



**Finance and Administration Committee**  
34<sup>th</sup> Meeting (Intersessional)  
28 May 2019 (11:00)  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
1. <b>Draft Agenda – to adopt</b>	FA-207/19
2. <b>Report of the meeting held on 26 and 27 March 2019 – to consider and, if appropriate, to approve</b>	<a href="#">FA-206/19</a>
3. <b>Draft Administrative Budget for the financial year 2019/20 – to consider and, if appropriate, to recommend for approval</b>	FA-203/19 Rev. 1
The Head of Finance and Administration will report.	
4. <b>Other business – to consider</b>	verbal
5. <b>Date of next meeting – to note</b>	verbal
The next meeting will take place in London, at the time of the 125 <sup>th</sup> Council Session.	

<b>REFERENCE DOCUMENTS</b>
<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee (Annex V)</a>