



Finance and Administration Committee
37st Meeting (Intersessional)
13 February 2020 (11:00)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-221/20 Rev. 1
2. Report of the meeting held on 24 September 2020 – to consider and, if appropriate, to approve	FA-220/19 Rev. 1
3. Outstanding contributions	
3.1 Report on outstanding contributions – to consider	FA-222/20
3.2 Report on the implementation of Resolution 466, Members in persistent arrears	
The Executive Director will report.	
3.3 Legal opinion on the establishment of a category of suspended membership	FA-224/20
The Executive Director will report on the advice of a specialized lawyer in the field of international treaties on the possibility of establishing a category of suspended membership in order to tackle the question of persistent arrears.	
4. Auditors	
4.1 Current Auditors: Smith & Williamson – to note	verbal
Presentation by the Auditors in accordance with the request of the Finance and Administration Committee of 24 September 2009.	

4.2 Appointment of registered auditors – *to consider* [FA-225/20](#)

The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors.

5. Salary scales and the basis for contributions to the Provident Fund – *to consider and to recommend for approval* [FA-226/20](#)
[FA-227/20](#)

The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category and Professional and higher categories.

6. Banks verbal

The Head of Finance and Administration will report.

7. Relocation of premises – *to consider* verbal

The Executive Director will report.

8. Other business – *to consider* verbal

9. Date of next meeting – *to note* verbal

The next meeting will take place in London at a date to be determined by the Committee.

REFERENCE DOCUMENTS
Financial Rules and Financial Regulations of the International Coffee Organization
Rules of the International Coffee Organization
Terms of reference for the Finance and Administration Committee (Annex V)