



Finance and Administration Committee

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

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-145/17
2. Procedures, schedule and terms of reference for the appointment of an Executive Director – to consider	FA-146/17
The Committee will consider procedures, schedule and terms of reference for the appointment of an Executive Director.	
3. Management of the Organization – to note	verbal
The Head of Finance and Administration will report.	
4. Premises – to consider	verbal
The Head of Finance and Administration will provide an update on the current situation.	
5. Other business – to consider	verbal
6. Date of next meeting – to consider	verbal
The next meeting will take place in London, at the time of the 119 th 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 \(Annex V\)](#)