



**Convocation to a second orientation session
on the Administrative Budget of the
International Coffee Organization**

1. The Executive Director of the International Coffee Organization (ICO) presents his compliments and invites Members to a second orientation session on the Administrative Budget of the ICO. The meeting will be held, in English only, in the ICO Board Room on Monday 11 March 2019 at 14:00 (London time) at 222 Gray's Inn Road, London WC1X 8HB.
2. The meeting will be a follow-up to the previous meeting held on 4 February. The previous meeting provided an overview of the Budget and the principles used in its preparation. A [presentation](#) was delivered on the UN salary system and an explanation on the variances between revision 2 and revision 3 of the 2018/19 Budget.
3. During the previous meeting some Members indicated they had additional questions concerning the 2018/19 Budget. The Secretariat kindly requests Members to submit any questions by 4 March 2019 to allow sufficient time to prepare information for the second orientation session on the Budget. This meeting will focus on the questions received from Members and act as a final review of the Administrative Budget for the financial year 2018/19.
4. We would be most grateful if you could let the Head of Finance and Administration, Mr Sean Garden (garden@ico.org), know if you are able to attend the meeting.