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International Coffee Council
136th Session
28 and 29 September 2023
Bengaluru, India

**Terms of reference of the
Finance and Administration
Committee**

Background

1. This document updates the terms of reference of the Finance and Administration Committee (FAC) originally contained in document [ICC-115-13](#).
2. As decided by the International Coffee Council at its 136th Session, the FAC will now be composed of fifteen exporting Members and five importing Members.

FINANCE AND ADMINISTRATION COMMITTEE

TERMS OF REFERENCE

1. The Finance and Administration Committee (hereinafter called the Committee) shall consider all matters of a financial and/or administrative nature in the first instance before submitting its recommendations to the Council, including in particular, but not limited to:
 - i) the approval of the Administrative Budget;
 - ii) the approval of the Annual Accounts of the Organization; and
 - iii) the appointment of the auditors.
2. For each coffee year, the Council shall designate fifteen representatives of exporting Members and five representatives of importing Members to serve on the Committee. The quorum required for a meeting of the Committee shall be two representatives of exporting Members and two representatives of importing Members.
3. The Committee shall select a Chairman and a Vice-Chairman from among the designated Members. The Chairman and Vice-Chairman of the Committee shall be from different categories of Member. As a general rule, these offices shall alternate each coffee year between the two categories of Member. At each Session of the Council, the Chairman of the Committee shall report to the Council on the work of the Committee.
4. Meetings of the Committee shall not be open to observers.