



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

AF/6/1
19 May 2015

Original: ENGLISH
Distr: RESTRICTED

ADMINISTRATION AND FINANCE COMMITTEE

Sixth meeting

Holiday Inn Hotel, Wembley, London, Friday, 3 July 2015, 9.00 a.m. to 6.00 p.m.

DRAFT AGENDA

1. Opening of the meeting
2. Report on Credentials
3. Adoption of agenda
4. Relocation of the Headquarters of the Organization to Abidjan, Côte d'Ivoire
5. Financial Overview of the Organization
6. Revised Draft Administrative Budget for the 2015/2016 financial year
7. Other business
8. Record of decisions

ANNOTATIONS TO THE DRAFT AGENDA

1. OPENING OF THE MEETING

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

2. REPORT ON CREDENTIALS

After consultations with the Chairman, the Secretariat will report on the receipt of credentials for the sixth meeting of the Committee. (This report will be circulated subsequently as document AF/6/2).

3. ADOPTION OF AGENDA

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

4. RELOCATION OF THE HEADQUARTERS OF THE ORGANIZATION TO ABIDJAN, CÔTE D'IVOIRE

The Committee will review the financial implications of relocation of the Headquarters of the Organization to Abidjan, Côte d'Ivoire, in preparation for the final decision to be taken by the Council in this regard at its 92nd regular session in September 2015. In its review, the Committee will consider the following documents submitted by the Executive Director on relocation, including the history, budgetary and staffing implications, as contained in documents ED(MEM) 976; ED(MEM) 982; ED(MEM) 986 and ED(MEM) 987.

The following questions raised by Importing Member Countries will also be considered at the meeting:

- *What is the amount of the financial contribution promised by the Government of Côte d'Ivoire in its letter to the Executive Director dated 13 February 2015?;*
- *How would the balance between the costs of relocation to Abidjan as estimated by the Secretariat (£1,455 000) and the above contribution from Côte d'Ivoire be paid for?*
- *Deadline by which the Secretariat should receive these funds to finance the move;*
- *Anticipated deadline for the relocation process to be completed;*
- *Operational schedule envisaged to implement the relocation process;*
- *Financing of the permanent ICCO Headquarters in Abidjan after the 10 year rent-free period granted by the Government of Côte d'Ivoire;*
- *Discussions on the process for the recruitment of a new Executive Director, and inclusion in the draft decision on relocation, in line with the Council decision taken in March 2012.*

5. FINANCIAL OVERVIEW OF THE ORGANIZATION.

The Financial Overview of the Organization, contained in document AF/6/3, will include the voting rights of Members; the up-to-date situation related to the payment of contributions to the administrative budgets for the current and previous financial years; administrative expenditure and income for the first eight months of the 2014/2015 budget year and a perspective for the whole of the budget year; as well as preliminary estimates of the situation regarding the Special Reserve Fund and other provisions, as per 31 May 2015.

6. REVISED DRAFT ADMINISTRATIVE BUDGET FOR THE 2015/2016 FINANCIAL YEAR

The Administration and Finance Committee will review the revised draft Administrative Budget for the 2015/2016 financial year, with reference to document AF/5/4/Rev.1, which has been updated in line with the recommendations made by the Council at its 91st regular session in March 2015 in Abidjan, Côte d'Ivoire.

7. OTHER BUSINESS

Matters not on the agenda may be raised for consideration.

8. RECORD OF DECISIONS

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