ADMINISTRATION AND FINANCE COMMITTEE
Thirteenth Meeting
Maritim Hotel Berlin, Berlin, Germany, 26-28 April 2018

DRAFT AGENDA

1. Opening of the meeting
2. Adoption of agenda
3. Revision of the existing Agreement or negotiation for a new agreement
4. Financial Overview of the Organization
5. Draft Administrative Budget for the 2018/2019 financial year
6. Report on the audit of ICCO Projects accounts
7. Report on the audit of ICCO accounts for the 2016/2017 financial year
8. Annual Reports 2015/2016 and 2016/2017
9. Selection of a new Executive Director of the Organization
10. Other business
11. Record of decisions
1. **Opening of the Meeting**

   The thirteenth 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. **Revision of the Existing Agreement or Negotiation for a New Agreement**

   The Secretariat will submit document AF/13/2 related to the discussions on the process.

4. **Financial Overview of the Organization**

   The Secretariat will submit document AF/13/3, 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 2017/2018 and previous financial years; administrative expenditure and income for the first six months of the 2017/2018 budget year ended 31 March 2018; Projects expenditure and income for the first six months of the 2017/2018 budget year ended 31 March 2018; a Statement of Financial Viability and preliminary estimates of the situation regarding the Special Reserve Fund as at 30 September 2018.

5. **Draft Administrative Budget for the 2018/2019 Financial Year**

   The Committee will review the first draft of the Administrative Budget for the 2018/2019 financial year, with reference to document AF/13/4, for recommendation to the Council.


   The Committee will receive a report on the audit of project accounts held by the Organization, with reference to document AF/13/5.


   The Committee will receive a report on the audit of all accounts held by the Organization, with reference to document AF/13/6.

8. **Annual Reports 2015/2016 and 2016/2017**

   The Secretariat will submit documents AF/13/7 and AF/13/8, containing the annual reports for the 2015/2016 and 2016/2017 cocoa years.
9. **SELECTION OF A NEW EXECUTIVE DIRECTOR OF THE ORGANIZATION**

   The Committee will receive the report of the Selection Panel on the process to appoint a new Executive Director of the Organization, as contained in document AF/13/9.

10. **OTHER BUSINESS**

    Matters not on the agenda may be raised for consideration.

11. **RECORD OF DECISIONS**

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