



Finance and Administration Committee

54th Meeting

5 July 2022

London, United Kingdom

Draft Agenda

Item

Document

1. **Draft Agenda – *to adopt*** FA-327/22 Rev. 1

2. **Report of the intersessional meeting held on 23 March 2022 –
*to consider and, if appropriate, to approve*** [FA-326/22](#)

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

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

4. **Outstanding contributions – *to consider*** [FA-329/22](#)

4.1 Report on collection of contributions from Members in arrears

The Head of Finance and Administration will report on progress in recovering arrears, including contacts with Members with long-standing arrears.

4.2 Report on collection of contributions from former Members

The Head of Finance and Administration will report.

5. **Draft Administrative Budget for financial year 2022/23 –
*to consider and, if appropriate, to recommend approval*** [FA-318/22 Rev. 1](#)

The Committee will analyse, consider and recommend for approval the draft Administrative Budget for financial year 2022/23.

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