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| Distr.  **RESTRICTED**  **CS/ADC/XL/1(Rev1)**  November 2019  Original: **ENGLISH**  **COMMON MARKET FOR EASTERN**  **AND SOUTHERN AFRICA**  Fortieth Meeting of the Committee on  Administrative and Budgetary matters  Lusaka, Zambia  13 – 15 November 2019  **PROVISIONAL AGENDA**  **THEME: COMESA - Towards Digital Economic Integration** |

1. Opening of the Meeting
   1. Introductory Remarks by the Secretary General
   2. Adoption of Agenda and Organisation of Work
2. Administrative and Human Resource Matters
   1. Report on Renewal of professional Staff Employment Contracts
   2. Report of Staff Recruitment into Professional Posts
   3. Progress Report on COMESA Secretariat Organisational Structure
3. Consideration of the Report of the Technical Committee on the COMESA Headquarters
4. Consideration of the Report of the 22nd Meeting of the Sub Committee on Audit and Budgetary Matters
5. Any other business
6. Adoption of Report