



Finance and Administration Committee
16th Meeting
2 March 2015 (14:30)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-89/14 Rev. 3
2. Chairman and Vice-Chairman for 2014/15 – to appoint	verbal
The Committee will appoint a Chairman and a Vice-Chairman for 2014/15, who shall be from different categories of Members in accordance with the terms of reference.	
3. Report on the meetings of 22 and 25 September 2014 – to approve	FA-88/14
4. Financial situation – to note	FA-95/15
The Committee will consider a report on the financial situation.	
5. Accounts for the financial year 2013/14	
5.1 Administrative Accounts of the Organization and Report of the Auditors – to recommend for approval	FA-92/15
Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.	

5.2 Accounts of the Special Fund and Report of the Auditors – *to note* [FA-93/15](#)

The Accounts of the Special Fund and Report of the Auditors will be considered by the Committee and presented for the approval of exporting Members.

5.3 Promotion Fund – *to note* [FA-94/15](#)

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

6. Draft Administrative Budget for the financial year 2015/16 – *to consider* [FA-96/15](#)
[FA-97/15](#)

The Committee will consider the draft Administrative Budget for the financial year 2015/16 and a cost analysis summary.

7. Outstanding contributions – *to consider* [FA-98/15](#)
[FA-101/15](#)

At the request of the Committee in March 2014 the Secretariat has explored measures taken by other international organizations to encourage prompt payment. The Executive Director will report on this and on progress in recovering arrears, including contacts with Members with long-standing arrears. A proposal will be circulated to consider the rescheduling of arrears due by Sierra Leone.

8. Salary scales and the basis for contributions to the Provident Fund – *to consider and to recommend for approval* [FA-90/15](#)
[FA-91/15](#)

The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category; and proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.

9. Premises – *to consider and to recommend for approval* [FA-85/14 Rev. 1](#)
[FA-99/15 Rev. 1](#)
[FA-102/15 Rev. 1](#)

The lease of the ICO headquarters will expire in 2017. Following discussions with the Committee in September 2014, further research has been carried out into additional options. The Executive Director will report on the results of this research.

10. Review of Staff Regulations and Staff Rules – *to consider* [FA-100/15](#)

At the request of the European Union a review is being conducted into the Organization's Staff Regulations and Staff Rules in the light of those of other international organizations. The consultant appointed by the European Union will give a status report on this review.

11. Other business – *to consider* verbal

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

The next meeting will take place in Milan, Italy at the time of the 115th Council Session from 28 September to 2 October 2015.

REFERENCE DOCUMENTS

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