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## **ADMINISTRATION AND FINANCE COMMITTEE**

Fifteenth Meeting

Heden Golf Hotel, Abidjan, Côte d'Ivoire, 09-11 April 2019

### **DRAFT AGENDA**

1. Opening of the meeting
2. Adoption of agenda
3. Financial Overview of the Organization
4. Draft Administrative Budget for the 2019/2020 financial year
5. New organogram proposal for the 2018/2019 financial year
6. Report on the audit of ICCO accounts for the 2017/18 financial year
7. Report on the audit of expenditures and revenues of the fourth edition of the World Cocoa Conference
8. Entitlements of the previous Executive Director
9. Implementation of the staff regulations and staff rules and recognition of the jurisdiction of the administrative tribunal of the International Labour Organization
10. Report on the meetings of the Working Group on the Review of the International Cocoa Agreement, 2010
11. Annual Report 2017/2018
12. Other business
13. Record of decisions

## ANNOTATIONS TO THE DRAFT AGENDA

### 1. OPENING OF THE MEETING

The fifteenth meeting of the Administration and Finance Committee will be opened by its Chairperson, HE Mrs. Guisell Morales-Echaverry (Nicaragua).

### 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 present document AF/15/2, containing a financial overview of the Organization.

This document will include the voting rights of Members; the up-to-date situation related to the payment of contributions to the administrative budgets for the 2018/2019 and previous financial years; administrative expenditure and income for the first four months of the 2018/2019 budget year ended 31 January 2019 and preliminary estimates for the full financial year; projects expenditure and income for the first four months of the 2018/2019 budget year ended 31 January 2019; a Statement of Financial Viability and preliminary estimates of the situation regarding the Special Reserve Fund to 30 September 2019.

### 4. DRAFT ADMINISTRATIVE BUDGET FOR THE 2019/2020 FINANCIAL YEAR

The Committee will review the first draft of the Administrative Budget for the 2019/2020 financial year, with reference to document AF/15/3, for recommendation to the Council.

### 5. NEW ORGANOGRAM PROPOSAL FOR THE 2018/2019 FINANCIAL YEAR

The Secretariat will submit a new organogram proposal to the Committee with reference to document AF/15/4.

### 6. REPORT ON THE AUDIT OF ICCO ACCOUNTS FOR THE 2017/2018 FINANCIAL YEAR

The Committee will receive a report on the audit of all accounts held by the Organization, with reference to document AF/15/5.

### 7. REPORT ON THE AUDIT OF EXPENDITURES AND REVENUES OF THE FOURTH EDITION OF THE WORLD COCOA CONFERENCE (WCC4)

The Committee will receive a report on the audit of expenditures and revenues related to the fourth edition of the World Cocoa Conference (WCC4), with reference to document AF/15/6.

### 8. ENTITLEMENTS OF THE PREVIOUS EXECUTIVE DIRECTOR

The Committee will receive a report on the entitlements and final settlement paid to the previous Executive Director based on document AF/15/7.

**9. IMPLEMENTATION OF THE STAFF REGULATIONS AND STAFF RULES AND RECOGNITION OF THE JURISDICTION OF THE ADMINISTRATIVE TRIBUNAL OF THE INTERNATIONAL LABOUR ORGANIZATION**

The Secretariat will inform the Committee on the implementation of:

- The new Staff Regulations and Staff Rules of the Organization (document AF/10/5)
- The manual of Administrative, Accounting and Financial Procedures
- The process for the recognition of the jurisdiction of the administrative tribunal of the International Labour Organization (ILO)

**10. REPORT ON THE MEETINGS OF THE WORKING GROUP ON THE REVIEW OF THE INTERNATIONAL COCOA AGREEMENT, 2010**

The Committee will receive a report on the meetings of the Working Group on the Review of the International Cocoa Agreement, 2010, with reference to document AF/15/8.

**11. ANNUAL REPORT 2017/2018**

The Secretariat will submit document AF/15/9, containing the annual report for the 2017/2018 cocoa year.

**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.