INTERNATIONAL COFFEE ORGANIZATION

FA 159/17

10 July 2017
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Finance and Administration Committee **Draft Agenda**
25th Meeting
25 September 2017 (14:30)
Yamoussoukro, Côte d'Ivoire

Item		Document
1.	**Draft Agenda** – ***to adopt***	FA-159/17
2.	**Report on the meeting of 14 March 2017** – ***to consider and, if appropriate, to approve***	FA-156/17
3.	**Five-Year Action Plan for the ICO** – ***to consider***	to follow
	The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.	
4.	**Financial situation** – ***to note***	to follow
	The Committee will consider a report on the financial situation.	
5.	**Draft Administrative Budget for the financial year 2017/18** – ***to consider and, if appropriate, to recommend for approval***	to follow
	The Committee will consider the draft Administrative Budget for the financial year 2017/18.	
6.	**Outstanding contributions** – ***to consider***	verbal
	The Head of Finance and Administration will report on the payment of contributions.	
7.	**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.	

8. **Banks – *to consider*** to follow

Rule 10 of the Financial Rules 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. A document containing proposals to increase the number of banks with whom the ICO may keep funds will be circulated.

9. **Staff Regulations and Staff Rules – *to note*** ICC-119-17

The Chairman will report.

10. **Finance and Administration Committee Members and office holders – *to consider*** to follow

Finance and Administration Committee Members for 2017/18

Proposals for representation on the Committee for coffee year 2017/18 will be considered by the Council in September 2017.

Finance and Administration Committee Chairperson and Vice-Chairperson for 2017/18

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

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

The next meeting will take place in London, United Kingdom, at the time of the 121st Council Session.

REFERENCE DOCUMENTS
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)