

Finance and Administration Committee

59th Meeting
7 September 2023
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-354/23 Rev. 1
2. Report of the intersessional meeting held on 16 June 2023 – to consider and, if appropriate, to approve	FA-353/23
3. Financial Situation – to note The Head of Finance and Administration will report on the financial situation as of 31 July 2023 and the cash forecast.	FA-355/23
4. Outstanding contributions – to consider	
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 longstanding arrears.	FA-356/23
4.2 Communication from Vietnam The Committee will discuss whether to recommend Vietnam's request for an instalment plan to pay their 2022/23 contributions	FA-352/23
5. Draft Administrative Budget and Programme of Activities for financial year 2023/24 – to consider and, if appropriate, to recommend for approval The Committee will decide whether to recommend the draft Administrative Budget and Programme of Activities for financial year 2023/24.	FA 342/23 Rev. 2
6. Promotion Fund – to note The Committee will decide whether to recommend the transfer of the remaining balance to the ICO Programme of Activities and to keep the account open.	FA-346/23
7. New Auditor – to consider The Committee will discuss, consider, and recommend, if appropriate, changing the auditor after three years.	FA-357/23
8. Premises – to consider The Executive Director will present detailed information for the Members to consider changing the ICO premises in 2025. The Committee will decide whether to recommend that the Council approve, in September 2023, the Secretariat's mandate to conduct an assessment on new premises.	FA-358/23 Rev. 1
9. Other business – to consider	verbal
10. Next meeting	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 \(ICA 2007\)](#)