



ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

FA 46/12 Rev. 1

12 September 2012
Original: English

E

Finance and Administration Committee

10th Meeting

24 September 2012 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-46/12 Rev. 1
2. Report on the meetings of 5 March, 3 May and 25 May 2012 – to approve	FA-37/12 FA-40/12 FA-45/12
3. Financial situation – to note Document FA-47/12 contains a report on the financial situation.	FA-47/12
4. Draft Administrative Budget for the financial year 2012/13 – to consider The Committee will consider a revision of the draft Administrative Budget for the financial year 2012/13 and a cost analysis summary.	FA-29/12 Rev. 1 FA-49/12
5. Premises – to consider The Committee considered the issue of the premises at two intersessional meetings on 3 and 25 May 2012 (see documents FA-40/12 and FA-45/12). The Executive Director will give a status report.	verbal
6. Promotion and Special Funds – to consider At the last meeting, the Committee asked the Executive Director to review and make recommendations to exporting Members on possible uses of the Funds.	FA-50/12
7. System of salary scales and post adjustments – to consider Discussion on document FA-15/11 Rev. 1 containing research into salary remuneration systems may continue in the light of suggestions from Members.	FA-15/11 Rev. 1

- 8. Appointment of registered auditors – *to consider*** verbal
- Under the provisions of Rule 14 of the Financial Rules and Regulations of the Organization, the Executive Director shall appoint registered auditors annually in consultation with the Finance and Administration Committee and the Council. The Committee will consider whether the current auditors, Smith Williamson, who were first appointed in September 2009, should be reappointed.
- 9. 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.
- 10. Banks – *to consider*** FA-48/12
- Rule 10 of the Financial Rules of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. The Committee will review the list of banks with which the ICO may keep funds.
- 11. Post of Head of Operations – *to consider*** [ED-2138/12](#)
- Rule 48 of the Rules of the Organization provides that the Executive Director shall consult the Committee before appointing Heads of Divisions. The term of office for the current Head of Operations ends on 31 December 2012. The Executive Director will consult the Committee on the appointment of a successor to this post.
- 12. Other business – *to consider*** verbal
- Chairman and Vice-Chairman for 2012/13:* The Council will approve the composition of the Committee for 2012/13 during its 109th Session in September 2012. At its first meeting in March 2013, the Committee will appoint a Chairman and Vice-Chairman for 2012/13.
- 13. Date of next meeting – *to consider*** verbal
- The next meeting will take place in London at the time of the 110th Council Session from 4 to 8 March 2013.