



Finance Committee

17th Meeting

28 March 2011 (14:30)

London, United Kingdom

Draft Agenda

Item

Document

1. Draft Agenda – to adopt

WP-Finance 87/11

2. Chairman for 2010/11

verbal

The Finance Committee will appoint a Chairman for 2010/11.

**3. Report on the meeting of 20 and 22 September 2010 –
to approve**

WP-Finance 86/10

4. Financial situation – to note

to follow

A report on the financial situation will be circulated.

**5. Administrative Accounts of the Organization for the
financial year 2009/10 and Report of the Auditors –
to recommend for approval**

to follow

Rule 62 of the Rules of the Organization provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement.

6. 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 106th Session.

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

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

- 8. 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 as well as a document recommending changes to the method of calculating contributions to the Provident Fund for staff in the Professional and higher categories will be circulated.

- 9. 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.

- 10. Banks – to consider to follow**

Rule 8.2 of the Financial Rules of the Organization provides that the Executive Board shall approve the banks in which the funds of the ICO are kept. A document containing proposals to increase the number of banks with whom the ICO may keep funds will be circulated.

- 11. Other business verbal**

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

The Committee will consider the date of its next meeting.