



Finance and Administration Committee

36th Meeting

24 September 2019 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-214/19
2. Report of the intersessional meetings held on 16 July 2019 – to consider and, if appropriate, to approve	FA-213/19
3. Financial situation – to note	FA-215/19
The Committee will consider a report on the financial situation.	
4. Report on the implementation of Resolution 466 on Members in persistent arrears	verbal
The Executive Director will report.	
5. Programme of Activities for coffee year 2019/20 – to consider and, if appropriate, to recommend for approval	FA-218/19
The Head of Operations will present the Programme of Activities for coffee year 2019/20.	
6. Draft Administrative Budget for the financial year 2019/2020 – to consider and, if appropriate, to recommend for approval	FA-203/19 Rev. 3

7. **Scenario, excluding Members in persistent arrears, based on the redistribution of votes for coffee year 2019/20 – to consider and, if appropriate, to recommend for approval** [FA-217/19](#)

The Committee, at its 35th meeting in July 2019, requested the Executive Director to prepare a document containing the redistribution of votes for coffee year 2019/20, excluding Members in persistent arrears. The Executive Director will report.

8. **Premises – to consider** FA-216/19

The Executive Director will report.

9. **Recruitment strategy– to consider** verbal

The Chair of the Committee, at its 35th Meeting in July 2019, urged members who were also members of other international commodity bodies to obtain information on their recruitment strategies and to report to the Committee.

10. **Other business – to consider** verbal

11. **Date of next meeting – to note** verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in London, United Kingdom, at the time of the 126th Council Session.

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