



Finance and Administration Committee

44th Meeting (intersessional)

9 February 2021

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-276/21 Rev. 1
2. Report of the meeting held on 9 December 2020 – <i>to consider and, if appropriate, to approve</i>	FA-275/21
3. Financial situation – <i>to consider</i>	verbal
The Head of Finance and Administration will report on the current financial situation.	
4. Outstanding contributions – <i>to consider</i>	
4.1 Communication from Malawi	FA-258/20
4.2 Communication from Bolivia	FA-262/20
4.3 Communication from Yemen	FA-277/21
4.4 Communication from Vietnam	FA-256/20 Rev. 4
4.5 Communication from Cuba	FA-274/20

4.6 Report on collection of contributions from Members in arrears [FA-273/20 Rev. 3](#)

The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears.

5. Administrative Budget for financial year 2020/21 – to note verbal

The Head of Finance and Administration will report on the Net Reserve Fund.

6. Programme of Activities for coffee year 2020/21 – to approve verbal

The Head of Operations will report.

7. Procedures for the appointment of a new Executive Director – to consider verbal

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

The Executive Director will report.

9. Relocation of Premises – to consider verbal

The Executive Director will report.

10. Other business – to consider verbal

11. 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)