



Organización Internacional del Café
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Organisation Internationale du Café

WP Finance No. 11/04 Rev. 2

17 January 2005
Original: English

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Finance Committee
24 January 2005 (15.00)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance No. 11/04 Rev. 2
2. Chairperson – to consider	verbal
At the meeting of 14 September 2004, Mr. Wheeler was re-elected as Chairperson on an interim basis until the next meeting of the Finance Committee. The Committee may wish to review the situation.	
3. Financial situation – to note	WP-Finance No. 14/05
The Head of Finance and Administration will report on the financial situation.	
4. Premises at 22 Berners Street – to consider, and to make a recommendation to the Executive Board	WP-Finance No. 13/05
The Executive Director will report.	
5. Draft Administrative Budget for financial year 2004/05 – to consider	EB-3875/04
The Committee will review the Administrative Budget for 2004/05 in the light of its recommendation on the premises.	

6. **Staff salary scales, associated allowances and basis for contributions to the Provident Fund – to consider and to recommend for approval by the Executive Board** WP-Finance No. 12/04

Document WP-Finance No. 12/04 contains proposals for the revision of salary scales, associated allowances and the basis for contributions to the Provident Fund.

7. **Salary scale for staff in the Professional and higher categories – to consider and to recommend for approval by the Executive Board** WP-Finance No. 15/05

Document WP-Finance No. 15/05 contains a proposal for the revision of the salary scale for staff in the Professional and higher categories.

8. **Administrative Accounts of the Organization for financial year 2003/04 and Report of the Auditors – to recommend for approval** EB-3879/05

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.

9. **Other business – to consider** verbal

10. **Date of next meeting – to note** verbal

The next meeting could take place during the meetings of the Executive Board and Council from 17 to 20 May 2005.