



**Finance and Administration Committee**

27<sup>th</sup> Meeting

10 April 2018 (11:30)

Mexico City, Mexico

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-168/18
<b>2. Report on the meeting of 25 September 2017 – to consider and, if appropriate, to approve</b>	<a href="#">FA-163/17</a>
<b>3. Report of the intersessional meeting held on 8 February 2018 – to consider and, if appropriate, to approve</b>	FA-167/18
<b>4. Financial situation – to note</b>	FA-169/18
The Head of Finance and Administration will report on the current financial situation.	
<b>5. Accounts for the financial year 2017/18</b>	
<b>5.1 Administrative Accounts of the Organization and Report of the Auditors – to consider and, if appropriate to recommend for approval</b>	FA-170/18
Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.	
<b>5.2 Accounts of the Special Fund and Report of the Auditors – to consider and, if appropriate, to recommend for approval</b>	FA-171/18
The Accounts of the Special Fund and Report of the Auditors will be considered by the Committee and presented for the approval of exporting Members.	

**5.3 Promotion Fund – to note** FA-172/18

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

**6. Draft Administrative Budget for the financial year 2018/19 – to consider** FA-173/18  
FA-174/18

The Committee will consider the draft Administrative Budget for the financial year 2018/19 and a cost analysis summary.

**7. Outstanding contributions – to consider** verbal

The Head of Finance and Administration will report on progress in recovering arrears.

**8. Salary scales and the basis for contributions to the Provident Fund – to consider and, if appropriate to recommend for approval** FA-175/18

The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.

**9. Education Grant – to consider and, if appropriate, to recommend for approval** FA-176/18

The Committee will consider the proposal for the revision of the Education Grant.

**10. Proposals for Key Performance Indicators (KPI's) – to consider** FA-177/18

The Committee will consider proposals for the implementation of Key Performance Indicators in the Five-Year Action Plan and Programme of Activities for the Organization.

**11. Consolidation of advisory bodies – to consider** FA-178/18

Members will be invited to consider a proposal on joint work/consolidation of advisory bodies.

**12. Other business – to consider** verbal

**13. Next meeting – to note** verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in London, United Kingdom, at the time of the 122<sup>nd</sup> Council Session from 17 to 21 September 2018.

<b>REFERENCE DOCUMENTS</b>
<a href="#"><u>Financial Rules and Financial Regulations of the International Coffee Organization</u></a>
<a href="#"><u>Rules of the International Coffee Organization</u></a>
<a href="#"><u>Terms of reference for the Finance and Administration Committee (Annex V)</u></a>
<a href="#"><u>International Coffee Agreement 2007 (ICA 2007)</u></a>