First Session of the Assembly
12-13 November 2018, Seoul

Agenda Item 3

Annotated Agenda

Opening Session

1. Election of the Officers for the 1st Session of the Assembly

The Secretariat will facilitate the nomination and election of the President and Vice President of the 1st Session of the Assembly in order to have the officers in place for the first session before formal adoption of the Rules of Procedure. The President may propose a staff member of the Secretariat to act as rapporteur.

2. Ascertainment of the Quorum (Document A-01)

The President will announce the ascertainment of the quorum and open the First Session of the Assembly in accordance with Rule 10.1 of the draft Rules of Procedure of the Assembly.

3. Adoption of the Agenda (Document A-02)

The Secretariat will propose the provisional agenda for consideration and adoption by the Assembly.

4. Approval of Rules of Procedures of the Assembly (Document A-03)

The Secretariat will brief the Assembly on the progress of the preparation and the contents of the draft Rules of Procedure. The Assembly will consider and adopt the Rules of Procedure of the Assembly.

5. Membership

5.1 Update on the entry-into-force of the Agreement **(Document A-04)**

The Secretariat will report on the list of Parties, Signatory countries, and prospective parties to the Agreement. The Signatory countries, and prospective parties may update the Session on respective status.

5.2 Admission of Observer **(Document A-05)**

The Secretariat will brief the Session on admission of Observers in accordance with Paragraph 1 of Article 6 of the Agreement. The Assembly will consider and endorse the Signatory Countries as Observers.

The Secretariat, in accordance with the intentions of the prospective countries, will propose the prospective parties which have adopted the Agreement (Kazakhstan, Singapore,

Thailand) to be an Observer. The prospective parties may announce their intentions to involve in AFoCO as Observers.

5.3 Application of new members **(Document A-06)**

The Secretariat will propose a Guideline on Application of New Parties, in accordance with the Agreement, for the future invitation of and/or intentions of other states/countries to be a Party.

5.4 Invitation of new members

6. Appointment of the first Executive Director (Document A-07)

6.1 Report of the Executive Director Selection Committee

The Chairperson of the Executive Director Selection Committee will report on the activities of the Committee. The Chairperson will recommend the final candidate for consideration and appointment by the Assembly.

6.2 Appointment of the Executive Director

In consideration of the recommendation of the Committee, the Assembly will appoint the Executive Director. The newly appointed Executive Director may deliver his/her remarks.

The Assembly will consider and acknowledge the conclusion of the activities of the Committee. The Assembly will consider and make decision on the validity of the Committee.

7. Strategic Plan of AFoCO (Document A-08)

The Secretariat will present the draft Strategic Plan of AFoCO (2019-2023) for consideration and adoption of the Assembly. The Secretariat will further seek endorsement from the Assembly to further develop and elaborate the draft Plan of Action.

8. Organizational Symbol of AFoCO (Document A-09)

The Secretariat will present on the organizational symbol of AFoCO for consideration and adoption of the Assembly.

9. Approval of Regulations (Document A-10)

The Secretariat will present the draft Financial Regulations, draft Staff Regulations, and Project Manual for consideration and adoption of the Assembly. The Secretariat will seek consideration on developing additional internal guidelines for the operation of AFoCO and its projects, such as Monitoring and Evaluation Guidelines for project implementation, corporate identity guidelines.

9.1 Financial Regulations
9.2 Staff Regulations
9.3 Project Manual
9.4 Future plan for the development of internal guidelines

10. Installment of the Secretariat

10.1 The transition of assets, functions, legal liability and documents from the Interim Secretariat to the Secretariat **(Document A-11)**

The Secretariat will inform the Assembly on the of assets, functions, legal liability, and documents from the Interim Secretariat to the Secretariat. The Assembly will consider and approve the transition.

10.2 Regional Education and Training Center (RETC) **(Document A-12)**

The Secretariat will propose future plan on the operation and management of the RETC which completed construction and opened in 2018 for consideration and approval of the Assembly.

11. Projects (Document A-13)

The Secretariat will update the Assembly on the submitted project concept notes and project proposals. The Secretariat will further report on the appraisal result of the project proposals for consideration and approval for their inception in 2019.

The Secretariat will inform the Assembly on the needs to sign a general MOU with donors to help mobilization of funds for consideration and endorsement of the Assembly.

In consideration of the subsequent projects, the Assembly may task the Secretariat to develop timeline of procedures after approval of projects.

12. Proposal of Fellowship Program (Document A-14)

The Secretariat will present the draft guidelines for the Fellowship Program. The Secretariat will propose a schedule of the operation of the Fellowship Program to be in-line with the fiscal year. The Secretariat will propose 6-month duration for the first batch starting on 1 July 2018. The Assembly will consider and adopt the guidelines and approve the plan for 2019.

13. External Relations (Document A-15)

13.1 Agreements with Parties

The Secretariat will update on the needs to prepare for Headquarter Agreement between the Republic of Korea and the Secretariat and Host Country Agreement between AFoCO and the Republic of the Union of Myanmar on Hosting of RETC. The Assembly will consider and approve the draft Agreements. The Assembly will further consider and endorse the Secretariat to make necessary revision in consultation with the parties involved.

13.2 Cooperation arrangements with other entities

The Secretariat will propose engaging with other entities:

- Registering AFoCO Agreement to the United Nations
- Application to the DAC list of ODA eligible international organizations
- Application for GCF Accredited Entity
- Cooperation with Other Organizations (ITTO, FAO, RECOFTC, and UNCCD, as well as relevant partners in Korea such as Korea Forestry Promotion Agency, Korea Institute of Arboretum Management)

The Assembly will consider and endorse the Secretariat to take necessary action to facilitate cooperation arrangements with other entities.

14. Work plan and budget

14.1 Work plan and budget for 2019 and 2020 **(Document A-16)**

The Secretariat will present the work plan and budget for 2019 and 2020 for consideration and approval of the Assembly.

14.2 Guidelines on the in-kind contribution **(Document A-17)**

The Secretariat will propose to develop guidelines on in-kind contribution for consideration and approval of the Assembly.

15. Other Matters (Document A-18)

15.1 Disclosure policy

In accordance with the Rules of Procedure of the Secretariat, the documents received, reviewed and adopted by the Assembly shall be open and made available, unless otherwise decided by the Assembly. The Secretariat will propose the work plan and budget to be confidential, except in the case of Parties' request, for consideration of the Assembly.

16. Date and venue of Regular Sessions of the Assembly (Document A-19)

The Secretariat will propose the Regular Sessions of the Assembly to be held on Tuesday and Wednesday of the last week of October every year. The venue will be in Korea unless Assembly decides otherwise for each Session. The Assembly will consider and approve the proposed schedule for the Regular Sessions.

The Secretariat will propose that the Special Sessions, in case necessary, the schedule will be decided in accordance with Rule 3.3 of the draft Rules of Procedure of the Assembly, preferably to fall in late-April or early May.

The Assembly will consider and decide the date and venue for the next Session.

17. Election of Succeeding Officers (Document A-20)

The Assembly will elect the president and vice-president in accordance with Paragraph 2 of Article 8 of the Agreement and relevant Rule 7 of Rules of Procedure of the Assembly. The elected officers will serve until their successors are elected at the end of the next regular session.

18. Adoption of the Record of Discussion

The Secretariat will propose the draft Record of Discussion for consideration and adoption of the Record of Discussion.