



Finance and Administration Committee

15th Meeting

22 September 2014 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-83/14 Rev. 1
2. Report on the meeting of 3 March 2014 – <i>to approve</i>	FA-82/14
3. Financial situation – <i>to note</i>	FA-86/14
The Committee will consider a report on the financial situation.	
4. Premises – <i>to consider</i>	FA-85/14
The lease of the ICO headquarters will expire in 2017. The Committee will consider a report on the options available to the Organization upon renewal of the lease and discussions with the landlord on this matter.	
5. Restructuring of the ICO – <i>to consider</i>	verbal
The Executive Director will report on the status of the restructuring.	
6. Outstanding contributions – <i>to consider</i>	FA-84/14
The Executive Director will report on progress in recovering arrears, including discussions with former Members with long-standing arrears. The Committee will consider an analysis of the historical development of outstanding contributions and interest lost as a result.	

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. Banks – *to review* [FA-87/14](#)

Rule 10 of the Financial Rules and Regulations of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. The Committee will review the list of banks with whom the ICO may keep funds.

9. Other business – *to consider* verbal

Chairperson and Vice-Chairperson for 2014/15: The Council will approve the composition of the Committee for 2014/15 during its 113th Session in September 2014. At its first meeting in March 2015, the Committee will appoint a Chairperson and Vice-Chairperson for 2014/15.

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

The next meeting will take place in London at the time of the 114th Council Session from 2 to 6 March 2015.

REFERENCE DOCUMENTS

[Financial Rules and Financial Regulations of the International Coffee Organization](#)