meeting
2. Appointment of Rapporteur
3. Adoption of the Agenda
4. Reports from the Secretariat
 - 4.1 2015 Administrative Report
 - 4.2 2015 Financial Report
 - 4.3 Review of progress of the payment of arrears and voting rights
5. Consideration of financial implications of measures proposed and SCRS requests
6. Assistance to developing CPCs and identification of mechanism to finance the Meeting Participation Fund and other capacity building activities
7. Consideration of other programs/activities which may require additional or extra-budgetary funding
8. Consideration of procedures for approving utilisation of the Working Capital Fund
9. Review of findings of Virtual Working Group on Communications Policy and actions required
10. Procedures for selection of the Executive Secretary
11. Budget and Contracting Party contributions for 2016 and 2017
12. Election of Chair
13. Other matters
14. Adoption of the report and adjournment