

Finance and Administration Committee
61st Meeting
3 September 2024
London, United Kingdom

**Publication of documents of an administrative and
financial nature**

RESTRICTED

Background

1. The International Coffee Council, at its 137th Session held online on 19 March 2024, noted that Brazil's proposal regarding the removal of passwords from financial documents would be discussed within the Finance and Administration Committee.
2. Brazil communicated to the ICO in note verbale Rebraslon 019/2024, dated 2 July 2024, that the delegate of Brazil suggested the consideration of a proposal to grant the administrative and financial documents identical treatment, exempt from secrecy or password requirements, as all other files prepared by the Organization. ([ED-2466/24](#)).
3. The Secretariat has contacted those London-based international organizations mentioned in ED-2466/24 to know more about the public availability of administrative and financial documents on their website and their procedures, as demonstrated below:
 - International Maritime Organization (IMO) – Annual financial statements are published on the IMO public website once they have been reviewed by the Council. This includes the statements themselves and the Secretary-General's financial report. There are other operational documents that go to the Council, for example, investment reports and year-to-date budget reports, which are issued as Council documents and made public after three years. There are currently proposals to change this situation to make them available immediately after Council meetings.
 - International Sugar Organization (ISO) - The ISO uses sign-in registration in their Internet portal to allow a restricted group of the Administration Committee Members to access the Administration Committee documents only (and different groups of other Committees to access other documents only). The advanced circulation of documents by electronic mail to the list of registered recipients for each group

(committees), including those of an administrative and financial nature to be discussed and analyzed by the delegations, is not subjected to additional protection such as passwords.

- International Whaling Commission (IWC) - The Secretariat has not been able to obtain feedback from the IWC but confirmed that access to the IWC's official documents on their website is open to the public.

4. The Secretariat carried out research into the possibility of including a login to the ICO portal ("login") for Member countries. This solution is possible and can be made available in a few months if the website maintenance budget is approved.

5. The options to be considered are as follows:

- (a) To keep the current practice with password protection for documents related to the Finance and Administration Committee; or,
- (b) To grant the administrative and financial documents identical treatment, exempt from secrecy or password requirements, as all other files prepared by the Organization; or,
- (c) To make any Finance and Administration-related documents available to the Member countries through sign-in registration on the ICO website ("login") by changing the website to create the login mechanism but without restricting the reading of working documents by means of authentication. Also, documents sent by electronic message to the designated Member Countries will not be password protected.

Action

The Committee is requested to consider the above options and, if appropriate, to submit a recommendation to the Council.