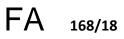


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9 February 2018 Original: English

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27 <sup>th</sup> N 10 Ap	ce and Administration Committee Dr Meeting ril 2018 (11:30) to City, Mexico	raft Agenda	
Item			Document
1.	Draft Agenda – <i>to adopt</i>		FA-168/18
2.	Report on the meeting of 25 September 2017 – to a first september 2017 – to a september	consider and,	<u>FA-163/17</u>
3.	Report of the intersessional meeting held on 8 Feb to consider and, if appropriate, to approve	ruary 2018 –	FA-167/18
4.	Financial situation – to note		FA-169/18
	The Head of Finance and Administration will report financial situation.	ort on the current	
5.	Accounts for the financial year 2016/17		
5.1	Administrative Accounts of the Organization and Report of the Auditors – <i>to consider and, if approp</i> <i>to recommend for approval</i>	riate	FA-170/18
	Rule 14 of the Financial Rules of the Organization Committee shall examine the financial statements and shall present them to the Council for approval ar such comments as it deems appropriate.	and audit reports	
5.2	Accounts of the Special Fund and Report of the Auc to consider and, if appropriate, to recommend for a		FA-171/18
	The Accounts of the Special Fund and Report of the considered by the Committee and presented for		

5.3	Promotion Fund – <i>to note</i>	FA-172/18
	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 2018/19 – to consider	FA-173/18 FA-174/18
	The Committee will consider the draft Administrative Budget for the financial year 2018/19 and a cost analysis summary.	
7.	Outstanding contributions – to consider	verbal
	The Head of Finance and Administration will report on progress in recovering arrears.	
8.	Salary scales and the basis for contributions to the Provident Fund – to consider and, if appropriate to recommend for approval	FA-175/18
	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.	
9.	Education Grant – to consider and, if appropriate, to recommend for approval	FA-176/18
	The Committee will consider the proposal for the revision of the Education Grant.	
10.	Proposals for Key Performance Indicators (KPIs) – <i>to consider</i>	FA-177/18
	The Committee will consider proposals for the implementation of Key Performance Indicators in the Five-Year Action Plan and Programme of Activities for the Organization.	
11.	Consolidation of advisory bodies – to consider	FA-178/18
	Members will be invited to consider a proposal on joint work/consolidation of advisory bodies.	
12.	Other business – <i>to consider</i>	verbal
13.	Next meeting – <i>to note</i>	verbal
	Members are invited to suggest matters for consideration at the next meeting.	

The next meeting will take place in London, United Kingdom, at the time of the 122<sup>nd</sup> Council Session from 17 to 21 September 2018.

## **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)

International Coffee Agreement 2007 (ICA 2007)