



Finance and Administration Committee

64th Meeting

5 September 2025

London, United Kingdom

Draft Agenda

Item

Document

1. **Draft Agenda – to adopt** FA-393/25
2. **Report of the intersessional meeting held on 17 June 2025 – *to consider and, if appropriate, to approve*** [FA-392/25](#)
3. **Draft Administrative Budget for financial year 2025/26 – *to consider and, if appropriate, to recommend for approval*** [FA-388/25 Rev. 3](#)
The Committee will consider the draft Administrative Budget for financial year 2025/26.
4. **Financial situation – *to note*** [FA-394/25](#)
The Head of Finance and Administration will report on the financial situation as at 31 July 2025 and the cash forecast.
5. **Outstanding contributions – *to consider***
- 5.1 **Report on collection of contributions from Members in arrears** [FA-395/25](#)
The Head of Finance and Administration will report on progress in recovering arrears, including contacts with Members with longstanding arrears.
6. **Premises – *to consider, discuss and recommend*** [FA-391/25 Rev. 1](#)
The Committee will consider and discuss the requirements for the premises of the ICO headquarters.
7. **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](#)

[International Coffee Agreement 2007 \(ICA 2007\)](#)