



**Finance and Administration Committee**

51<sup>st</sup> Meeting

7 December 2021

London, United Kingdom

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – <i>to adopt</i></b>	FA-308/21
2. <b>Report of the meeting held on 30 September 2021 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-307/21</a>
3. <b>Financial situation – <i>to note</i></b>	verbal
The Head of Finance and Administration will report on the current financial situation.	
4. <b>Outstanding contributions – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-309/21</a> <a href="#">WP-Council 318/21</a>
The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these, together with a proposal to settle its arrears from Viet Nam.	
5. <b>Review of candidates for the position of Executive Director – <i>to consider</i></b>	<a href="#">WP-Council 319/21</a> <a href="#">WP-Council 320/21</a>
6. <b>Communication from Kenya – <i>to consider</i></b>	<a href="#">FA-271/20 Rev. 1</a>
The Executive Director will report.	
7. <b>Premises – <i>to consider</i></b>	verbal
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>