

**Finance and Administration Committee**14<sup>th</sup> Meeting

3 March 2014 (14:30)

London, United Kingdom

**Draft Agenda****Item****Document****1. Draft Agenda – *to adopt***

FA-73/13 Rev. 1

**2. Chairperson and Vice-Chairperson for 2013/14 – *to appoint***

verbal

The Committee will appoint a Chairperson and a Vice-Chairperson for 2013/14, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an exporting Member, and the Vice-Chairperson from an importing Member.

**3. Report on the meeting of 11 September 2013 – *to approve***[FA-72/13](#)**4. Financial situation – *to note***[FA-81/14](#)

The Committee will consider a report on the financial situation.

**5. Accounts for the financial year 2012/13****5.1 Administrative Accounts of the Organization and  
Report of the Auditors – *to recommend for approval***[FA-75/13](#)

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*** [FA-76/13](#)

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*** [FA-77/14](#)

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

**6. Draft Administrative Budget for the financial year 2014/15 – *to consider*** [FA-79/14](#)  
[FA-80/14](#)

The Committee will consider the draft Administrative Budget for the financial year 2014/15 and a cost analysis summary.

**7. 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.

**8. Salary scales and the basis for contributions to the Provident Fund – *to consider and to recommend for approval***

The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category, and proposals for the revision of salary scales for staff in the Professional and higher categories. [FA-74/13](#)  
[FA-78/14](#)

**9. Premises – *to consider*** verbal

The lease of the ICO headquarters will expire in 2017. The Committee may wish to give advance consideration to this issue.

**10. Restructuring of the ICO – *to consider*** verbal

The Executive Director will report.

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

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

The next meeting will take place in London at the time of the 113<sup>th</sup> Council Session from 22 to 26 September 2014.

**REFERENCE DOCUMENTS**

Financial Rules and Financial Regulations of the International Coffee Organization