



**Finance and Administration Committee**

41<sup>st</sup> Meeting

7 September 2020

London, United Kingdom

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – <i>to adopt</i></b>	FA-253/20 Rev. 2
2. <b>Report of the meeting held on 6 August 2020 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-252/20</a>
3. <b>Financial situation – <i>to consider</i></b>	<a href="#">FA-254/20</a>
The Head of Finance and Administration will report on the current financial situation.	
4. <b>Outstanding contributions – <i>to consider</i></b>	<a href="#">FA-239/20 Rev. 3</a>
4.1 <b>Communication received from Vietnam</b>	<a href="#">FA-256/20</a>
4.2 <b>Communication received from Uganda</b>	<a href="#">FA-257/20</a>
4.3 <b>Report on collection of contributions from Members in arrears</b>	verbal
The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears.	
5. <b>Programme of Activities for coffee year 2020/21 – <i>to consider and, if appropriate, to recommend for approval</i></b>	<a href="#">FA-255/20</a>
The Head of Operations will present the Programme of Activities for coffee year 2020/21.	

6. **Draft Administrative Budget for financial year 2020/21 – to consider and, if appropriate, to recommend for approval** FA-231/20 Rev. 4

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

7. **Relocation of premises to consider** verbal

The Executive Director will report.

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

9. **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
<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee (Annex V)</a>
<a href="#">International Coffee Agreement 2007 (ICA 2007)</a>