



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

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London, England

Finance and Administration Committee

Terms of reference

Background

This document contains the terms of reference for the Finance and Administration Committee under the International Coffee Agreement 2007. The terms of reference were approved by the Council at its 102nd Session from 18 to 20 March 2009.

FINANCE AND ADMINISTRATION COMMITTEE

TERMS OF REFERENCE

1. The Finance and Administration Committee (hereinafter called the Committee) shall consider all matters of a financial and/or administrative nature in the first instance before submitting its recommendations to the Council, including in particular, but not limited to:

- i) the approval of the Administrative Budget;
- ii) the approval of the Annual Accounts of the Organization; and
- iii) the appointment of the auditors.

2. For each coffee year, the Council shall designate six representatives of exporting Members and four representatives of importing Members to serve on the Committee. The quorum required for a meeting of the Committee shall be two representatives of exporting Members and two representatives of importing Members.

3. The Committee shall select a Chairman and a Vice-Chairman from among the designated Members. The Chairman and Vice-Chairman of the Committee shall be from different categories of Member. As a general rule, these offices shall alternate each coffee year between the two categories of Member. At each Session of the Council, the Chairman of the Committee shall report to the Council on the work of the Committee.

4. Meetings of the Committee shall not be open to observers.