



Finance and Administration Committee

43rd Meeting (intersessional)

9 December 2020

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-272/20
2. Report of the meeting held on 30 September 2020 – <i>to consider and, if appropriate, to approve</i>	FA-269/20
3. Financial situation – <i>to consider</i>	verbal
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 Malawi	FA-258/20
4.2 Communication received from Bolivia	FA-262/20
4.3 Communication received from Viet Nam	FA-256/20 Rev. 3
4.4 Report on collection of contributions from Members in arrears	FA-273/20

The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears.

5. **Administrative Budget for financial year 2020/21 – to note** verbal

The Head of Finance and Administration will report on the Net Reserve Fund.

6. **Programme of Activities for coffee year 2020/21 – to approve** verbal

The International Coffee Council at its 128th Session requested the Secretariat to re-allocate the sum of £22,000 from the Item on “Refurbishment costs for relocation to new premises” to the Item of “Programme of Activities” in the Administrative Budget for 2020/21. The Head of Operations will report.

7. **Communication from Kenya – to consider** [FA-271/20 Rev. 1](#)

The Executive Director will report.

8. **Relocation of premises – to consider** verbal

The Executive Director will report.

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

10. **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)