

 Distr.

 **RESTRICTED**

 **CS/ADM/SC/XXII/1/INFO**

October 2019

 Original: **ENGLISH**

**COMMON MARKET FOR EASTERN**

#### AND SOUTHERN AFRICA

Twenty Second Meeting of the Sub-Committee on

Audit and Budgetary Matters

Lusaka, Zambia

28 October – 1 November 2019

###### ORGANISATION OF WORK

**19(CK)-nmn**

**VENUE: LUSAKA, ZAMBIA**

**28 OCTOBER 2019 - MONDAY**

08.30 hours - Registration

09:00 hours - Introductory Remarks by the Secretary General

09:30 hours - Adoption of the Agenda and Organisation of Work *(Agenda item 1)*

09:45 hours - Implementation of Previous Council Decisions (Administrative and

Budgetary Matters *(Agenda items 2)*

* 1. Implementation of Select Committee Report on External Audit Findings

**11:00 hours - TEA BREAK**

11:30 hours - Continuation of Agenda item 2

 (2.1.1) Staff Revolving Fund

* 1. Absorbed Professionals and General Service Category Staff
	2. COMESA Programmes’ Benefits to Member States

**13.00 hours - LUNCH BREAK**

14:00 hours -  Continuation of Agenda item 2

* 1. COMESA Secretariat Capacity Building Plan
	2. Staff
		1. Medical Scheme
		2. Group Personal Accident

**16:00 hours - TEA BREAK**

16:15 hours - 2017 Audited financial statements – COMESA Secretariat *(Agenda Item3)*

* 1. Member States Funds
	2. Grants Funds

**29 OCTOBER 2019 - TUESDAY**

08:30 hours - 2018 Audited Financial Statements – COMESA Secretariat and Institutions

 *(Agenda Item 4)*

* 1. Member States Funds
	2. Grants Funds

11.00 hours - **TEA BREAK**

11.30 hours - 2019 Six months’ Performance: Work Programme and Budget Utilisation

*(Agenda items 5)*

(5.1) COMESA Secretariat

(5.2) COMESA Court of Justice

(5.3) Africa Leather and Leather Products Institute

 (5.4) COMESA Competition Commission

 (5.5) COMESA Regional Investment Agency

 (5.6) Federation of National Associations of Women in Business in

 Eastern and Southern Africa

 (5.7) COMESA Competition Commission

**13.00 hours - LUNCH BREAK**

14.00 hours - 2020 Assessed Contribution Ratios *(Agenda item 6)*

2020 Work Programme and Budget Estimates *(Agenda item 7)*

 (7.1) COMESA Secretariat

 (7.2) COMESA Court of Justice

 (7.3) Africa Leather and Leather Products Institute

 (7.4) Regional Investment Agency

**16.00 hours - TEA BREAK**

16:15 hours- Continuation of Agenda item 7

 (7.5) Federation of National Associations of Women in Business in

 Eastern and Southern Africa

(7.6) COMESA Competition Commission

**30 OCTOBER 2019 - WEDNESDAY**

08.30 hours - External Audit Framework *(Agenda item 8)*

 (8.1) Report on External Audit Instruments from Auditors General

 (8.2) Report on the Preservation of the Nine Pillar Status of COMESA

11.00 hours - **TEA BREAK**

11:30 hours - Internal Audit Matters *(Agenda item 9)*

* 1. 2019 Consolidated Internal Audit Report
	2. 2010 Internal Audit Workplan
	3. 2019/2020 Report on the Utilization of CCC’s Merger Fees

**13.00 hours - LUNCH BREAK**

14:30 hours - Continuation of Agenda item 9

* 1. Implementation of the Auditors General Recommendation arising from the Report on the audit of Secretariat’s Reserves

**16.00 hours - TEA BREAK**

16:30 hours - (9.5) Report on the Status of Implementation of Council decisions on

 Administrative and Budgetary Matters, for the period 2016 – 2019

* 1. Consideration of the job description of the IT Internal Auditor
* Update on CVTFS – Implementation of Council decisions *(Agenda Item 10)*

**31 OCTOBER, 2019 - THURSDAY**

08:30 hours - Report writing and translation

11.00 hours - **TEA BREAK**

**13.00 hours - LUNCH BREAK**

14:00 hours - Report writing and translation

**1 NOVEMBER, 2019 – FRIDAY**

09:30 hours - Adoption of the Report