



Executive Board

273rd Meeting

29 March 2011 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	EB-3981/11
2. Votes in the Council and Executive Board for coffee year 2010/11 – to approve	to follow
The Secretary will report.	
3. Programme of activities for 2011/12 – to consider	to follow
The Board will consider a draft programme of proposed activities in coffee year 2011/12 prior to submitting a recommendation to the Council.	
4. Coffee development projects	
4.1 Projects under consideration by the ICO – to consider	to follow
The deadline for sending new and revised project proposals for consideration in March 2011 was 17 December 2010 . The Executive Director a.i. will introduce the report of the Virtual Screening Committee (VSC) on the following new project proposal:	
<ul style="list-style-type: none">Adaptation to climate change in the PROMECAFE region (Central America and the Caribbean) – submitted by PROMECAFE	to follow
4.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note	to follow
The Executive Director a.i. will report on projects under consideration by the CFC, including projects considered by the CFC Project Appraisal Committee and Consultative Committee in January 2011.	

5. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider to follow

The Executive Director a.i. will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP.

6. Financial and administrative matters

6.1 Report of the Finance Committee – to consider to follow

The Chairman of the Finance Committee will report on the meeting of the Finance Committee on 28 March 2011, including the financial situation, the premises and preliminary discussions on the draft Administrative Budget for 2011/12.

6.2 Administrative Accounts of the Organization for the financial year 2009/10 and Report of the Auditors – to recommend for approval by the Council to follow

Rule 62 of the Rules of the Organization provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement.

6.3 Payment of arrears – to consider verbal

Under the provisions of Resolutions 430 (Democratic Republic of Congo) and 437 (Nicaragua), the Executive Director was requested to inform the Executive Board of compliance with the terms of these Resolutions. The Executive Director a.i. will report.

6.4 Other financial and administrative matters – to note to follow

A document containing proposals for banks; a document containing a proposal for revisions to salary scales, language allowances and the basis for contributions to the Provident Fund for staff in the General Service category; a document containing a proposal for revisions to salary scales for staff in the Professional and higher categories; and a document proposing changes to the method of calculating contributions to the Provident Fund for staff in the Professional and higher categories will be circulated.

7. Other business – to consider verbal

8. Future meetings – to note verbal

The date of the next meeting will be confirmed.