



Finance and Administration Committee

30th Meeting

19 September 2018 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-185/18
2. Report of the intersessional meeting held on 28 June 2018 – to consider and, if appropriate, to approve	to follow
3. Financial situation – to note	to follow
The Committee will consider a report on the financial situation.	
4. Programme of Activities for coffee year 2018/19 – to consider and, if appropriate, to recommend for approval	to follow
The Head of Operations will present the Programme of Activities for coffee year 2018/19.	
5. Draft Administrative Budget for the financial year 2018/19 – to consider and, if appropriate, to recommend for approval	to follow
The Committee will consider the draft Administrative Budget for the financial year 2018/19.	
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. Proposals for Key Performance Indicators (KPIs) – to consider to follow

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.

9. Coffee Sustainability Projects Trust Fund – to consider verbal

The Head of Operations will present an update on the implementation of the Coffee Sustainability Projects Trust Fund.

10. Consolidation of advisory bodies – to consider verbal

The Executive Director will report on the joint work/consolidation of advisory bodies.

11. Guides to hosting meetings of the ICO – to consider and, if appropriate, to recommend for approval to follow

The Head of Finance and Administration will report on the development of two new publications:

- *Guide to hosting meetings of the International Coffee Organization*
- *Guide to hosting the World Coffee Conference.*

12. Appointment of Member countries to the Finance and Administration Committee for coffee year 2018/19 – to consider to follow

The Committee will consider and submit for Council approval the appointment of Member countries to serve on the Committee for coffee year 2018/19.

13. Appointment of the Chair and Vice-Chair for 2018/19 – to consider verbal

The Committee will consider and submit for Council approval the appointment of the Chair who shall be from and exporting Member country, and the Vice-Chair who shall be from an importing Member country for coffee year 2018/19.

14. Other business – to consider verbal

15. Date of next meeting – to consider verbal

The next meeting will take place in Nairobi, Kenya, at the time of the 123rd Council Session.

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