



**Finance and Administration Committee**  
45<sup>th</sup> Meeting  
8 April 2021  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	FA-279/21
<b>2. Report of the intersessional meeting held on 9 February 2021 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-278/21</a>
<b>3. Financial situation – <i>to note</i></b>	<a href="#">FA-280/21</a>
The Head of Finance and Administration will report on the financial situation as at 28 February 2021.	
<b>4. Outstanding contributions – <i>to consider</i></b>	
<b>4.1 Report on collection of contributions from Members in arrears</b>	<a href="#">FA-281/21</a>
The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears.	
<b>4.2 Exchange of correspondence between Vietnam, the Chair of the Council and the Executive Director</b>	<a href="#">FA-256/20 Rev. 5</a>
<b>5. Draft Administrative Budget for financial year 2021/22 – <i>to consider</i></b>	<a href="#">FA-282/21</a>
The Committee will consider the draft Administrative Budget for financial year 2021/22.	

**6. Accounts for the financial year 2019/20**

- 6.1 Administrative Accounts of the Organization and Report of the Auditors – *to consider and, if appropriate to recommend for approval*** [FA-283/21](#)

Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.

- 6.2 Accounts of the Special Fund and Report of the Auditors – *to consider and, if appropriate, to recommend for approval*** [FA-284/21](#)

The Accounts of the Special Fund and Report of the Auditors will be considered by the Committee and presented for the approval of exporting Members.

- 6.3 Accounts of the Trust Fund and Report of the Auditors – *to consider and, if appropriate, to recommend for approval*** [FA-285/21](#)

The Accounts of the Trust Fund and Report of the Auditors will be considered by the Committee and presented for the approval of the Council.

- 6.4 Promotion Fund – *to note*** [FA-286/21](#)

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

- 7. Procedures for the appointment of a new Executive Director – *to consider*** [WP-Council 313/21](#)

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

The Executive Director will report.

- 9. Relocation of premises – *to consider*** [FA-287/21](#)

The Executive Director will report on the current situation with the premises and on the two large paintings from Brazil and Colombia, which are currently housed at the ICO.

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
<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>
<a href="#">International Coffee Agreement 2007 (ICA 2007)</a>