



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

WP Council 170/08 Rev. 1

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International Coffee Council  
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London, England

**Revised draft terms of reference for the  
Finance and Administration Committee**

## **Background**

1. This document contains revised draft terms of reference for the Finance and Administration Committee established under Article 18 of the International Coffee Agreement 2007.
2. As suggested during discussions in the Council in May 2008, wording for general rules of procedure of committees such as term of office, nomination of office-holders, languages, place of meeting, reporting etc. has been included in Rule 35 of the Rules of the Organization (document WP-Council 165/08 Rev. 1). This document includes proposals for wording submitted by one Member (see document WP-Council 177/08). The Annex contains the version of the terms of reference which was considered by the Council in May 2008.
3. Members are invited to submit their comments in writing to the Executive Director by **29 August 2008**, to enable contributions to be circulated well in advance of the 101<sup>st</sup> Council Session at which this document will be considered.

## **Action**

The Council is requested to consider this document.

## **FINANCE AND ADMINISTRATION COMMITTEE**

### **REVISED DRAFT TERMS OF REFERENCE**

[1 (a) 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.]

[1 (b) The purpose of the Finance and Administration Committee (hereinafter called the Committee) shall be to advise the Council on all matters of a financial or administrative nature, including supervising the preparation of the Administrative Budget to be presented to the Council for approval, monitoring income and expenditure matters related to the administration of the Organization and the appointment of independent auditors.]

[2 (a) The Committee shall be composed of [ten] [four] representatives of exporting Members and [five] [four] representatives of importing Members. [Alternates for each representative may be designated if so wished.] The quorum required for a meeting of the Committee shall be [six] [three] representatives of exporting Members and [three] representatives of importing Members.]

[2 (b) The Committee shall be composed of all Members; however for the Committee to be quorate the Council shall designate [ten] [four] representatives of exporting Members and [five] [four] representatives of importing Members, and at least [six] [three] designated representatives of exporting Members and [three] designated representatives of importing Members should be present]. [Alternates for each representative may be designated if so wished.]

[3. The Committee shall appoint a Chairman and Vice-Chairman.]

[4. The Committee may co-opt Members for specific purposes if necessary.]

[5. Meetings of the Committee shall [be held in private] [not be open to observers].]

**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:

- iv) the approval of the Administrative Budget;
- v) the approval of the Annual Accounts of the Organization; and
- vi) 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.