



Finance and Administration Committee

Draft Agenda

61st Meeting
3 September 2024
London, United Kingdom

Item	Document
1. Draft Agenda – to adopt	FA-372/24
2. Report of the intersessional meeting held on 5 March 2024 – to consider and, if appropriate, to approve	FA-371/24 Rev. 2
3. Financial situation – to note The Head of Finance and Administration will report on the financial situation as of 31 July 2024 and the cash forecast.	FA-373/24
4. Outstanding contributions – to consider	
4.1 Report on collection of contributions from Members in arrears The Head of Finance and Administration will report on progress in recovering arrears, including contacts with Members with longstanding arrears.	FA-374/24
5. Draft Administrative Budget for financial year 2024/25 – to consider and, if appropriate, to recommend for approval The Committee will consider the draft Administrative Budget for financial year 2024/25.	FA-364/24 Rev. 1
6. Status of non-member countries that have signed the ICA 2022 – to consider The Head of Finance and Administration will report.	WP-Council 344/24
7. Salary scales and basis for contributions to the Provident Fund – to consider and, if appropriate, to recommend for approval The Head of Finance and Administration will report. Based on the latest recommendations issued by the International Civil Service Commission, the Committee will consider proposals for the revision made by the UN on salary scales and the basis for contributions to the Provident Fund for staff in the General Service and Professional and higher categories.	FA-375/24
8. Publication of documents of an administrative and financial nature – to consider The Executive Director will report.	ED-2466/24
9. Premises – to consider The Executive Director will report.	ED-2455/24 ED-2464/24 Rev. 1
10. Other business – to consider	verbal
11. Next meeting – to note 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.	verbal

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 \(ICA 2007\)](#)