

**MEETING OF THE
COMMITTEE OF SENIOR OFFICIALS**

Tbilisi, 27-28 October 2004

DRAFT AGENDA

1. Adoption of the Agenda.
2. Review of the state of affairs regarding the Project Development Fund:
 - a) Fourth Meeting of the Steering Committee of the Project Development Fund (Istanbul, 30 September-1 October 2004);
 - b) Decision on the maximum total grant amount for projects for the period 1 November 2004-30 April 2005;
 - c) Project Proposal “A system to fight HIV/AIDS, tuberculosis and malaria in BSEC countries with help of info-communication technologies”, submitted by institutions of the Russian Federation (lead partner), Georgia and Ukraine.
3. Review of the state of cooperation among the Member States:
 - a) Ad Hoc Expert Group composed of Financial Experts of the Member States (Istanbul, 27-28 May 2004 and 13-14 September 2004) – Having financial implications, the outcome of the Ad Hoc Expert Group was discussed under the agenda item: “Financial Matters”;
 - b) Ad Hoc Expert Group on Visa Facilitation for Lorry Drivers (Istanbul, 8-9 June 2004);
 - c) Working Group on Trade and Economic Development (Istanbul, 6-7 October 2004);
 - d) Workshop on SMEs entitled “Business Incubators for Nurturing Start-Ups” (Istanbul, 23-25 September 2004);
 - e) Seminar on Purposes and Objectives of Implementation of the Agreement between the Governments of the BSEC Participating States on Cooperation in Emergency Assistance and Emergency Response to Natural and Man-Made Disasters and Complex Training on Organization of Cooperation of the BSEC Member States During Oil Spill Mitigation in the Black Sea (2nd phase) (Odessa, 5-8 October 2004);
 - f) Workshop on Strengthening International Relations Capacity in the BSEC Countries (Tbilisi, 7-8 October 2004).
4. Activities of BSEC PERMIS.

5. Activities of the ICBSS.
6. Relations with Third Parties - Application of the Regional Commonwealth in the field of Communications (RCC).
7. Cooperation with international organizations and regional groupings:
 - a) BSEC-World Bank Cooperation;
 - b) BSEC-UN FAO Cooperation;
 - c) BSEC-WTO Cooperation;
 - d) Draft Memorandum of Understanding between BSEC PERMIS and the Permanent Secretariat of Intergovernmental Commission TRACECA;
 - e) Draft Memorandum of Understanding between BSEC PERMIS and CIS Executive Committee.
8. Financial Matters:
 - A. The Report of the Ad hoc Expert Group Composed of Financial Experts of the Member States, which contained the subjects of review of the scale of salaries of the Staff Members of PERMIS, including those of Category S, Orderly Settlement of Mandatory Annual Contributions to the Budgets of PERMIS and the Possibility of the Preparation of the Budgets of PERMIS in Euro;
 - B. The Need to Use the Reserve Fund;
 - C. Establishing one new position of “Secretary” and one of a “Driver/Messenger”.
9. Any other business.
 - a) The need of bringing the acronym “BSEC” in line with the name of “Organization of the Black Sea Economic Cooperation”.
10. Adoption of the Report of the Meeting.