

Distr.

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November, 2019

Original: **ENGLISH**

**COMMON MARKET FOR EASTERN AND**

**SOUTHERN AFRICA**

**Fortieth Meeting of the Administration and Budgetary Matters Committee**

**Lusaka, Zambia**

13 - 15 November 2018

**ORGANISATION OF WORK**

**THEME: COMESA - Towards Digital Economic Integration**

**WEDNESDAY 13NOVEMBER 2019**

09:00 – 09:30 hours - Registration of Participants

09:30 – 10:00 hours - Opening Remarks ***(Agenda Item 1)***

 Adoption of the Agenda and Org. Of Work

 ***(Agenda Item 1. 2)***

10:00 – 10:15 hours - Group Photo

10:15 – 10:45 hours  **- TEA/COFFEE BREAK**

10:45 – 11:30 hours Report on Renewal of professional Staff Employment Contracts **(Agenda Item 2.1)**

11:30 - 12.45 hours Report of staff recruitment into professional posts

 ***(Agenda Item 2.2)***

12:45 – 13.00 hours - Progress Report on COMESA Secretariat

Organisational Structure ***(Agenda Item 2.3)***

13:00 – 14:00 hours **- LUNCH BREAK**

14:00 – 15:00 hours - Consideration of the Report of the Technical

Committee on the COMESA Headquarters ***(Agenda Item 3)***

15:00 – 15:30 hours **-**  **TEA/COFFEE BREAK**

15:30 – 16:00 hours - Continuation of Agenda Item 3

**THURSDAY 14NOVEMBER 2019**

09:00 – 10:30 hours - Consideration of theReport of the 22nd Meeting of

the Sub Committee on Audit and Budgetary

Matters ***(Agenda Item 4)***

10:30 – 10:45 hours  **- TEA/COFFEE BREAK**

10:45 – 12:30 hours - Continuation of Agenda Item 4

12:30 – 14:00 hours **- LUNCH BREAK**

**FRIDAY, 15 NOVEMBER 2019**

***Morning free for participants (Secretariat - Writing of the Report)***

16:00 – 16:30 hours **- TEA/COFFEE BREAK**

16:30 - Adoption of the Report