



Finance and Administration Committee

10th Meeting

24 September 2012 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-46/12
2. Report on the meetings of 5 March, 3 May and 25 May 2012 – to approve	FA-37/12 FA-40/12 FA-45/12
3. Financial situation – to note	to follow
A report on the financial situation will be circulated.	
4. Draft Administrative Budget for the financial year 2012/13 – to consider	to follow
The Committee will consider a revision of the draft Administrative Budget for the financial year 2012/13 and a cost analysis summary.	
5. Premises – to consider	verbal
The Committee considered the issue of the premises at two intersessional meetings on 3 and 25 May 2012 (see documents FA-40/12 and FA-45/12). A status report will be given by the Executive Director.	
6. Promotion and Special Funds – to consider	verbal
At the last meeting, the Committee asked the Executive Director to review and make recommendations to exporting Members on possible uses of the Fund.	

7. System of salary scales and post adjustments – to consider FA-15/11 Rev. 1

Discussion on document FA-15/11 Rev. 1 containing research into salary remuneration systems may continue in the light of suggestions from Members.

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. 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. 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. The Committee will review the list of banks with whom the ICO may keep funds.

11. Other business – to consider verbal

Chairman and Vice-Chairman for 2012/13: The Council will approve the composition of the Committee for 2012/13 during its 109th Session in September 2012. At its first meeting in March 2013, the Committee will appoint a Chairman and Vice-Chairman for 2012/13.

Paperless office – as noted at the last meeting, Members will be invited to indicate whether they wish to receive paper documents prior to the September meetings.

12. Date of next meeting – to consider verbal

The next meeting will take place in London at the time of the 110th Council Session from 4 to 8 March 2013.