



INTERNATIONAL COFFEE ORGANIZATION  
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ  
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ  
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2096/10

23 August 2010  
Original: English

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## Convocation of the Finance Committee

1. The Executive Director presents his compliments and wishes to inform Members that the Finance Committee will meet at the headquarters of the Organization at 22 Berners Street, London, at 14.30 on Sunday, 19 September 2010. Members of the Finance Committee are listed below and the Committee is open to all Member countries.

Exporting Members: Brazil, Colombia, Côte d'Ivoire, Papua New Guinea

Importing Members: EU – Spain, Norway, Switzerland, USA

2. A draft Agenda is attached (document WP-Finance 81/10). The meeting will be conducted in English only.

3. For security purposes, participants attending this meeting are requested to confirm their attendance either by email to [info@ico.org](mailto:info@ico.org) or by completing and returning the attached form to the ICO by **10 September 2010**.



INTERNATIONAL COFFEE ORGANIZATION

22 Berners Street  
London W1T 3DD  
United Kingdom

**FINANCE COMMITTEE  
19 September 2010 (14.30)**

**ATTENDANCE FORM**

**I will/will not\*** attend the Finance Committee meeting to be held at the headquarters of the International Coffee Organization in London at 14.30 on Sunday 19 September 2010.

*\* delete as applicable*

Name of ICO Member country: .....

Name: .....

Position: .....

Phone: .....

Fax: .....

Email: .....

**Please return to:**

The Executive Director  
International Coffee Organization  
22 Berners Street  
London W1T 3DD  
Tel.: +44 (0) 20 7612 0600  
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**Finance Committee**

16<sup>th</sup> Meeting

19 September 2010 (14:30)

London, England

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	WP-Finance 81/10
<b>2. Report on the meeting of 2 and 3 March 2010 – to approve</b>	WP-Finance 80/10
<b>3. Financial situation – to note</b>  A report on the financial situation will be circulated.	to follow
<b>4. Draft Administrative Budget for the financial year 2010/11 – to consider and to submit a recommendation to the Board and Council</b>  The Committee will consider the draft Administrative Budget for the financial year 2010/11 and scenarios for the premises.	WP-Finance 77/10
<b>5. Guide to remuneration – to note</b>  As requested at the last meeting, this document provides a summary of the main principles and their practical application to the remuneration of the Organization's staff.	to follow
<b>6. Outstanding contributions – to consider</b>  The Executive Director will report on progress in recovering arrears. As discussed at the last meeting, the Committee will consider possible incentives for early payment of contributions and steps to encourage payments by countries which have been in arrears for over three years.	verbal

**7. Appointment of registered auditors – *to consider*** verbal

Under the provisions of Rule 62 of the Rules of the Organization, the Executive Director is required to appoint registered auditors annually in consultation with the Executive Board. The Finance Committee will consider whether the current auditors, Smith Williamson, who were appointed in September 2009, should be re-appointed.

**8. Other business** verbal

**9. Date of next meeting – *to consider*** verbal

The Committee will consider the date of its next meeting.