Finance and Administration Committee
40th Meeting (intersessional)
6 August 2020
London, United Kingdom

Draft Agenda

Item		**Document**
1.	**Draft Agenda – *to adopt***	FA-251/20 Rev. 1
2.	**Report of the meeting held on 2 July 2020 –** *to consider and, if appropriate, to approve*	FA-250/20
3.	**Financial sustainability of the Organization – *to consider***	verbal
	The Head of Finance and Administration will report.	
4.	**Outstanding contributions – *to consider***	
4.1	**Report on collection of contributions from Members in arrears**	verbal
	The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears.	
4.2	**Scenario, excluding Members in persistent arrears, based on the redistribution of votes for coffee year 2020/21**	FA-239/20 Rev. 3
	The Executive Director will report.	
5.	**Draft Administrative Budget for financial year 2020/21 –** *to consider*	FA-231/20 Rev. 3
	The Committee will consider the revised draft Administrative Budget for financial year 2020/21.	

6. **Current Auditors: Nexia Smith & Williamson –** *to consider*

The Committee, at its previous meeting, requested the Secretariat to look into the questions regarding ex-gratia payments to a professional and the Provident Fund and to provide answers to the Members. The Executive Director will report.

7. **Relocation of premises** *to consider*

The Executive Director will report.

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

9. **Next meeting –** *to note*   verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place on Monday, 7 September 2020.

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)