



Finance and Administration Committee

49th Meeting

1 and 3 September 2021

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-301/21
2. Report of the intersessional meeting held on 13 August 2021 – <i>to consider and, if appropriate, to approve</i>	FA-300/21
3. Financial situation – <i>to note</i>	FA-302/21
The Head of Finance and Administration will report on the current financial situation.	
4. Outstanding contributions– <i>to consider</i>	
4.1 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.	
4.2 Scenario, excluding Members in persistent arrears, based on the redistribution of votes according to Resolution 470	FA-294/21 Rev. 2
The Executive Director will report.	
5. Draft Administrative Budget for financial year 2021/22 – <i>to consider and, if appropriate, to recommend for approval</i>	FA-282/21 Rev. 2
The Committee will consider the draft Administrative Budget for financial year 2021/22.	

6. **Programme of Activities for coffee year 2021/22 – *to consider and, if appropriate, to recommend for approval*** [FA-303/21](#)
7. **Review of candidates for the position of Executive Director – *to consider*** [FA-297/21](#)
- 7.1 **Mrs Vanúsia Maria Carneiro Nogueira (Brazil)** [ICC-130-3](#)
- 7.2 **Mr Joseph Antoine Kasonga Mukuta (Dem. Rep. of the Congo)** [ICC-130-4](#)
- 7.3 **Mr Tran Kim Long (Vietnam)** [ICC-130-5](#)
8. **Communication from Kenya – *to consider*** [FA-271/20 Rev. 1](#)

The Executive Director will report.

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

The Executive Director will report on the current situation with the premises.

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

11. **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
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)