



**Finance and Administration Committee**

48<sup>th</sup> Meeting (Intersessional)  
12 August 2021  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	FA-296/21
<b>2. Report of the intersessional meeting held on 13 July 2021 – <i>to consider and, if appropriate, to approve</i></b>	FA-295/21
<b>3. Financial situation – <i>to note</i></b>	verbal
The Head of Finance and Administration will report on the current financial situation.	
<b>4. Outstanding contributions– <i>to consider</i></b>	
<b>4.1 Report on collection of contributions from Members in arrears</b>	<a href="#">FA-298/21</a>
The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears.	
<b>4.2 Communication from the Government of Yemen</b>	<a href="#">FA-299/21</a>
The Executive Director will report.	
<b>5. Draft Administrative Budget for financial year 2021/22 – <i>to consider</i></b>	<a href="#">FA-282/21 Rev. 2</a>
The Committee will consider the draft Administrative Budget for financial year 2021/22.	

6. **Review of candidates for the position of Executive Director – *to note*** [FA-297/21](#)
- 6.1 **Mrs Vanúsia Maria Carneiro Nogueira (Brazil)** [ICC-130-3](#)
- 6.2 **Mr Joseph Antoine Kasonga Mukuta (Dem. Rep. of the Congo)** [ICC-130-4](#)
- 6.3 **Mr Tran Kim Long (Vietnam)** [ICC-130-5](#)
7. **Communication from Kenya – *to consider*** [FA-271/20 Rev. 1](#)

The Executive Director will report.

8. **Other business – *to consider*** verbal
9. **Date of 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>