



INTERNATIONAL COCOA ORGANIZATION  
ORGANISATION INTERNATIONALE DU CACAÛ  
МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО КАКАО  
ORGANIZACION INTERNACIONAL DEL CACAÛ

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## ADMINISTRATION AND FINANCE COMMITTEE

Tenth meeting

Holiday Inn Hotel, Wembley, London, 28-30 September 2016

### DRAFT AGENDA

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

## ANNOTATIONS TO THE DRAFT AGENDA

### 1. OPENING OF THE MEETING

The tenth meeting of the Administration and Finance Committee will be opened by its Vice-Chairman, Mr. Odón Palla (Spain).

### 2. ADOPTION OF AGENDA

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

### 3. FINANCIAL OVERVIEW OF THE ORGANIZATION

The Secretariat will submit document AF/10/2, 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 nine months of the 2015/2016 budget year ended 30 June 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 nine months of the 2015/2016 cocoa year ended 30 June 2016.

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

The Committee will receive a progress report from the Executive Director on relocation of the Headquarters of the Organization to Abidjan, with reference to document AF/10/4, following the decision taken by the Council at its 92<sup>nd</sup> 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, for which reporting will be provided separately; 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.

### 5. REVISED DRAFT STAFF REGULATIONS AND STAFF RULES OF THE ORGANIZATION

The Committee will receive the revised draft Staff Regulations and Staff Rules of the Organization contained in document AF/10/5, as presented by the working group, composed of representatives of Exporting Member countries and Importing Member countries, established by the Committee to work in consultation with the Secretariat. The text will reflect the context of relocation of the Organization to Abidjan, modern good practice, as recommended by Mrs. Bairsto, the consultant appointed by the European Commission and previous work undertaken by the Committee and Secretariat, while upholding the acquired rights of staff members. The Committee will be required to recommend the revised draft Staff Regulations and Staff Rules of the Organization to the Council for approval at its concurrent 94<sup>th</sup> regular session.

**6. 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/Rev.1, based on a zero per cent increase in Members' contributions, as requested by the Council at its 93<sup>rd</sup> regular session in May 2016. The document, amended as required, will be submitted to the Council for approval at its concurrent 94<sup>th</sup> regular session.

**7. DRAFT ORGANOGRAM FOR THE RELOCATION OF THE ORGANIZATION TO ABIDJAN, CÔTE D'IVOIRE**

As agreed by the Committee at its ninth meeting in May 2016, the Executive Director will present a draft organogram of the Organization, contained in document AF/10/6, for implementation upon relocation of the Headquarters of the Organization to Abidjan, Côte d'Ivoire, for a recommendation to be made to the Council for approval at its 94<sup>th</sup> regular session.

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

The Committee will consider the revised draft of the Headquarters' Agreement signed between the International Cocoa Organization and the Government of The Republic of Côte d'Ivoire. The text of the proposed revised Headquarters Agreement discussed during the May 2016 meetings, and further amendments to be proposed by the Government of Côte d'Ivoire, will be submitted in document ICC/94/8, for approval by the Council at its 94<sup>th</sup> regular session in September 2016.

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

The matter of the post adjustment to be applied to staff members relocating to Abidjan, Côte d'Ivoire was considered by the Committee at its ninth meeting and by the Council at its concurrent 93<sup>rd</sup> regular session in May 2016. The Council had agreed at its 92<sup>nd</sup> regular session in September 2015 to apply the London post adjustment to existing London-based staff members relocating to Abidjan. However, at the May session of the Council, following a request made by the Executive Director for total clarity on the matter, exporting Member countries took the view that the United Nations (UN) rules on the matter should be strictly applied and that London-based staff members relocating to Abidjan should only receive the London post adjustment for a transitional phase (to be determined) and that, subsequently, they should receive the Abidjan post adjustment in accordance with UN rules. In the absence of a consensus on this issue at its May 2016 session, the Committee will discuss the matter, for a recommendation to be made to the Council for consideration at its 94<sup>th</sup> regular session in September 2016.

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

The Committee will receive a report from the evaluation working group, composed of four importing Member country representatives and four exporting Member country representatives, established by the Committee at its ninth meeting in May 2016 to consider the possible review of the International Cocoa Agreement, 2010, based on proposals received from Members. The report of the working group will be provided in document AF/10/7.

The Committee will make a recommendation to the Council for consideration at its concurrent 94<sup>th</sup> regular session on the next steps to be taken.

**11. PROGRESS REPORT ON ACTIVITY-BASED BUDGETING**

As agreed at its ninth meeting in May 2016, the Committee will consider possible source(s) of funding required to complete Phase III of the activity-based budgeting exercise, including any required hardware and software updates, for a recommendation to be made to the Council at its 94<sup>th</sup> regular session on the way forward.

**12. OTHER BUSINESS**

Matters not on the agenda may be raised for consideration.

**13. RECORD OF DECISIONS**

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