



Finance and Administration Committee

53rd Meeting

23 March 2022

London, United Kingdom

Draft Agenda

Item

Document

1. **Draft Agenda – *to adopt*** [FA-315/22](#)
2. **Report of the intersessional meeting held on 3 February 2022 – *to consider and, if appropriate, to approve*** [FA-314/22](#)
3. **Financial situation – *to note*** [FA-316/22](#)

The Head of Finance and Administration will report on the financial situation as at 28 February 2022 and the cash forecast.

4. **Outstanding contributions – *to consider***
- 4.1 **Report on collection of contributions from Members in arrears** [FA-317/22](#)

The Head of Finance and Administration will report on progress in recovering arrears, including contacts with Members with long-standing arrears.

5. **Draft Administrative Budget for financial year 2022/23 – *to consider*** [FA-318/22](#)

The Committee will consider the draft Administrative Budget for financial year 2022/23.

6. Accounts for the financial year 2020/21

- 6.1 Administrative Accounts of the Organization and Report of the Auditors – *to consider and, if appropriate to recommend for approval*** [FA-319/22](#)

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-320/22](#)

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-321/22](#)

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-322/22](#)

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

- 7. Salary scales and basis for contributions to the Provident Fund – *to consider and to recommend for approval*** [FA-323/22](#)
[FA-324/22](#)

The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.

- 8. Education Grant – *to consider and, if appropriate, to recommend for approval*** [FA-325/22](#)

The Committee will consider the proposal for the revision of the Education Grant.

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

The Executive Director will report.

10. Relocation of premises – *to consider* verbal

The Executive Director will report on the current situation with the premises.

11. Other business – *to consider* verbal

12. 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)