



**Finance and Administration Committee**  
33<sup>rd</sup> Meeting  
26 and 27 March 2019  
Nairobi, Kenya

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-197/19
<b>2. Report of the intersessional meeting held on 24 January 2019 – to consider and, if appropriate, to approve</b>	FA-196/19
<b>3. Financial situation – to note</b>	FA-198/19
The Head of Finance and Administration will report on the current financial situation.	
<b>4. Accounts for the financial year 2017/18</b>	
<b>4.1 Administrative Accounts of the Organization and Report of the Auditors – to consider and, if appropriate to recommend for approval</b>	FA-199/19
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.	
<b>4.2 Accounts of the Special Fund and Report of the Auditors – to consider and, if appropriate, to recommend for approval</b>	FA-200/19
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.	
<b>4.3 Promotion Fund – to note</b>	FA-201/19
As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.	

5. **Review of the International Coffee Agreement (ICA) 2007 – to consider** FA-202/19

Under the provisions of paragraph 1 of Article 48 of the International Coffee Agreement (ICA) 2007, the Agreement is due to expire on 2 February 2021. Paragraph 3 of the same Article provides that the Council may decide to extend this Agreement beyond its expiry date for one or more successive periods not to exceed eight years in total while paragraph 4 stipulates that the Council may at any time decide to terminate this Agreement. The Executive Director will outline the main options for the future of the 2007 Agreement.

6. **Draft Administrative Budget for the financial year 2019/20 – to consider** FA-203/19

The Committee will consider the draft Administrative Budget for the financial year 2019/20.

7. **Report on the implementation of Resolution 465 on Coffee Price Levels – to note** FA-206/19

The Head of Operations will report.

8. **Report on the implementation of Resolution 466 on Members in persistent arrears – to consider** verbal

The Executive Director will report.

9. **Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval** FA-204/19  
FA-205/19

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 and Professional and higher categories.

10. **Manual for members of the Finance and Administration Committee – to consider and, if appropriate, to approve** FA-207/19

The Head of Finance and Administration will report.

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

12. **Next meeting – to note** 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 125<sup>th</sup> Council Session from 23 to 27 September 2019.

<b>REFERENCE DOCUMENTS</b>
<a href="#"><u>Financial Rules and Financial Regulations of the International Coffee Organization</u></a>
<a href="#"><u>Rules of the International Coffee Organization</u></a>
<a href="#"><u>Terms of reference for the Finance and Administration Committee (Annex V)</u></a>
<a href="#"><u>International Coffee Agreement 2007 (ICA 2007)</u></a>