



International Coffee Organization  
Organización Internacional del Café  
Organização Internacional do Café  
Organisation Internationale du Café

WP Finance No. 29/05

8 December 2005  
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**Finance Committee**  
31 January 2006 (12.30)  
London, England

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	WP-Finance No. 29/05
<b>2. Financial situation – to note</b>  The Head of Finance and Administration will report on the financial situation.	to follow
<b>3. Staff salary scales, dependency allowances and basis for contributions to the Provident Fund – to consider and to recommend for approval by the Executive Board</b>  Document WP-Finance No. 30/05 contains proposals for the revision of salary scales, dependency allowances and basis for contributions to the Provident Fund.	WP-Finance No. 30/05
<b>4. Outstanding contributions – to consider</b>  The Executive Director will report on the status of plans to recover outstanding contributions and on contacts with Members in this connection.	verbal
<b>5. Administrative Accounts of the Organization for the financial year 2004/05 and Report of the Auditors – to recommend for approval</b>  Rule 62 of the <i>Rules of the Organization</i> 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.	to follow

- 6. **Other business – *to consider*** verbal
- 7. **Date of next meeting** verbal

The Finance Committee may wish to suggest matters for consideration at its next meeting – ***to consider***

The next meeting could take place during the meetings of the Executive Board and Council from 23 to 26 May 2006 – ***to note***