



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

WP Council 170/08

7 April 2008
Original: English

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International Coffee Council
100th Session
19 – 23 May 2008
London, England

**Draft terms of reference for the
Finance and Administration Committee**

Background

This document contains draft terms of reference for the Finance and Administration Committee established under Article 18 of the International Coffee Agreement 2007.

Action

The Council is requested to consider this document.

FINANCE AND ADMINISTRATION COMMITTEE

DRAFT TERMS OF REFERENCE

Purpose

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.

Composition

2. The Committee shall be composed of [six] [eight] representatives of exporting Members and [six] [eight] representatives of importing Members, elected by the Council at the last session of the coffee year, for a one-year term.

3. The meetings of the Committee shall be open to all Members.

Office-holders

4. The Committee shall elect its own Chairman and Vice-Chairman who shall be appointed for a one-year term at the last meeting of the coffee year. These offices shall alternate each coffee year between the two categories of Members.

Meetings/procedures

5. Meetings of the Committee shall normally be held at the seat of the Organization during regular sessions of the Council.

6. The Committee shall use English only, although documents shall be available in the official languages of the Organization.

7. The Committee shall determine its own Agenda.

8. The Committee shall establish its own procedures.

9. The Committee may establish working groups to assist it in its work.

10. The Chairman of the Committee shall report to the Council.

Quorum

11. The quorum required for a meeting of the Committee shall be [...] representatives of the exporting Members and [...] representatives of the importing Members.