

**AF/2/1**  
24 April 2013

Original: ENGLISH  
Distr: RESTRICTED

**ADMINISTRATION AND FINANCE COMMITTEE**  
Second meeting  
Holiday Inn Hotel, Wembley, London, 24-25 September 2013

**DRAFT AGENDA**

1. Opening of the meeting
2. Adoption of agenda
3. Revised Administrative Rules of the Organization
4. Revised Staff Regulations and Staff Rules of the Organization
5. Financial Overview of the Organization
6. Report on Relocation of the Organization's Headquarters to Westgate, London W5
7. Revised Draft Administrative Budget for the 2013/2014 financial year
8. Medium-term financial prospects for the Organization
9. Other business
10. Record of decisions

## **ANNOTATIONS TO THE DRAFT AGENDA**

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

The second meeting of the Administration and Finance Committee will be opened by its Chairman, Mr. Henk de Jong (The Netherlands).

### **2. ADOPTION OF AGENDA**

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

### **3. REVISED ADMINISTRATIVE RULES OF THE ORGANIZATION**

The Committee will review a first draft of the revised Administrative Rules of the Organization contained in document AF/2/2.

### **4. REVISED STAFF REGULATIONS AND STAFF RULES OF THE ORGANIZATION**

The Committee will review a first draft of the revised Staff Regulations and Staff Rules of the Organization contained in document AF/2/3.

### **5. FINANCIAL OVERVIEW OF THE ORGANIZATION**

The Secretariat will submit document AF/2/4, 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 current and previous financial years; administrative expenditure and income for the first nine months of the 2012/2013 budget year, a statement of financial viability to the end of the current cocoa year; and an overview of the Revenue Reserves and the Special Reserve Fund, as per 30 June 2013.

### **6. REPORT ON RELOCATION OF THE ORGANIZATION'S HEADQUARTERS TO WESTGATE, LONDON W5**

The Committee will receive a report on the relocation of the Organization's Headquarters to Westgate, London W5, with reference to document AF/2/5.

### **7. REVISED DRAFT ADMINISTRATIVE BUDGET FOR THE 2013/2014 FINANCIAL YEAR**

The Administration and Finance Committee will review the revised draft Administrative Budget for the 2013/2014 financial year with reference to document AF/1/6/Rev.1, for recommendation to the Council.

**8. MEDIUM TERM FINANCIAL PROSPECTS FOR THE ORGANIZATION**

As requested by the Committee at its first meeting in March 2013, the Executive Director will present document AF/2/6, outlining the medium term financial prospects for the Organization.

**9. OTHER BUSINESS**

Matters not on the agenda may be raised for consideration.

**10. RECORD OF DECISIONS**

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