

**Finance and Administration Committee**

59<sup>th</sup> Meeting  
7 September 2023  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-354/23
<b>2. Report of the intersessional meeting held on 16 June 2023 – to consider and, if appropriate, to approve</b>	<a href="#">FA-353/23</a>
<b>3. Financial Situation – to note</b> The Head of Finance and Administration will report on the financial situation as of 31 July 2023 and the cash forecast.	<a href="#">FA-355/23</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-356/23</a>
<b>4.2 Communication from Vietnam</b> The Committee will discuss whether to recommend Vietnam's request for an instalment plan to pay their 2022/23 contributions	<a href="#">FA-352/23</a>
<b>5. Draft Administrative Budget for financial year 2023/24 – to consider and, if appropriate, to recommend for approval</b> The Committee will decide whether to recommend the draft Administrative Budget for financial year 2023/24.	<a href="#">FA 342/23 Rev. 2</a>
<b>6. Promotion Fund – to note</b> 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.	<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.	<a href="#">FA-357/23</a>
<b>8. Premises – to consider</b> The Executive Director will present detailed information for the Members to consider changing the ICO premises in 2025.	<a href="#">FA-358/23</a>
<b>9. Other business – to consider</b>	verbal
<b>10. Next meeting</b>	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 \(ICA 2007\)](#)