



Finance and Administration Committee

52nd Meeting

3 February 2022

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-312/22
2. Report of the meeting held on 7 December 2021 – <i>to consider and, if appropriate, to approve</i>	FA-311/21
3. Financial situation – <i>to note</i>	verbal
The Head of Finance and Administration will report on the current financial situation.	
4. Outstanding contributions	
4.1 Report on outstanding contributions – <i>to note</i>	FA-313/21
The Head of Finance and Administration will report on the situation regarding outstanding contributions.	
4.2 Report on collection of contributions from Members in arrears – <i>to consider and, if appropriate, to approve</i>	ED-2383/21 Rev. 1 WP-Council 318/21 Rev. 1
The Executive Director and the delegate of Viet Nam will introduce a proposal from Viet Nam to settle their arrears.	
5. Communication from Kenya – <i>to consider</i>	FA-271/20 Rev. 1
The Executive Director will report.	

6. **Other business – *to consider*** verbal
7. **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
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 (Annex V)
International Coffee Agreement 2007 (ICA 2007)