



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2096/10 Rev. 1

6 September 2010
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Convocation of the Finance Committee

Change to date of meeting

1. The Executive Director presents his compliments and wishes to inform Members that the Finance Committee will now meet at the headquarters of the Organization at 22 Berners Street, London, at 15.30 on **Monday, 20 September 2010** (instead of on the afternoon of 19 September). Members of the Finance Committee are listed below and the Committee is open to all Member countries.

Exporting Members: Brazil, Colombia, Côte d'Ivoire, Papua New Guinea

Importing Members: EU – Spain, Norway, Switzerland, USA

2. A revised draft Agenda is attached (document WP-Finance 81/10 Rev. 1). The meeting will be conducted in English only.



Finance Committee

16th Meeting

20 September 2010 (15:30)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance 81/10 Rev. 1
2. Report on the meeting of 2 and 3 March 2010 – to approve	WP-Finance 80/10
3. Financial situation – to note	WP-Finance 84/10
Document WP-Finance 84/10 contains a report on the financial situation.	
4. Draft Administrative Budget for the financial year 2010/11 – to consider and to submit a recommendation to the Board and Council	WP-Finance 77/10 Rev. 1
The Committee will consider the draft Administrative Budget for the financial year 2010/11 and a cost analysis summary.	
5. Guide to remuneration – to note	WP-Finance 83/10
As requested at the last meeting, this document provides a summary of the main principles and their practical application to the remuneration of the Organization's staff.	
6. Outstanding contributions – to consider	verbal
The Executive Director will report on progress in recovering arrears. As discussed at the last meeting, the Committee will consider possible incentives for early payment of contributions and steps to encourage payments by countries which have been in arrears for over three years.	

7. Appointment of registered auditors – *to consider* verbal

Under the provisions of Rule 62 of the Rules of the Organization, the Executive Director is required to appoint registered auditors annually in consultation with the Executive Board. The Finance Committee will consider whether the current auditors, Smith Williamson, who were appointed in September 2009, should be re-appointed.

8. Other business verbal

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

The Committee will consider the date of its next meeting.