



**Finance and Administration Committee**

68<sup>th</sup> Meeting  
17 June 2026  
London, United Kingdom

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	FA-413/26 Rev. 1
2. <b>Reports of the 66<sup>th</sup> and 67<sup>th</sup> meetings held on 3 and 20 March 2026 – to consider and, if appropriate, to approve</b>	<a href="#">FA-409/26</a> <a href="#">FA-412/26</a>
3. <b>Draft Administrative Budget for financial year 2026/27 – to consider and, if appropriate, to recommend for approval</b> The Committee will consider the draft Administrative Budget for financial year 2026/27.	<a href="#">FA-411/26 Rev. 1</a>
4. <b>Accounts of the Trust Fund and Auditors’ Report – to consider and, if appropriate, to recommend for approval</b> The Accounts of the Trust Fund and Auditors’ Report will be considered by the Committee and presented for the approval of the Council.	<a href="#">FA-405/26 Rev. 1</a>
4.1 <b>Junior Professional Officers – to note</b>	<a href="#">FA-414/26</a>
5. <b>Financial situation – to note</b> The Head of Finance and Administration will report on the financial situation as at 30 April 2026 and the cash forecast.	<a href="#">FA-415/26</a>
6. <b>Outstanding contributions – to consider</b>	<a href="#">FA-416/26 Rev. 1</a>
6.1 <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.	
7. <b>Post of Executive Director – Mandate 2027-2032 – to consider</b>	<a href="#">ICC-129-6</a>
8. <b>Other business – to consider</b>	verbal
9. <b>Next meeting – to note</b> Members are invited to suggest matters for consideration at the next meeting. The next meeting will take place on a date to be determined by the Committee.	verbal

**REFERENCE DOCUMENTS**

<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee</a>
<a href="#">International Coffee Agreement 2007 (ICA 2007)</a>