



Finance and Administration Committee
38th Meeting
1 and 2 June 2020
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-203/20
2. Report of the intersessional meeting held on 13 February 2020 – <i>to consider and, if appropriate, to approve</i>	FA-228/20
3. Financial situation – <i>to note</i>	FA-237/20
The Head of Finance and Administration will report on the current financial situation.	
4. Accounts for the financial year 2018/19	
4.1 Administrative Accounts of the Organization and Report of the Auditors – <i>to consider and, if appropriate to recommend for approval</i>	FA-233/20
Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.	
4.2 Accounts of the Special Fund and Report of the Auditors – <i>to consider and, if appropriate, to recommend for approval</i>	FA-234/20
The Accounts of the Special Fund and Report of the Auditors will be considered by the Committee and presented for the approval of exporting Members.	

4.3 Accounts of the Trust Fund and Report of the Auditors – *to consider and, if appropriate, to recommend for approval* [FA-235/20](#)

The Accounts of the Trust Fund and Report of the Auditors will be considered by the Committee and presented for the approval of the Council.

4.4 Promotion Fund – *to note* [FA-236/20](#)

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

5. Draft Administrative Budget for financial year 2020/21 – *to consider* [FA-231/20](#)

The Committee will consider the draft Administrative Budget for financial year 2020/21.

6. Auditors

6.1 Current Auditors: Nexia Smith & Williamson – *to note*

In accordance with the request of the Committee, the ICO Auditors for coffee year 2018/19 will be available for a session of questions and answers.

6.2 Appointment of registered auditors – *to consider* [FA-225/20](#)

The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors.

7. Basis for contributions to the Provident Fund for staff in the Professional and higher categories – *to consider and to recommend for approval* [FA-238/20](#)

The Committee will consider proposals for the basis for contributions to the Provident Fund for staff in the Professional and higher categories

8. Outstanding contributions – *to consider*

8.1 Report on the implementation of Resolution 466 on Members in persistent arrears [WP-Council 304/20](#)

The Committee at its intersessional meeting of 13 February 2020 requested the Executive Director to prepare a draft Resolution on Members with Persistent arrears based on Article 21 of the Agreement.

- 8.2 Scenario, excluding Members in persistent arrears, based on the redistribution of votes for coffee year 2020/21** FA-239/20

The Executive Director will report.

- 9. Relocation of premises *to consider*** verbal

The Executive Director will report.

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

- 11. Next meeting – *to note*** verbal

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

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

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)
International Coffee Agreement 2007 (ICA 2007)