



Finance and Administration Committee
35th Meeting (Intersessional)
16 July 2019 (11:00)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-210/19
2. Report of the intersessional meeting held on 18 June 2019 – to consider and, if appropriate, to approve	FA-209/19
3. Draft Administrative Budget for financial year 2019/20 – to consider and, if appropriate, to recommend for approval	FA-203/19 Rev. 2
The Executive Director will report.	
3.1 Estimated travel costs 2019/20 – to consider	FA-211/19
The Executive Director will report.	
4. Premises – to consider	verbal
5. Recruitment strategy – to consider	verbal
6. Strategy for the Reserve Fund – to consider	verbal
7. Other business – to consider	verbal
8. Date of next meeting – to note	verbal

The next meeting will take place in London at a date to be determined by the Committee.

REFERENCE DOCUMENTS
<u>Financial Rules and Financial Regulations of the International Coffee Organization</u>
<u>Rules of the International Coffee Organization</u>
<u>Terms of reference for the Finance and Administration Committee (Annex V)</u>