



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
2. Report on the meeting of 29 March 2011 – to approve	FA-12/11
3. Financial situation – to note	to follow
A report on the financial situation will be circulated.	
4. Premises – to consider	to follow
The Executive Director a.i. will report on the outcome of negotiations with the Landlord. A revised document setting out options for the premises will be circulated.	
5. Draft Administrative Budget for the financial year 2011/12 – to consider	to follow
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	WP-Finance 83/11 to follow
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. Banks – to consider verbal

The Committee will consider a policy on the ratings of banks used by the Organization.

10. 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.

11. 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.