



Finance and Administration Committee

30th Meeting

19 September 2018 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-185/18 Rev. 1
2. Report of the intersessional meetings held on 31 May and 28 June 2018 – to consider and, if appropriate, to approve	FA-182/18 FA-184/18
3. Financial situation – to note	FA-187/18
The Committee will consider a report on the financial situation.	
4. Programme of Activities for coffee year 2018/19 – to consider and, if appropriate, to recommend for approval	FA-186/18
The Head of Operations will present the Programme of Activities for coffee year 2018/19.	
5. Draft Administrative Budget for the financial year 2018/19 – to consider and, if appropriate, to recommend for approval	FA-173/18 Rev. 2
6. Outstanding contributions – to consider	verbal
The Head of Finance and Administration will report on the payment of contributions.	
7. Proposals for Key Performance Indicators (KPIs) – to consider	FA-177/18 Rev. 2
The Committee will consider proposals for the implementation of Key Performance Indicators in the Five-Year Action Plan and Programme of Activities for the Organization.	

8. **Coffee Sustainability Projects Trust Fund – *to consider*** verbal
The Head of Operations will present an update on the implementation of the Coffee Sustainability Projects Trust Fund.
9. **ICO meetings – *to note*** [FA-174/18 Rev. 1](#)
The Executive Director will report on the level of attendance at ICO meetings.
10. **Consolidation of advisory bodies – *to consider*** verbal
The Executive Director will report on the joint work/consolidation of advisory bodies.
11. **Guide to hosting meetings of the International Coffee Council and the World Coffee Conference – *to consider and, if appropriate, to recommend for approval***
The Head of Finance and Administration will report on the development of the following publication:
- Guide to hosting meetings of the International Coffee Council and the World Coffee Conference [FA-189/18](#)
12. **Other business – *to consider*** verbal
13. **Date of next meeting – *to note*** verbal
The next meeting will take place in Nairobi, Kenya, at the time of the 123rd Council Session.

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)