



Finance and Administration Committee
47th Meeting (Intersessional)
13 July 2021
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-292/21
2. Report of the meeting held on 25 May 2021 – <i>to consider and, if appropriate, to approve</i>	FA-291/21
3. Financial situation – <i>to note</i>	verbal
The Head of Finance and Administration will report on the current financial situation.	
4. Outstanding contributions – <i>to consider</i>	
4.1 Report on collection of contributions from Members in arrears	FA-293/21
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 according to Resolution 470	FA-294/21
The Executive Director will report.	
4.3 Update on the Vietnam situation	verbal
The Executive Director will report.	

5. **Draft Administrative Budget for financial year 2021/22 – *to consider*** [FA-282/21 Rev. 1](#)

The Committee will consider the draft Administrative Budget for financial year 2021/22.

6. **Communication from Kenya – *to consider*** [FA-271/20 Rev. 1](#)

The Executive Director will report.

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

The Executive Director will report on the current situation with the premises.

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 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)