

**Finance and Administration Committee**

58<sup>th</sup> Meeting  
16 June 2023  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-349/23
<b>2. Report of the intersessional meeting held on 16 March 2023 – to consider and, if appropriate, to approve</b>	<a href="#">FA-348/23 Rev. 1</a>
<b>3. Financial Situation – to note</b> The Head of Finance and Administration will report on the financial situation as of 30 April 2023 and the cash forecast.	<a href="#">FA-350/23</a>
<b>4. Outstanding contributions – to consider</b>	
<b>4.1 Report on collection of contributions from Members in arrears</b> The Head of Finance and Administration will report on progress in recovering arrears, including contacts with Members with longstanding arrears.	<a href="#">FA-351/23</a>
<b>4.2 Communication from Vietnam</b> The Head of Finance and Administration will report	to follow
<b>5. Draft Administrative Budget for financial year 2023/24 – to consider and, if appropriate, to recommend for approval</b> The Committee will consider the draft Administrative Budget for financial year 2023/24.	<a href="#">FA-342/23 Rev. 1</a>
<b>6. Promotion Fund – to note</b> As decided in September 2010, the Promotion Fund Accounts are not audited, but will be circulated for information.	<a href="#">FA-346/23</a>
<b>7. New Auditor – to consider</b> The Committee will discuss, consider and recommend, if appropriate, changing the auditor after three years.	verbal
<b>8. Premises</b> The Executive Director will report	verbal
<b>9. Other business – to consider</b>	verbal
<b>10. Next meeting – to note</b> Members are invited to suggest matters for consideration at the next meeting. The next meeting will take place on a date to be determined by the Committee.	verbal

**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 \(ICA 2007\)](#)