

FORMER FAO AND OTHER UN STAFF ASSOCIATION
*** FFOA ***

FFOA/GA/2016/01

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Forty-sixth Session of the General Assembly
Wednesday, 25 May 2016 at 09:45 hours
Auditorium, WFP Headquarters

≈ NOTICE TO MEMBERS AND LIST OF DOCUMENTS ≈

Members are invited to attend the Forty-sixth Session of the General Assembly on **Wednesday, 25 May 2016 at 09:45 hours** in the **Auditorium at the Headquarters of WFP**. The meeting will be conducted in English and Italian. Simultaneous interpretation will be provided.

Any member wishing to present a paper for discussion or to table a resolution is kindly requested to send it, under cover of an explanatory note, to the FFOA Office where it should be received at the latest on **Thursday, 28 April 2016**.

Annual Members are kindly requested to ensure that they have paid their annual subscription fee as well as any outstanding arrears since only members who have fully paid their subscription fees can be admitted to the meeting.

To allow for a smooth and efficient registration, all participating members should bring their membership card with them and show it to the controllers who are on duty at the entrance of the Auditorium.

The following documents are enclosed except for the Provisional Report of the 45th Session of the General Assembly (FFOA/GA/2016/03) mailed with the Newsbrief N° 96 of September 2015:

FFOA/GA/2016/01 **Notice to Members and List of Documents**

FFOA/GA/2016/02 **Provisional Agenda**

FFOA/GA/2016/03 **Provisional Report of the 45th Session of the General Assembly held on 27 May 2015**

FFOA/GA/2016/04 **Statement of Work achieved during 2015**

FFOA/GA/2016/05 **Report of the Association's Finances consisting of:**

A. Financial Report for 2015

B. Financial Status on 31 December 2015

C. Certification by the Reviewers of the Financial Statements for 2015

D. Proposed Budget for 2017

E. Appointment of the Reviewers for 2016

NOTICE TO MEMBERS AND LIST OF DOCUMENTS (continued)

FFOA/GA/2016/06 **Draft Resolutions to:**

- A. adopt the Provisional Report of the 45th Session of the General Assembly**
- B. adopt the Statement of Work achieved during 2015**
- C. adopt the Financial Report for 2015 and the Financial Status on 31 December 2015**
- D. take note of the Certification by the Reviewers of the Financial Statements for 2015**
- E. approve the Proposed Budget for 2017**
- F. appoint the Reviewers for 2016**

FFOA/GA/2016/07 **Proxy for voting at the General Assembly**

FFOA/GA/2016/08 **Luncheon Reservation Form**

FFOA/GA/2016/09 **Registration Form (only for members living in Italy)**

Members unable to attend the General Assembly may send a proxy (FFOA/GA/2016/07), duly completed and signed, to the FFOA Office where it should be received at the latest on

Monday, 9 May 2016

Members attending the General Assembly are kindly requested to bring their own documents (FFOA/GA/2016/01-06 and -09) with them, as additional sets cannot, unfortunately, be made available.

 **Buffet-Lunch after the General Assembly** 

The Executive Committee is organizing an informal buffet-lunch after the General Assembly, which will take place on the WFP premises. There will be a reserved area for FFOA. Those wishing to participate are kindly requested to complete and return the enclosed Luncheon Reservation form (FFOA/GA/2016/08) and effect payment of Euro 15 per person at the FFOA Office as soon as possible but not later than:

Friday, 20 May 2016

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