



**Finance and Administration Committee**

51<sup>st</sup> Meeting

7 December 2021

London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	FA-308/21 Rev. 1
<b>2. Report of the meeting held on 30 September 2021 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-307/21</a>
<b>3. Financial situation – <i>to note</i></b>	verbal
The Head of Finance and Administration will report on the current financial situation.	
<b>4. Outstanding contributions</b>	
<b>4.1 Report on outstanding contributions – <i>to note</i></b>	<a href="#">FA-310/21</a>
The Head of Finance and Administration will report on the situation regarding outstanding contributions.	
<b>4.2 Report on collection of contributions from Members in arrears – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-309/21</a> <a href="#">WP-Council 318/21</a>
The Executive Director and the delegate of Viet Nam will introduce a proposal from Viet Nam to settle their arrears.	
<b>5. Procedures for the appointment of the new Executive Director – <i>to consider</i></b>	<a href="#">WP-Council 319/21 Rev. 1</a> <a href="#">WP-Council 320/21</a>

**6. Communication from Kenya – *to consider*** [FA-271/20 Rev. 1](#)

The Executive Director will report.

**7. Premises – *to consider*** verbal

The Executive Director will report.

**8. Other business – *to consider*** verbal

**9. Date of next meeting – *to note*** verbal

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

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 (Annex V)</a>
<a href="#">International Coffee Agreement 2007 (ICA 2007)</a>