



Finance and Administration Committee

21st Meeting

19 September 2016 (09:30)

London, United Kingdom

Draft Agenda

| Item | Document |
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| 1. Draft Agenda – to adopt | FA-130/16 Rev. 2 |
| 2. Report on the meetings of 9, 10 and 11 March 2016 – to consider and, if appropriate, to approve | FA-128/16 |
| 3. Report of the intersessional meeting held on 7 July 2016 – to consider and, if appropriate, to approve | FA-134/16 |
| 4. Financial situation – to note | FA-135/16 Rev. 1 |
| The Committee will consider a report on the financial situation. | |
| 5. Premises – to consider | FA-136/16 |
| The lease of the ICO headquarters will expire in 2017. The Executive Director will report on the status of the search for alternative locations for the ICO and on any current negotiations. | |
| 6. Outstanding contributions – to consider | FA-138/16 FA-139/16 |
| The Head of Finance and Administration will report on progress in recovering arrears. Document FA-138/16 contains a communication from Yemen and document FA-139/16 contains a proposal to consider the rescheduling of arrears due by Peru. | |
| 7. Appointment of registered auditors – to consider | FA-137/16 |
| The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors. | |

8. **Contract of the Executive Director – to consider** verbal
The Committee will consider the matter of the Executive Director’s contract which expires on 30 September 2016.
9. **Post of the Head of Finance and Administration – to consider** [ED-2222/16 Rev. 1](#)
The Head of Finance and Administration is due to retire in early 2017. The deadline for applications is 31 October 2016.
10. **Review of Staff Regulations and Staff Rules – to consider** [FA-133/16](#)
The Committee will consider a revised draft of the Staff Regulations and Staff Rules which have been reviewed by the Executive Director and ICO staff.
11. **Salary scales, allowances and the basis for contributions to the Provident Fund – to consider and to recommend for approval** [FA-140/16](#)
The Committee will consider proposals for the revision of salary scales, dependency and language allowances and the basis for contributions to the Provident Fund for staff in the General Service category.
12. **Strategic Review – to consider** [WP-Council 269/16 Rev. 1](#)
Members are invited to comment on the outcome of the Strategic Review with a particular focus on the recommendations pertaining to finance and administration.
13. **Other business – to consider** verbal
Chairman and Vice-Chairman for 2016/17: The Council will approve the composition of the Committee for 2016/17 during its 117th Session. At its first meeting in March 2017, the Committee will appoint a Chairman and Vice-Chairman for 2016/17.
14. **Date of next meeting – to consider** verbal
The next meeting will take place in London, United Kingdom, at the time of the 118th Council Session from 13 to 17 March 2017.

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