



Finance and Administration Committee

41st Meeting

7 September 2020

London, United Kingdom

Draft Agenda

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