



Finance and Administration Committee

21st Meeting

19 September 2016 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-130/16
2. Report on the meetings of 9, 10 and 11 March 2016 – to consider and, if appropriate, to approve	FA-128/16
3. Financial situation – to note The Committee will consider a report on the financial situation.	to follow
4. Premises – to consider The lease of the ICO headquarters will expire in 2017. The Executive Director will report on the status of the search for alternative locations for the ICO and on any current negotiations.	to follow
5. Outstanding contributions – to consider The Head of Finance and Administration will report on progress in recovering arrears.	verbal
6. Appointment of registered auditors – to consider The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors.	to follow
7. Contract of the Executive Director – to consider The Committee will consider the matter of the Executive Director's contract which expires on 30 September 2016.	verbal

8. Post of the Head of Finance and Administration – to consider verbal

The Head of Finance and Administration is due to retire in early 2017. The Committee is requested to consider proposals for his successor.

9. Review of Staff Regulations and Staff Rules – to consider to follow

The Committee will consider a revised draft of the Staff Regulations and Staff Rules which have been reviewed by the Executive Director and ICO staff.

10. Strategic Review – to consider to follow

Members are invited to comment on the outcome of the Strategic Review with a particular focus on the recommendations pertaining to finance and administration.

11. Other business – to consider verbal

Chairman and Vice-Chairman for 2016/17: The Council will approve the composition of the Committee for 2016/17 during its 117th Session. At its first meeting in March 2017, the Committee will appoint a Chairman and Vice-Chairman for 2016/17.

12. Date of next meeting – to consider verbal

The next meeting will take place in London, United Kingdom, at the time of the 118th Council Session from 13 to 17 March 2017.

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