



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

AF/4/1
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ADMINISTRATION AND FINANCE COMMITTEE

Fourth meeting

Holiday Inn Hotel, Wembley, London, 16-17 September 2014

DRAFT AGENDA

1. Opening of the meeting
2. Adoption of agenda
3. Financial Overview of the Organization
4. Measures to address the late payment or non-payment of contributions due by Members to the administrative budget and special reserve fund of the Organization
5. Progress Report on Activity-Based Budgeting
6. Revised Draft Staff Regulations and Staff Rules of the Organization
7. Revised Draft Administrative Rules of the Organization
8. Revised Draft Administrative Budget for the 2014/2015 financial year
9. Other business
10. Record of decisions

ANNOTATIONS TO THE DRAFT AGENDA

1. OPENING OF THE MEETING

The fourth 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. FINANCIAL OVERVIEW OF THE ORGANIZATION

The Secretariat will submit document AF/4/2, 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 current and previous financial years; administrative expenditure and income for the first nine months of the 2013/2014 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 30 June 2014.

4. MEASURES TO ADDRESS THE LATE PAYMENT OR NON-PAYMENT OF CONTRIBUTIONS DUE BY MEMBERS TO THE ADMINISTRATIVE BUDGETS AND SPECIAL RESERVE FUND OF THE ORGANIZATION

The Committee will review this topic, with reference to document AF/4/3, for a recommendation to the Council.

5. PROGRESS REPORT ON ACTIVITY-BASED BUDGETING

Following the decision taken by the Council at its 89th regular session in March 2014 related to activity-based budgeting, the Secretariat will report on progress achieved in this respect.

6. REVISED DRAFT STAFF REGULATIONS AND STAFF RULES OF THE ORGANIZATION

The Committee will review a third revised draft of the revised Staff Regulations and Staff Rules of the Organization contained in document AF/2/3/Rev.2, following review of this document by the working group established by the International Cocoa Council at its 88th regular session in September 2013 to consider the document in more detail, and further review undertaken since that date, overseen by the Chairman.

7. REVISED DRAFT ADMINISTRATIVE RULES OF THE ORGANIZATION

The Committee will review re-submitted document AF/2/2 containing the revised draft Administrative Rules of the Organization.

8. REVISED DRAFT ADMINISTRATIVE BUDGET FOR THE 2014/2015 FINANCIAL YEAR

The Administration and Finance Committee will review the revised draft Administrative Budget for the 2014/2015 financial year, with reference to document AF/3/3/Rev.1, for recommendation to the Council.

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.