



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

**AF/12/1**  
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## **ADMINISTRATION AND FINANCE COMMITTEE**

Twelfth Meeting

Radisson Blu Hotel, Abidjan Airport, Côte d'Ivoire, 18-22 September 2017

### **DRAFT AGENDA**

1. Opening of the meeting
2. Adoption of agenda
3. Financial Overview of the Organization
4. Revised Draft Administrative Budget for the 2017/2018 financial year
5. Report of the Working Group on the Review of the International Cocoa Agreement, 2010
6. Rules and Procedures for the Procurement of Goods and Services
7. Progress Report of the audit of ICCO Projects accounts
8. Final report on the Relocation of the ICCO Headquarters to Abidjan; to include the proposal of the Government of Côte d'Ivoire on the permanent headquarters of the Organization
9. Appointment of Auditors for the 2016/2017 financial year
10. Selection of a new Executive Director of the Organization
11. Other business
12. Record of decisions

## **ANNOTATIONS TO THE DRAFT AGENDA**

### **1. OPENING OF THE MEETING**

The twelfth meeting of the Administration and Finance Committee will be opened by its Chairman, Mr. Marino Cuenat (Switzerland).

### **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/12/2, 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 2016/2017 and previous financial years; administrative expenditure and income for the first nine months of the 2016/2017 budget year ended 30 June 2017; a Statement of Financial Viability and preliminary estimates of the situation regarding the Special Reserve Fund as at 30 September 2017.

In addition, and as requested by the Committee in April 2017, a summary table will be submitted presenting the balance of funds held in each of the project accounts managed by the Organization.

### **4. REVISED DRAFT ADMINISTRATIVE BUDGET FOR THE 2017/2018 FINANCIAL YEAR**

The Committee will review the revised draft Administrative Budget for the 2017/2018 financial year, with reference to document AF/12/3, for recommendation to the Council.

### **5. REPORT OF THE WORKING GROUP ON THE REVIEW OF THE INTERNATIONAL COCOA AGREEMENT, 2010**

The Committee will receive a report from the Secretariat on the meeting of the working group established by the Committee 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/12/7.

The Committee will make a recommendation to the Council for consideration at its concurrent 96<sup>th</sup> regular session on the next steps to be taken.

**6. RULES AND PROCEDURES FOR THE PROCUREMENT OF GOODS AND SERVICES**

The Secretariat will present document AF/12/4, containing a progress report on the drafting of Rules and Procedures to be implemented by the Organization in the procurement of goods and services.

**7. PROGRESS REPORT OF THE AUDIT OF ICCO PROJECTS ACCOUNTS**

The Committee will receive a progress report on the audit of project accounts held by the Organization, with reference to document AF/12/5.

**8. FINAL REPORT ON THE RELOCATION OF THE ICCO HEADQUARTERS TO ABIDJAN; TO INCLUDE THE PROPOSAL OF THE GOVERNMENT OF CÔTE D'IVOIRE ON THE PERMANENT HEADQUARTERS OF THE ORGANIZATION**

The Secretariat will present document AF/12/6 containing the final report of the relocation of the Headquarters of the Organization to Abidjan, Côte d'Ivoire.

The Committee will also receive a statement from the representative from the Government of Côte d'Ivoire on the proposed offer being made by the Government regarding the permanent headquarters for the Organization, for consideration by the Committee.

**9. APPOINTMENT OF AUDITORS FOR THE 2016/2017 FINANCIAL YEAR**

The Committee will consider the report by the Secretariat including the bids for the selection of Auditors for the 2016/2017 financial year, contained in document AF/12/8, and make a recommendation to the Council, for approval.

**10. SELECTION OF A NEW EXECUTIVE DIRECTOR OF THE ORGANIZATION**

The Committee will deliberate on the procedures and criteria for the selection of a new Executive Director, as contained in document AF/12/9.

**11. OTHER BUSINESS**

Matters not on the agenda may be raised for consideration.

**12. RECORD OF DECISIONS**

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