



Finance and Administration Committee

64th Meeting

5 September 2025

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-393/25 Rev. 1
2. Report of the intersessional meeting held on 17 June 2025 – <i>to consider and, if appropriate, to approve</i>	FA-392/25
3. Draft Administrative Budget for financial year 2025/26 – <i>to consider and, if appropriate, to recommend for approval</i> The Committee will consider the draft Administrative Budget for financial year 2025/26.	FA-388/25 Rev. 3
4. Financial situation – <i>to note</i> The Head of Finance and Administration will report on the financial situation as at 31 July 2025 and the cash forecast.	FA-394/25
5. Outstanding contributions – <i>to consider</i>	
5.1 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-395/25 Rev. 1
6. Premises – <i>to consider, discuss and recommend</i> The Committee will consider and discuss the requirements for the premises of the ICO headquarters.	FA-391/25 Rev. 1
7. Other business – <i>to consider</i>	verbal
8. Next meeting – <i>to note</i> 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.	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](#)

[International Coffee Agreement 2007 \(ICA 2007\)](#)