



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

WP Finance 63/08 Rev. 2

13 March 2009  
Original: English

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**Finance Committee**  
16 March 2009 (13:15)  
London, England

## Draft Agenda

Item	Document
1. <b>Draft Agenda – to adopt</b>	WP-Finance 63/08 Rev. 2
2. <b>Chairman for 2008/09 – to elect</b>  The Finance Committee will appoint a Chairman for 2008/09.	verbal
3. <b>Financial situation – to note</b>  The Head of Finance and Administration will report on the financial situation. Document ED-2056/09 contains a report on the financial resources of the Organization as at 31 December 2008.	WP-Finance 68/09 ED-2056/09
4. <b>Administrative Accounts of the Organization for the financial year 2007/08 and Report of the Auditors – to recommend for approval</b>  Rule 62 of the Rules of the Organization 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.	EB-3957/09
5. <b>Draft Administrative Budget for the financial year 2009/10 – to consider and to submit a recommendation to the Board and Council</b>  The Committee will consider the draft Administrative Budget for the financial year 2009/10 and the cost analysis Budget.	WP-Finance 67/09 WP-Finance 69/09

- 6. Financial Regulations and Financial Rules of the ICO – to consider** WP-Council 172/08 Rev. 2

The Committee will consider proposals for revisions to the Financial Regulations and Financial Rules of the ICO in the light of the ICA 2007.

- 7. Salary scales and basis for contributions to the Provident Fund – to consider and to recommend for approval by the Executive Board** WP-Finance 64/09  
WP-Finance 65/09

Document WP-Finance 64/09 containing proposals for revisions to salary scales and the basis for contributions to the Provident Fund for staff in the General Service category, and document WP-Finance 65/09 containing proposals for revisions to salary scales for staff in the Professional and higher categories have been circulated.

- 8. Education grant and dependency allowances for staff in the Professional and higher categories – to consider and to recommend for approval by the Executive Board** WP-Finance 66/09

The Finance Committee will consider document WP-Finance 66/09 containing proposals for the revision of education grant and dependency allowances for staff in the Professional and higher categories.

- 9. Outstanding contributions – to consider** verbal

The Executive Director will report on progress in recovering arrears.

- 10. Other business** verbal

- 11. Date of next meeting – to consider** verbal

The Committee will consider the date of its next meeting.