INTERNATIONAL COFFEE ORGANIZATION

FA **147/17**

30 January 2017
Original: English

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**Finance and Administration Committee**
23th Meeting
14 March 2017 (09:30)
London, United Kingdom

**Draft Agenda**

| Item | | Document |
|---|---|---|
| **1.** | **Draft Agenda – *to adopt*** | FA-147/17 |
| **2.** | **Chairman and Vice-Chairman for 2016/17 – *to appoint*** | verbal |
| | The Committee will appoint a Chairman and a Vice-Chairman for 2016/17 who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member. | |
| **3.** | **Report on the meeting of 19 September 2016 – *to consider and, if appropriate, to approve*** | FA-141/16 |
| **4.** | **Report of the intersessional meeting held on 12 January 2017 – *to consider and, if appropriate, to approve*** | to follow |
| **5.** | **Financial situation – *to note*** | to follow |
| | The Committee will consider a report on the financial situation. | |
| **6.** | **Accounts for the financial year 2015/16** | |
| **6.1** | **Administrative Accounts of the Organization and Report of the Auditors – *to recommend for approval*** | 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. | |

**6.2** **Accounts of the Special Fund and Report of the Auditors – *to note*** to follow

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.

**6.3** **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.

**7.** **Draft Administrative Budget for the financial year 2017/18 – *to consider*** to follow

The Committee will consider the draft Administrative Budget for the financial year 2017/18 and a cost analysis summary.

**8.** **Premises – *to consider*** verbal

The lease of the ICO headquarters will expire at the end of March 2017. The Head of Finance and Administration will provide an update on the current situation.

**9.** **Outstanding contributions – *to consider*** to follow

The Head of Finance and Administration will report on progress in recovering arrears and on a communication received from the Plurinational State of Bolivia.

**10.** **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 Professional and higher categories.

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

The Chairman of the Working Group on the Staff Regulations and Staff Rules will report.

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

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

The next meeting will take place in Abidjan, Côte d'Ivoire, at the time of the 120th Council Session from 25 to 29 September 2017.

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