



**Finance and Administration Committee**

18<sup>th</sup> Meeting

28 September 2015 (11:00)

Milan, Italy

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-104/15 Rev. 1
<b>2. Report on the meetings of 2 and 5 March 2015 and on the intersessional meeting of 30 July 2015 – to approve</b>	<a href="#">FA-103/15</a> <a href="#">FA-112/15</a>
<b>3. Financial situation – to note</b>	<a href="#">FA-108/15</a>
The Committee will consider a report on the financial situation.	
<b>4. Premises – to consider</b>	<a href="#">FA-109/15</a>
The lease of the ICO's premises will expire in 2017. The Executive Director will report on the results of further research undertaken into alternative locations for the ICO.	
<b>5. Draft Administrative Budget for the financial year 2015/16 – to consider</b>	<a href="#">FA-96/15 Rev. 1</a> <a href="#">FA-97/15 Rev. 1</a> <a href="#">FA-107/15</a>
The Committee will consider the revised draft Administrative Budget for the financial year 2015/16, a cost analysis summary and an analysis of pro forma contributions to the Administrative Budget.	

**6. Outstanding contributions – to consider** [FA-110/15](#)

The Executive Director will report on progress in recovering arrears. The Secretariat has undertaken further research into the sanctions available to the ICO, including penalties for late payment and the suspension of rights and services beyond voting rights, in so far as is consistent with the 2007 Agreement.

**7. Appointment of registered auditors – to consider** verbal

Under the provisions of Rule 14 of the Financial Rules and Regulations of the Organization, the Executive Director shall appoint registered auditors annually in consultation with the Finance and Administration Committee and the Council. The Committee will consider whether the current auditors, Smith Williamson, who were first appointed in September 2009, should be reappointed.

**8. Review of Staff Regulations and Staff Rules – to consider** [FA-111/15](#)

At the request of the European Union a review is being conducted of the Organization's Staff Regulations and Staff Rules in the light of those of other international organizations. A progress report will be given.

**9. Head of Operations – to note** verbal

The Head of Finance and Administration will report on the applications received for the position of Head of Operations.

**10. Other business – to consider** verbal

*Chairman and Vice-Chairman for 2015/16:* The Council will approve the composition of the Committee for 2015/16 during its 115<sup>th</sup> Session. At its first meeting in March 2016, the Committee will appoint a Chairman and Vice-Chairman for 2015/16.

**11. Date of next meeting – to consider** verbal

The next meeting will take place in Addis Ababa, Ethiopia, at the time of the 116<sup>th</sup> Council Session from 9 to 11 March 2016.

REFERENCE DOCUMENTS
<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee (Annex V)</a>