



Finance and Administration Committee

Draft Agenda

1st Meeting

29 March 2011 (15:30)

London, United Kingdom

| Item | Document |
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| 1. Draft Agenda – to adopt | FA-1/11 |
| 2. Chairman and Vice-Chairman – to appoint | verbal |
| The Finance and Administration Committee will appoint a Chairman and a Vice-Chairman for 2010/11, who shall be from different categories of Members in accordance with the terms of reference. | |
| 3. Financial situation – to note | to follow |
| A report on the financial situation will be circulated. | |
| 4. Administrative Accounts of the Organization for the financial year 2009/10 and Report of the Auditors – to recommend for approval | to follow |
| 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. | |
| 5. Premises | WP-Finance 85/10 |
| The Executive Director a.i. will report on negotiations with the Landlord. The Council will consider the use of the premises at its 106 th Session. | |

6. **Draft Administrative Budget for the financial year 2011/12 – to consider** to follow

The Committee will consider the draft Administrative Budget for the financial year 2011/12 and a cost analysis summary.

7. **Salary scales, language allowance and the basis for contributions to the Provident Fund – to consider and to recommend for approval** to follow

A document containing a proposal for revisions to salary scales, language allowances and the basis for contributions to the Provident Fund for staff in the General Service category; a document containing a proposal for revisions to salary scales for staff in the Professional and higher categories; and a document proposing changes to the method of calculating contributions to the Provident Fund for staff in the Professional and higher categories will be circulated.

In March 2010, the Finance Committee proposed that the current system of salary scales and Post adjustments should be studied in greater detail after the entry into force of the 2007 Agreement, such as by a subcommittee, with any recommendations to be submitted to the Council.

8. **Outstanding contributions – to consider** to follow

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. A report on the issue of participation in projects and countries with outstanding contributions will be circulated.

9. **Banks – to consider** to follow

Rule 10 of the Financial Rules of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. A document containing proposals to increase the number of banks with whom the ICO may keep funds will be circulated. It is proposed that this matter should be reviewed on an annual basis.

10. **Other business** verbal

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

The Committee will consider the date of its next meeting.