



**Finance and Administration Committee**

46<sup>th</sup> Meeting (Intersessional)

25 May 2021

London, United Kingdom

**Draft Agenda**

**Item**

**Document**

1. **Draft Agenda – *to adopt*** FA-289/21
2. **Report of the meeting held on 8 and 12 April 2021 – *to consider and, if appropriate, to approve*** [FA-288/21](#)

3. **Financial situation – *to note*** verbal

The Head of Finance and Administration will report on the current financial situation.

4. **Outstanding contributions – *to consider***

- 4.1 **Report on collection of contributions from Members in arrears** [FA-290/21](#)

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

- 4.2 **Further exchange of correspondence between Vietnam, the Chair of the Council and the Executive Director** [FA-256/20 Rev. 7](#)

5. **Draft Administrative Budget for financial year 2021/22 – *to consider*** [FA-282/21 Rev. 1](#)

The Committee will consider the draft Administrative Budget for financial year 2021/22.

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

The Executive Director will report.

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

**8. 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>