



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

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-221/20
<b>2. Report of the meeting held on 24 September 2020 – to consider and, if appropriate, to approve</b>	FA-220/19 Rev. 1
<b>3. Outstanding contributions</b>	
<b>3.1 Report on outstanding contributions – to note</b>	to follow
<b>3.2 Report on the implementation of Resolution 466, Members in persistent arrears – to note</b>	to follow
The Executive Director will report.	
<b>3.3 Legal opinion on the establishment of a category of suspended membership – to consider</b>	<a href="#">FA-224/20</a>
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.	
<b>4. Auditors</b>	
<b>4.1 Current Auditors: Smith &amp; Williamson – to note</b>	verbal

Presentation by the Auditors in accordance with the request of the Finance and Administration Committee of 24 September 2019.

**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 Executive Director 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
<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee (Annex V)</a>