



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1989/06

13 June 2006
Original: English

E

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 09.00 on Friday, 7 July 2006. 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: Japan, Spain, Switzerland, United Kingdom

2. A draft Agenda is attached (document WP-Finance No. 33/06). 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 or by completing and returning the attached form to the ICO by **30 June 2006**.



International Coffee Organization

22 Berners Street
London W1T 3DD
England

**FINANCE COMMITTEE
7 July 2006 (09.00)**

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 09.00 on 7 July 2006.

** 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
Fax: +44 (0) 20 7612 0630
Email: info@ico.org



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

WP Finance No. 33/06

13 June 2006
Original: English

E

Finance Committee

7 July 2006 (09.00)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance No. 33/06
2. Financial situation – to note The Head of Finance and Administration will report on the financial situation, including outstanding contributions to the Administrative Budget.	to follow
3. Draft Administrative Budget for the financial year 2005/06 – to consider and to submit a recommendation to the Board and Council The Finance Committee will consider the Draft Administrative Budget for the financial year 2006/07 introduced at the meeting of the Executive Board in May 2006, together with a budget based on no increase in contributions, as requested by the Executive Board.	WP-Board No. 997/06 to follow
4. Outstanding contributions	
4.1 Payment of arrears– to note The Executive Director will report on progress in recovering arrears.	to follow
4.2 Policy on arrears – to consider and to submit a recommendation to the Board and Council The Finance Committee will develop a policy including options for action to recover outstanding arrears, for consideration by the Executive Board and Council in September 2006.	to follow

5. 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 a registered auditor annually in consultation with the Executive Board. The Finance Committee will consider whether the present auditors, MRI Moores Rowland, who were first appointed in 1999, should be re-appointed.

6. Finance Committee for 2006/07 – 2007/08 – to note verbal

As provided for in the terms of reference for the Finance Committee (document WP-Finance No. 2/04), the Board will appoint the representatives of the Committee for 2006/07 and 2007/08 at its meeting in September 2006.

7. Other business – to consider verbal

8. Date of next meeting – to note verbal

It is proposed that, if a further meeting is required, the next meeting should take place in early September 2006.