

ASSOCIATION OF CARIBBEAN STATES

**28th MEETING OF THE SPECIAL COMMITTEE ON
BUDGET AND ADMINISTRATION**

Port of Spain, Trinidad and Tobago, 24th July 2013

DRAFT ANNOTATED AGENDA

8:00 – 8:20	Accreditation of delegates
8:20 – 8:30	<u>I. Approval of the Agenda and Procedural Matters</u>
8:30 – 8:40	<p><u>II. Remarks by the Chairman of the Special Committee on Budget and Administration</u></p> <p>The Chair of the Committee will present his view on Budget and Administration Matters and the expected proceedings of the meeting.</p>
8:40-8:50	<p><u>III. Remarks by the Secretary General</u></p> <p>The Secretary General will make opening remarks related to the area of Budget and Administration</p>
8:50-9:20	<p><u>IV. Update on the Status of Contributions of the Association of Caribbean States</u></p> <p>The Secretary General will provide and update information with regards to the countries that have made contributions since the 27th Meeting of the Special Committee to date.</p>
9:20-9:50	<p><u>V. Execution of the 2013 ACS Ordinary Budget as at April 2013.</u></p> <p>The Secretary General will present a brief report with regards to the Execution of the 2013 ACS Ordinary Budget for the period January 1st, 2013 to April 30th, 2013.</p>
9:50-10:30	<p><u>VI. Presentation of the Audited Financial Statements- 2011</u></p> <p>The findings of the Audit of the 2011 Financial Statements will be presented by the Auditing Firm Vishnu D. K. Musai & Co.</p>

10:30-10:45	<p><u>VII. Preliminary Presentation of the Financial Statements-2012</u></p> <p>The findings of the Audit of the 2011 Financial Statements will be presented by the Auditing Firm Vishnu D. K. Musai & Co.</p>
10:45-11:00	<p><u>Coffee Break</u></p>
11:00-11:40	<p><u>VII. Special Fund</u></p> <p>The Secretary General will present a brief report about the Special Fund with regards to the mandate received by the 18th Meeting of the Ministerial Council in its Agreement 9/13 The Strengthening of the Special Fund of the ACS.</p> <p>In this regard, the meeting will take decisions based on the recommendations made by the 27th meeting of the Council of the National Representatives of the Special Fund.</p>
11:40- 11:50	<p><u>VIII. Any other Business</u></p>
11:50-12:00	<p><u>IX. Closing Remarks</u></p>