



**Finance and Administration Committee**

22<sup>nd</sup> Meeting (Intersessional)  
12 January 2017 (14:00)  
London, United Kingdom

**Draft Agenda**

| <b>Item</b>  | <b>Document</b>           |
|--|---------------------------|
| <b>1. Draft Agenda – to adopt</b>  | FA-145/17 Rev. 1          |
| <b>2. Procedures, schedule and terms of reference for the appointment of an Executive Director – to consider</b>           | <a href="#">FA-146/17</a> |
| The Committee will consider procedures, schedule and terms of reference for the appointment of an Executive Director.      |                           |
| <b>3. Management of the Organization – to note</b>   | FA-144/16                 |
| The Head of Finance and Administration will report.  |                           |
| <b>4. Premises – to consider</b>   | <a href="#">FA-142/16</a> |
| The Head of Finance and Administration will provide an update on the current situation.                                    |                           |
| <b>5. Other business – to consider</b>   | verbal                    |
| <b>6. Date of next meeting – to consider</b>   | verbal                    |
| The next meeting will take place in London, at the time of the 119 <sup>th</sup> Council Session from 13 to 17 March 2017. |                           |

**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 \(Annex V\)](#)