



**Finance and Administration Committee**  
4<sup>th</sup> Meeting  
5 March 2012 (15:30)  
London, United Kingdom

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	FA-22/11
2. <b>Chairman and Vice-Chairman for 2011/12 – to appoint</b>	verbal
The Committee will appoint a Chairman and a Vice-Chairman for 2011/12, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.	
3. <b>Report on the meeting of 27 September 2011 – to approve</b>	FA-21/11
4. <b>Financial situation – to note</b>	to follow
A report on the financial situation will be circulated.	
5. <b>Accounts for the financial year 2010/11</b>	
5.1 <b>Administrative Accounts of the Organization and Report of the Auditors – to recommend for approval</b>	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.

**5.2 Accounts of the Special Fund and Report of the Auditors – to follow  
to note**

As agreed by the Council in March 2011, the Accounts of the Special Fund and Report of the Auditors will be considered by this Committee instead of the Promotion and Market Development Committee. The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.

**5.3 Promotion Fund – to note to follow**

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

**6. Premises – to consider to follow**

The Committee will consider a report on the premises and the implementation of the Council decision in September 2011 to initiate the refurbishment of the first and second floors on the recommendation of an inter-sessional meeting of the Committee.

**7. Draft Administrative Budget for the financial year 2012/13 – to follow  
to consider**

The Committee will consider the draft Administrative Budget for the financial year 2012/13 and a cost analysis summary.

**8. Salary scales**

**8.1 Salary scales, allowances and the basis for contributions to the Provident Fund – to consider and to recommend for approval to follow**

The Committee will consider proposals for salary scales, allowances and the basis for contributions to the Provident Fund for staff in the General Service category, and a document containing a proposal for revisions to salary scales for staff in the Professional and higher categories.

**8.2 System of salary scales and post adjustments – to consider to follow**

Document FA-15/11 Rev. 1 containing research into salary remuneration systems will be revised to include suggestions from Members.

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

The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these.

**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

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

The next meeting will take place in London at the time of the 109<sup>th</sup> Council Session from 24 to 28 September 2012.