



Finance and Administration Committee

19th Meeting

9 March 2016 (11:00)

Addis Ababa, Ethiopia

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-114/15
2. Chairman and Vice-Chairman for 2015/16 – <i>to appoint</i>	verbal
The Committee will appoint a Chairman and a Vice-Chairman for 2015/16 who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.	
3. Report on the meeting of 28 September 2015 – <i>to approve</i>	FA-113/15
4. Financial situation – <i>to note</i>	to follow
The Committee will consider a report on the financial situation.	
5. Accounts for the financial year 2014/15	
5.1 Administrative Accounts of the Organization and Report of the Auditors – <i>to recommend for approval</i>	to follow
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 follow
to note**

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 to follow

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 2016/17 – to follow
to consider**

The Committee will consider the draft Administrative Budget for the financial year 2016/17 and a cost analysis summary.

7. Premises – to consider verbal

The lease of the ICO headquarters will expire in 2017. The Executive Director will report on further research undertaken into alternative locations for the ICO.

8. Outstanding contributions – to consider to follow

The Head of Finance and Administration will report on progress in recovering arrears.

9. Appointment of registered auditors – to consider to follow

The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors.

10. Contract of the Executive Director – to consider verbal

The Council will consider the matter of the Executive Director's contract which expires on 30 September 2016.

11. Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval to follow

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.

- 12. Review of Staff Regulations and Staff Rules – *to consider*** to follow

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 report will be given.

- 13. Other business – *to consider*** verbal

- 14. Date of next meeting – *to consider*** verbal

The next meeting will take place in London, United Kingdom, at the time of the 117th Council Session from 19 to 23 September 2016.

REFERENCE DOCUMENTS
Financial Rules and Financial Regulations of the International Coffee Organization
Terms of reference for the Finance and Administration Committee (Annex V)