

ADMINISTRATION AND FINANCE COMMITTEE

Ninth meeting

Barceló Bávaro Convention Centre, Bávaro, The Dominican Republic, 26-27 May 2016

DRAFT AGENDA

1. Opening of the meeting
2. Adoption of agenda
3. Progress Report on Relocation of the Headquarters of the Organization to Abidjan, Côte d'Ivoire
4. Entitlements of the Incumbent Executive Director
5. Selection of a new Executive Director of the Organization
6. Contracts and Other Entitlements for Staff members relocating to Abidjan, Côte d'Ivoire
7. Revised Draft Staff Regulations and Staff Rules of the Organization
8. Revised Draft Administrative Budget for 2016/2017
9. Possible re-negotiation of the International Cocoa Agreement, 2010
10. Possible amendments to the Headquarters' Agreement between the International Cocoa Organization and the Government of The Republic of Côte d'Ivoire
11. Financial Overview of the Organization
12. Progress Report on Activity-Based Budgeting
13. Audited Administrative Accounts for the year ended 30 September 2015
14. Other business
15. Record of decisions

ANNOTATIONS TO THE DRAFT AGENDA

1. OPENING OF THE MEETING

The ninth meeting of the Administration and Finance Committee will be opened by its Chairman, Mrs. Miriam Okwabi (Ghana).

2. ADOPTION OF AGENDA

The Committee will consider the revised draft agenda contained in this document as a basis for adopting its agenda.

3. PROGRESS REPORT ON RELOCATION OF THE HEADQUARTERS OF THE ORGANIZATION TO ABIDJAN, CÔTE D'IVOIRE

The Committee will receive a progress report on relocation of the Headquarters of the Organization to Abidjan, with reference to document AF/9/3/Rev.1, following the decision taken by the Council at its 92nd regular session in September 2015 in this respect. The Committee will in particular review the arrangements made by the ICCO Secretariat and the Government of Côte d'Ivoire related to the financing of the move; the preparation of new temporary offices for the Organization in Abidjan, and other relevant logistical and practical provisions related to staffing and implementation timetable, following the meetings and consultations between the Government and the Secretariat in this respect.

4. ENTITLEMENTS OF THE INCUMBENT EXECUTIVE DIRECTOR

Following the meeting of key officers of the Organization at ICCO offices on 3 March 2016, the Committee will consider the situation related to the contractual entitlements of the incumbent Executive Director, for a recommendation to be made to the Council at its 93rd regular session in May 2016.

5. SELECTION OF A NEW EXECUTIVE DIRECTOR OF THE ORGANIZATION

Following the decision taken by the Council at its 92nd regular session in September 2015 related to the selection of a new Executive Director of the Organization, as contained within document ICC/REP/92 and with reference to the vacancy notice contained in document ED(MEM) 996/Rev.1, the Committee will review the conclusions reached by the Selection Panel, following its screening of the applications received for this post, at its meeting of 3 May 2016 at ICCO offices in London.

6. CONTRACTS AND OTHER ENTITLEMENTS FOR STAFF MEMBERS RELOCATING TO ABIDJAN, CÔTE D'IVOIRE

The Committee will consider a report from the Executive Director on the salary basis and other entitlements for staff members relocating to Abidjan, Côte d'Ivoire, in the light of the current Staff Regulations and Staff Rules of the Organization and the ongoing review process, for a recommendation to be made to the Council at its concurrent 93rd regular session.

7. REVISED DRAFT STAFF REGULATIONS AND STAFF RULES OF THE ORGANIZATION

As agreed by the Committee at its eighth meeting in December 2015, the Executive Director will present document AF/9/6, containing proposed updates to the Staff Rules of the Organization, following consultation with the Staff Association in this respect. The revised Rules will also take account of previous work and the recommendations made by the Expert commissioned by the European Commission, and practices in place in other international organizations, as well as the practicalities related to the relocation of the Headquarters of the Organization to Abidjan and the terms and conditions of appointment applicable to staff members relocating and new staff members joining the Organization in Abidjan, Côte d'Ivoire.

8. REVISED DRAFT ADMINISTRATIVE BUDGET FOR THE 2016/2017 FINANCIAL YEAR

The Committee will review the revised draft Administrative Budget for the 2016/2017 financial year contained in document AF/9/4, based on location of the Headquarters of the Organization in Abidjan, Côte d'Ivoire, including an organogram, for a recommendation to the Council at its concurrent 93rd regular session.

9. POSSIBLE RE-NEGOTIATION OF THE INTERNATIONAL COCOA AGREEMENT, 2010

As agreed by the Committee at its eighth meeting in December 2015, and further to document ED(MEM) 999, the Secretariat will present document AF/9/7, containing proposals received from Member countries in relation to the review of the Articles of the International Cocoa Agreement, 2010, in accordance with the provisions of Article 62, paragraph 2 which provides that "The Council shall review the present Agreement five years after its entry into force and shall take decisions as appropriate". Changes to Article 25 of the Agreement could be proposed in relation to the payment of contributions by Members to the Organization's administrative budgets.

10. POSSIBLE AMENDMENTS TO THE HEADQUARTERS' AGREEMENT SIGNED BETWEEN THE INTERNATIONAL COCOA ORGANIZATION AND THE GOVERNMENT OF THE REPUBLIC OF CÔTE D'IVOIRE

At the request of Importing Member countries, the Committee will consider possible amendments to be made to the Headquarters' Agreement signed between the International Cocoa Organization and the Government of The Republic of Côte d'Ivoire, since the original signing of the Agreement in November 2002, for a recommendation to be made to the Council at its concurrent 93rd regular session.

11. FINANCIAL OVERVIEW OF THE ORGANIZATION

The Secretariat will submit document AF/9/2, containing a financial overview of the Organization.

This document will include the voting rights of Members; the situation related to the payment of contributions to the administrative budgets for the 2015/2016 and previous financial years; administrative expenditure and income for the first five months of the 2015/2016 budget year ended 29 February 2016; a Statement of Financial Viability and preliminary estimates of the situation regarding the Special Reserve Fund to 30 September 2016.

The Secretariat will provide an oral update to the Committee at its meeting related to administrative expenditure and income for the first seven months of the 2015/2016 cocoa year ended 30 April 2016.

12. PROGRESS REPORT ON ACTIVITY-BASED BUDGETING

As agreed by the Committee at its eighth meeting in December 2015, the Secretariat will present a document summarizing the advantages, current position and cost implications related to completion of Phase III of the activity-based budgeting exercise, including any required software updates, contained in document AF/9/5, for consideration by the Committee and for a recommendation to be made to the Council at its 93rd regular session on the way forward.

13. AUDITED ADMINISTRATIVE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2015

The Committee will review the audited administrative accounts of the Organization for the year ended 30 September 2015, contained in document AF/9/8, and make a recommendation to the Council, for approval.

14. OTHER BUSINESS

Matters not on the agenda may be raised for consideration.

15. RECORD OF DECISIONS

The Committee will adopt its record of decisions for the meeting.