



Finance and Administration Committee

2nd Meeting

27 September 2011 (10:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-13/11 Rev. 1
2. Report on the meeting of 29 March 2011 – to approve	FA-12/11
3. Financial situation – to note	FA-17/11
Document FA-17/11 contains a report on the financial situation.	
4. Premises – to consider	FA-14/11
The Executive Director a.i. will report on the outcome of negotiations with the Landlord. Document FA-14/11 sets out options for the premises.	
5. Draft Administrative Budget for the financial year 2011/12 – to consider	FA-7/11 Rev. 1 FA-11/11 Rev. 1
The Committee will consider scenarios for the draft Administrative Budget for the financial year 2011/12 and a cost analysis summary.	
6. System of salary scales and post adjustments – to consider	FA-15/11
The Head of Finance and Administration will report on research into different salary systems.	

- 7. Outstanding contributions – to consider** verbal
- The Executive Director a.i. will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these.
- 8. Appointment of registered auditors – to consider** verbal
- Under the provisions of Rule 14 of the Financial Rules and Regulations of the Organization, the Executive Director shall appoint registered auditors annually in consultation with the Finance and Administration Committee and the Council. The Committee will consider whether the current auditors, Smith Williamson, who were first appointed in September 2009, should be reappointed.
- 9. Pensionable remuneration for staff in the Professional and higher categories – to consider** FA-18/11
- Document FA-18/11 contains proposals for the revision of the basis for contributions to the Provident Fund for staff in the Professional and higher categories.
- 10. Bank ratings – to consider** FA-9/11
FA-16/11
- The Committee will consider a policy on the ratings of banks used by the Organization. Document FA-16/11 contains comments from Brazil on document FA-9/11.
- 11. Other business – to consider** verbal
- Chairman and Vice-Chairman for 2011/12:* In March 2012 the Committee will appoint a Chairman and a Vice-Chairman for 2011/12.
- 12. Date of next meeting – to consider** verbal
- The next meeting will take place in London at the time of the 108th Council Session from 19 to 23 March 2012.