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United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Administrative Commission

35 C/COM ADM/1 Prov.
2 October 2009
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**PROVISIONAL TIMETABLE OF WORK OF
THE ADMINISTRATIVE COMMISSION**

ROOM XI

Tuesday 6 October: 3 p.m. (1st meeting)		
Election of the Commission Bureau: Vice-Chairpersons and Rapporteur		
Organization of the work of the Commission: adoption of the timetable of work of the Commission		35 C/COM ADM/1 Prov.
Item 1.3	Report by the Director-General on communications received from Member States invoking the provisions of Article IV.C, paragraph 8(c), of the Constitution [Setting up of a working group on Member States' contributions]	35 C/12 and Addenda
Item 12.5	Report by the Director-General on the state of the Medical Benefits Fund and appointment of Member States' representatives to the Board of Management for 2010-2011	35 C/37 and Add.
Item 12.4	United Nations Joint Staff Pension Fund and appointment of Member States' representatives to the UNESCO Staff Pension Committee for 2010-2011	35 C/36

Item 7.1	Amendment to the Financial Regulations with a view to the adoption of the International Public Sector Accounting Standards (IPSAS)	35 C/23
<u>Wednesday 7 October: 10 a.m.</u> <i>(2nd meeting)</i>		
Item 12.1	Staff Regulations and Staff Rules	35 C/33
Item 12.2	Staff salaries, allowances and benefits	35 C/34
Item 12.3	Report by the Director-General on the situation concerning the geographical distribution and gender balance of the staff of the Secretariat	35 C/35 35 C/INF.19
Item 6.3	Implementation of the Internal Oversight Service (IOS) strategy in 2008-2009 and establishment of the Oversight Advisory Committee	35 C/47
Item 6.4	Independent external evaluation of UNESCO	35 C/56
<u>Wednesday 7 October: 3 p.m.</u> <i>(3rd meeting)</i>		
Item 11.3	Financial report and interim financial statements relating to the accounts of UNESCO as at 31 December 2008 for the financial period ending 31 December 2009	35 C/29 and Add.
Item 11.4	Scale of assessments and currency of Member States' contributions	35 C/30 and Add.
Item 11.5	Collection of Member States' contributions	35 C/31 and Corr. and Addenda
Item 11.6	Working Capital Fund: level and administration	35 C/32
<u>Friday 9 October: 10 a.m.</u> <i>(4th meeting)</i>		
Item 4.1	Methods of preparing the budget and budget estimates for 2010-2011 and budgeting techniques	35 C/5 Rev.
Item 4.2	Consideration and adoption of the Draft Programme and Budget for 2010-2011	35 C/5 Rev. 35 C/6 and Add. 35 C/8 35 C/8 ADM

<u>Friday 9 October: 3 p.m.</u> <i>(5th meeting)</i>		
Item 10.1	Report by the Director-General on the implementation of the reform process – Staff Policy – Decentralization	35 C/26 Part I and Add. and Part II and Add.1 and Add.2
<u>Saturday 10 October: 10 a.m.</u> <i>(6th meeting)</i>		
Item 11.2	Financial report and audited financial statements relating to the accounts of UNESCO for the financial period ended 31 December 2007 and report by the External Auditor	35 C/28 35 C/INF.15
Item 11.1	Implementation of the action plan for improved management of extrabudgetary funds – Report by the Executive Board	35 C/27
Item 13.1	Report by the Director-General, in cooperation with the Headquarters Committee, on managing the UNESCO complex	35 C/38 Parts I and II
<u>Saturday 10 October: 3 p.m.</u> <i>(7th meeting)</i>		
Item 13.2	Funding security requirements at Headquarters	35 C/59
<u>Friday 16 October: 3 p.m.</u> <i>(8th meeting)</i>		
Adoption of the report of the Commission		