



Finance and Administration Committee

25th Meeting

25 September 2017 (16:00)

Yamoussoukro, Côte d'Ivoire

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-159/17 Rev. 1
2. Report on the meeting of 14 March 2017 – to consider and, if appropriate, to approve	FA-156/17
3. Report of the intersessional meeting held on 26 July 2017 – to consider and, if appropriate, to approve	FA-158/17
4. Five-Year Action Plan for the ICO – to consider	WP-Council 280/17
The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.	
5. Financial situation – to note	FA-160/17
The Committee will consider a report on the financial situation.	
6. Draft Administrative Budget for the financial year 2017/18 – to consider and, if appropriate, to recommend for approval	FA-154/17 Rev. 2
The Committee will consider the draft Administrative Budget for the financial year 2017/18.	
7. Outstanding contributions – to consider	verbal
The Head of Finance and Administration will report on the payment of contributions.	

8. **Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval** [FA-162/17](#)

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.

9. **Banks – to consider** [FA-161/17](#)

Rule 10 of the Financial Rules of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. A document containing proposals to increase the number of banks with whom the ICO may keep funds will be circulated.

10. **Representation allowance for the Executive Director – to consider and to recommend for approval** verbal

The Head of Finance and Administration will report.

11. **Staff Regulations and Staff Rules – to note** [ICC-119-17](#)

The Chairman will report.

12. **Finance and Administration Committee Members and office holders – to consider** [WP-Council 285/17](#)

Finance and Administration Committee Members for 2017/18

Proposals for representation on the Committee for coffee year 2017/18 will be considered by the Council in September 2017.

Finance and Administration Committee Chairperson and Vice-Chairperson for 2017/18

13. **Other business – to consider** verbal

14. **Date of next meeting – to consider** verbal

The next meeting will take place in London, United Kingdom, at the time of the 121st Council Session.

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)