



**Finance and Administration Committee**

31<sup>st</sup> Meeting (Intersessional)  
15 October 2018 (11:00)  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
1. <b>Draft Agenda – <i>to adopt</i></b>	FA-191/18
2. <b>Draft Administrative Budget for the financial year 2018/19 – <i>to consider and, if appropriate, to recommend for approval</i></b>	<a href="#">FA-173/18 Rev. 2</a> <a href="#">FA-192/18</a>
3. <b>Other business – <i>to consider</i></b>	verbal
4. <b>Date of next meeting – <i>to note</i></b>	verbal

The next meeting will take place in Nairobi, Kenya, at the time of the 123<sup>rd</sup> 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 \(Annex V\)](#)