



Finance and Administration Committee
35th Meeting (Intersessional)
16 July 2019 (11:00)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-210/19 Rev. 1
2. Report of the intersessional meeting held on 18 June 2019 – to consider and, if appropriate, to approve	FA-209/19
3. Draft Administrative Budget for financial year 2019/20 – to consider and, if appropriate, to recommend for approval	FA-203/19 Rev. 2
The Executive Director will report.	
3.1 Estimated travel costs 2019/20 – to consider	FA-211/19
The Executive Director will report.	
4. Premises – to consider	verbal
5. Recruitment strategy – to consider	verbal
6. Strategy for the Reserve Fund – to consider	verbal
7. Recommendations to improve the procedures of the Finance and Administration Committee of the International Coffee Organization – to consider	FA-212/19
The representative of El Salvador will report.	
8. Other business – to consider	verbal

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

verbal

The next meeting will take place in London 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)