



**Finance and Administration Committee**

64<sup>th</sup> Meeting

5 September 2025

London, United Kingdom

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	FA-393/25
2. <b>Report of the intersessional meeting held on 17 June 2025 – to consider and, if appropriate, to approve</b>	<a href="#">FA-392/25</a>
3. <b>Draft Administrative Budget for financial year 2025/26 – to consider and, if appropriate, to recommend for approval</b> The Committee will consider the draft Administrative Budget for financial year 2025/26.	to follow
4. <b>Financial situation – to note</b> The Head of Finance and Administration will report on the financial situation as at 31 July 2025 and the cash forecast.	to follow
5. <b>Outstanding contributions – to consider</b>	
5.1 <b>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.	to follow
6. <b>Premises – to consider, discuss and recommend</b> The Committee will consider and discuss the requirements for the premises of the ICO headquarters.	to follow
7. <b>Next meeting – to note</b> 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 \(ICA 2007\)](#)