



Finance and Administration Committee

11th Meeting

4 March 2013 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-52/12
2. Chairperson and Vice-Chairperson for 2012/13 – to appoint	verbal
<p>The Committee will appoint a Chairperson and a Vice-Chairperson for 2012/13, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an importing Member, and the Vice-Chairperson from an exporting Member.</p>	
3. Report on the meeting of 24 September 2012 – to approve	FA-51/12
4. Financial situation – to note	to follow
<p>A report on the financial situation will be circulated.</p>	
5. Accounts for the financial year 2011/12	
5.1 Administrative Accounts of the Organization 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.

- 5.2 Accounts of the Special Fund and Report of the Auditors – to note** to follow
- 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** 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** verbal
- The Executive Director will report.
- 7. Draft Administrative Budget for the financial year 2013/14 – to consider** to follow
- The Committee will consider the draft Administrative Budget for the financial year 2013/14 and a cost analysis summary.
- 8. Salary scales**
- Salary scales 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 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.
- 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. Procedures for office holders – to consider** verbal
- As noted at the last meeting, the Committee will consider procedures for chairing committees where both the Chairperson and Vice-Chairperson are unavailable.
- 11. Other business – to consider** verbal
- 12. Date of next meeting – to consider** verbal
- The next meeting will take place in Belo Horizonte, Brazil at the time of the 111th Council Session from 9 to 13 September 2013.