

50
years



INTERNATIONAL
COFFEE
ORGANIZATION

ED 2171/13

25 November 2013
Original: English

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- International Coffee Council
- Finance and Administration Committee
- Private Sector Consultative Board
- Promotion and Market Development Committee
- Statistics Committee
- Core Group on the Consultative Forum
- Projects Committee

**Convocation of ICO meetings
3 to 7 March 2014
London, United Kingdom**

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the draft schedule and Agendas for the 112th Session of the International Coffee Council and other ICO meetings which will take place from 3 to 7 March 2014. All meetings will take place at the headquarters of the Organization at 22 Berners Street, London W1T 3DD (Tel.: +44 (0) 20 7612 0600, Fax: +44 (0) 20 7612 0630, email: info@ico.org, website: www.ico.org). The first plenary Session of the Council will be held on Monday, 3 March at 09:30.

Paperless meetings

2. In order to reduce costs for the Organization as efficiently as possible, and as recommended by the Council, the ICO is moving towards a zero paper system for meetings. Members are encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents. **Document sets will only be available to Members and observers who request them at least 30 days before the meetings, at icodocuments@ico.org.** The Council Chamber has Wi-Fi facilities and there are adequate electrical outlets to recharge devices. Agendas and documents can be downloaded from the ICO website at: http://dev.ico.org/documents_e.asp. Restricted documents are circulated by email and are available on request from the Secretariat.

Agendas and arrangements

3. Draft Agendas for the Council and other meetings are attached, together with a draft schedule and a Guide to meetings containing information on arrangements for meetings, hotels and a map showing the location of the ICO. The programme for a Seminar during the week of 3 to 7 March will be issued separately.

4. Members wishing to submit documents for circulation or suggest any additional matters for consideration or to make presentations during the meetings are requested to advise the Executive Director in writing no later than **31 January 2014**.

Members – notification of attendance

5. Credentials for the 112th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as outlined below.

6. Members are reminded that Rule 3 of the Rules of the Organization (document ICC-102-7) requires them to inform the Executive Director, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their credentials reach the Organization no later than **31 January 2014** to facilitate preparation of the credentials report and List of Delegations in advance of the meetings. Credentials should be issued in writing by the competent authorities designated by the Member (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place).

7. The credentials of delegations will be examined by the Chairman, with the assistance of the Secretariat, who will report to the Council. The List of Delegations will be based on credentials received from Members and responses received from observers.

Admission of observers

8. Invited observers from non-member countries, international organizations and private sector associations (see document ICC-111-3 Rev. 1) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **31 January 2014** of the specific meetings they wish to attend.

9. Observer countries and organizations not included on the list in Annex I of document ICC-111-3 Rev. 1 should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director at least 45 days prior to the March Session (i.e. by **16 January 2014**), in accordance with Rule 5 of the Rules of the Organization.

Registration

10. For the purposes of identification and security all participants attending the meetings are required to register on arrival at the Information desk, and to wear the badges issued to them during all meetings.

Interpretation

11. One team of interpreters will be available from 3 to 7 March 2014.

As at 14 November				
ICO MEETINGS Provisional programme 3 to 7 March 2014				
Monday, 3 March		Room	Open to	Note
08:30 onwards	Registration	Council lounge	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting	Meeting room (1 st floor)	Restricted	Chairpersons and invited Members only
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> 1. Draft Agenda 2. Admission of observers 3. Votes and credentials 3.1 Votes for coffee year 2013/14 4. Membership of the ICA 2007 5. Annual Review 2012/13 6. Coffee market situation 7. Studies and reports 8. World Coffee Conference (presentations) 9. Strategic Action Plan 10. Programme of Activities for 2014/15 11. International Coffee Day
13:00 – 14:30	Lunch			
14:30 – 16:30	Finance and Administration Committee	Council Chamber	ICO Members	
16:30 – 18:30	Coordination meetings	Council Chamber/ Committee Room	ICO Members	Interpretation only until 18:00
Tuesday, 4 March		Room	Open to	Note
08:00 - 09:30	IACO Consultative meeting	1 st floor meeting room	IACO Board Members	<i>Without interpretation.</i>
09:00 – 09:30	<i>Seminar - briefing meeting</i>	<i>Committee Room</i>	<i>Seminar presenters</i>	<i>(if required)</i>
09:30 – 13:00	Seminar on ensuring sustainable supply in the coffee market	Council Chamber	ICO Members and accepted observers	
12:30 – 14:30	Lunch			
14:30 – 18:00	Seminar on ensuring sustainable supply in the coffee market	Council Chamber	ICO Members and observers	
Wednesday, 5 March		Room	Open to	Note
08:00 - 09:30	IACO Board meeting	1 st floor meeting room	IACO Board Members	<i>Without interpretation.</i>
09:30 – 13:00	PSCB	Council Chamber	PSCB and Members	Without interpretation
10:30 – 13:00	Briefings and presentations on projects	Meeting room (1 st floor)	Interested Members and observers	As required - without interpretation
13:00 – 14:30	Lunch			
14:30 – 16:30	Promotion and Market Development Committee	Council Chamber	ICO Members and accepted observers	
16:30 – 18:30	Statistics Committee	Council Chamber	ICO Members and accepted observers	
Thursday, 6 March		Room	Open to	Note
09:30 – 13:00	Core Group	Council Chamber	ICO Members and accepted observers	
13:00 – 14:30	Lunch			
14:30 – 18:00	Projects Committee	Council Chamber	ICO Members and accepted observers	

Friday, 7 March		Room	Open to	Note
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	8. World Coffee Conference (cont.) 12. Consultative Forum on Coffee Sector Finance 12.1 Vice-Chairperson of the Forum and Core Group for 2013/14 12.2 Consultative Forum 13. Report by Chairpersons of ICO bodies 13.1 Private Sector Consultative Board (PSCB) 13.2 Promotion and Market Development Committee 13.3 Statistics Committee 13.4 Projects Committee 13.4.1 Projects for approval by the Council 14. Seminar on ensuring sustainable supply in the coffee market
13:00 – 14:30	Lunch			
14:30 – 18:00	Council	Council Chamber	ICO Members and accepted observers	3.2 Credentials 15. Food safety 16. Cooperation with other agencies 17. National coffee policies 18. Financial and administrative matters 18.1 Finance and Administration Committee 18.2 Administrative Accounts of the Organization for the financial year 2012/13 and Report of the Auditors 18.3 Restructuring of the ICO 19. Other business 20. Future meetings

Notes:

1. There will be one team of interpreters from 3 to 7 March – available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2013/14
3. In accordance with Article 11 of the 2007 Agreement and Rule 5 of the Rules of the Organization, the Council shall decide at each session on the admission of observers and designate the items on the Agenda of the Council open to accepted observers.
4. * Denotes Agenda Items which are restricted to ICO Members.

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2013/14

International Coffee Council

Chairperson: Mr Jawaid Akhtar (India) ■ **Vice-Chairperson:** Mr Conradin Rasi (Switzerland)

Private Sector Consultative Board (PSCB) (2013/14 and 2014/15)

Chairperson: Mr Ricardo Villanueva (*Anacafé*) ■ **Vice-Chairperson:** Mr Ric Rhinehart (SCAA)

Producer representatives (*alternates in italics*)

Colombian Milds: Federación Nacional de Cafeteros de Colombia, *Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFÉ)*, African Fine Coffees Association (AFCA)

Other Milds: Asociación Nacional del Café (Anacafé), Coffee Exporters Association of India

Brazilian and other Natural Arabicas: Associação Brasileira da Indústria de Café (ABIC), *Associação Brasileira da Indústria de Café Solúvel (ABICS)*, *Conselho dos Exportadores de Café do Brasil (CeCafé)*, Confederação da Agricultura e Pecuária do Brasil (CNA), *Conselho Nacional do Café (CNC)*

Robustas: Conseil du Café/Cacao (3C); Indonesia Coffee Exporters Association (GAEKI), *Uganda Coffee Federation (UCF)*

Consumer representatives: All Japan Coffee Association (AJCA), Coffee Association of Canada, European Coffee Federation (ECF), Institute for Scientific Information on Coffee (ISIC), National Coffee Association of USA (NCA), Russian Association of Tea and Coffee Manufacturers (Rusteacoffee), Specialty Coffee Association of America (SCAA), Speciality Coffee Association of Europe (SCAE)

Consultative Forum on Coffee Sector Finance (2013/14)

Chairperson: Mr Juan Esteban Orduz (Colombia) (also Chairperson of Core Group)

Vice-Chairperson: to be nominated in March 2014

Core Group on the Consultative Forum (2013/14 and 2014/15)

Exporting Members: Brazil, Colombia, Costa Rica, Côte d'Ivoire

Importing Members: European Union, Switzerland and the USA

Ex-officio Member: Executive Director

Assisted by: Chairperson of PSCB, and four advisors: Marc Sadler (World Bank), Noemí Pérez (Fast), Silas Brasileiro (Conselho Nacional do Café) and Nicolas Tamari, Sucafina SA (2013/14)

Promotion and Market Development Committee (2013/14)

Chairperson: to be appointed in March 2014 ■ **Vice-Chairperson:** to be appointed in March 2014

Exporting Members: Brazil, Cameroon, Colombia, Guatemala, India, Indonesia, Mexico and Tanzania

Importing Members: European Union, Switzerland and the USA

Projects Committee (2013/14)

Chairperson: to be appointed in March 2014 ■ **Vice-Chairperson:** to be appointed in March 2014

Exporting Members: Brazil, Colombia, Ecuador, Honduras, Indonesia, Kenya, Uganda and Vietnam

Importing Members: European Union, Switzerland and the USA

Finance and Administration Committee (2013/14)

Chairperson: to be appointed in March 2014 ■ **Vice-Chairperson:** to be appointed in March 2014

Exporting Members: Brazil, Colombia, Côte d'Ivoire, India, Mexico and Vietnam

Importing Members: European Union, Switzerland, USA (fourth consuming Member to be confirmed in March 2014)

Statistics Committee (2013/14)

Chairperson: to be appointed in March 2014 ■ **Vice-Chairperson:** to be appointed in March 2014

Exporting Members: Angola, Brazil, Colombia, Ghana, Honduras, India, Indonesia and Nicaragua

Importing Members: European Union, Switzerland and the USA

Virtual Screening Subcommittee (until 2015)

Chairperson: Executive Director

Exporting Members: Brazil, Côte d'Ivoire, Guatemala, Indonesia

Importing Members: European Union and the USA

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ICC 112-0

25 November 2013
Original: English

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International Coffee Council
112th Session
3 – 7 March 2014
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – <i>to adopt</i>	ICC-112-0 Schedule Guide to meetings
2. Admission of observers – <i>to consider</i> The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers.	to follow
3. Votes and credentials	
3.1 Votes for coffee year 2013/14 – <i>to approve</i> The Secretary will report.	to follow
3.2 Credentials – <i>to approve</i> The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal
4. Membership of the International Coffee Agreement (ICA) 2007 – <i>to consider</i> The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2014.	to follow
5. Annual Review 2012/13 – <i>to note</i> The Executive Director will introduce the Annual Review for 2012/13.	Annual Review

- 6. Coffee market situation – to note** to follow
- The Head of Operations will introduce an analysis of the market situation. He will also give an update on the impact of coffee leaf rust and the black coffee twig borer on production and actions taken by the ICO with respect to these issues in accordance with [Resolutions 451](#) and [Resolution 453](#).
- 7. Studies and reports – to consider**
- As provided for in the Programme of Activities for 2013/14, the Council will consider the following studies:
- **World Coffee Outlook** – an updated report will be circulated to follow
 - **Coffee in the Asian region** to follow
- 8. World Coffee Conference – to consider** [ICC-111-9](#)
[ED-2168/13](#)
- Article 30 of the 2007 Agreement provides that the Council shall appoint the Chairman of the World Coffee Conference, and decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board. The Council will consider submissions received by 31 December 2013 from Members interested in hosting the 4th Conference.
- 9. Strategic Action Plan – to consider** to follow
- The Council will consider revisions to the Strategic Action Plan.
- 10. Programme of Activities for 2014/15 – to consider** to follow
- The Council will consider a draft Programme of proposed Activities in coffee year 2014/15.
- 11. International Coffee Day – to consider** to follow
- The Council will consider a proposal for a date for an International Coffee Day, together with themes and principles.
- 12. Consultative Forum on Coffee Sector Finance**
- 12.1 Vice-Chairperson of the Forum and Core Group for 2013/14 – to appoint** verbal
- The Council will appoint the Vice-Chairperson of the Forum for 2013/14.

12.2 Consultative Forum – to consider to follow

The Chairperson of the Core Group will report to the Council on the meeting of the Core Group on 6 March 2014, including the outcomes of the 3rd Consultative Forum in 2013, arrangements for the 4th Forum in September 2014, progress on the World Bank/ICO joint study on risk and finance and recommendations for Core Group advisors for 2014/15.

13. Report by Chairpersons of ICO bodies verbal

13.1 Private Sector Consultative Board (PSCB) – to consider verbal

13.2 Promotion and Market Development Committee – to consider verbal

13.3 Statistics Committee – to consider verbal

13.4 Projects Committee – to consider verbal

13.4.1 Projects for approval by the Council – to consider and, if appropriate, to approve to follow

The Council will consider the recommendations of the Projects Committee on revised and new project proposals including:

- **Valorization of the Ethiopian coffee origins for marketing improvement** – revised proposal submitted by the United Nations Industrial Development Organization (UNIDO) and illycaffè [PJ-46/13 Rev. 1](#)
- **Improving and protecting coffee production through managed pollination and disseminating biological control agents against pests and diseases** – concept note submitted by the Arthur Dobbs Institute to follow
- **Improving the participation of women in the coffee value chain in Cameroon and the Central African Republic** – proposal submitted by the Governments of Cameroon and the Central African Republic. to follow
- **Rehabilitation of the coffee sector in Zimbabwe** – proposal submitted by the Government of Zimbabwe. to follow

14. Seminar on ensuring sustainable supply in the coffee market – to consider to follow

The Chairperson of the Seminar will report on this event which will take place on 4 March 2014.

- 15. Food safety – to consider** verbal
- The Council will consider food safety matters, including Maximum Residue Limits (MRLs) for pesticides used in the coffee production process, national quality standards and an update on the implications of Regulation (EU) No. 1169/2011 (document [ICC-111-7](#)) and other EU regulations for producing countries.
- 16. Cooperation with other agencies – to note** verbal
- The Executive Director will report on cooperation with other agencies. The representative of Hanns R. Neumann Stiftung will give an update on a coffee and climate toolbox developed with CABI.
- 17. National coffee policies – to note** verbal
- Members are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation.
- 18. Financial and administrative matters**
- 18.1 Finance and Administration Committee – to consider** to follow
- The Chairperson of the Finance and Administration Committee will report on the meeting of the Committee including the financial situation and the draft Administrative Budget for the financial year 2014/15. The Council will consider the recommendations of the Committee, including proposals for the salary scales for staff in the General Service category and the basis for contributions to the Provident Fund for staff in the General Service and Professional and higher categories.
- 18.2 Administrative Accounts of the Organization for the financial year 2012/13 and Report of the Auditors – to approve** to follow
- The Council will consider the Administrative Accounts of the Organization for the financial year 2012/13 and Report of the Auditors. The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members together with the Accounts of the Promotion Fund.
- 18.3 Restructuring of the ICO** verbal
- The Executive Director will report.

19. **Other business – *to consider*** verbal
20. **Future meetings** to follow

The Council will consider dates of meetings in 2014/15 and 2015/16 – ***to consider***

The next Session of the Council will take place in London from 22 to 26 September 2014 – ***to note***

Members are invited to suggest topics for presentations during the next Session, for inclusion on the Agenda, and improvements to future meeting arrangements – ***to consider***

REFERENCE DOCUMENTS
International Coffee Agreement 2007
Strategic action plan for the International Coffee Organization
Rules of the International Coffee Organization
Terms of reference for Committees and advisory bodies
Model credential letter
Office Holders for 2013/14
Procedures for membership of the ICA 2007

**Finance and Administration Committee**14th Meeting

3 March 2014 (14:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-73/13
2. Chairperson and Vice-Chairperson for 2013/14 – to appoint	verbal
The Committee will appoint a Chairperson and a Vice-Chairperson for 2013/14, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an exporting Member, and the Vice-Chairperson from an importing Member.	
3. Report on the meeting of 11 September 2013 – to approve	FA-72/13
4. Financial situation – to note	to follow
The Committee will consider a report on the financial situation.	
5. Accounts for the financial year 2012/13	
5.1 Administrative Accounts of the Organization and Report of the Auditors – to recommend for approval	to follow

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.

- 5.2 Accounts of the Special Fund and Report of the Auditors – to follow**
to note
- 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.
- 5.3 Promotion Fund – to follow**
to note
- As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.
- 6. Draft Administrative Budget for the financial year 2014/15 – to follow**
to consider
- The Committee will consider the draft Administrative Budget for the financial year 2014/15 and a cost analysis summary.
- 7. Outstanding contributions – to consider** verbal
- The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these.
- 8. Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval** to follow
- The Committee will consider proposals for salary scales for staff in the General Service category and the basis for contributions to the Provident Fund for staff in the General Service and Professional and higher categories.
- 9. Premises – to consider** verbal
- The lease of the ICO headquarters will expire in 2017. The Committee may wish to give advance consideration to this issue.
- 10. Other business – to consider** verbal
- 11. Date of next meeting – to consider** verbal
- The next meeting will take place in London at the time of the 113th Council Session from 22 to 26 September 2014.

REFERENCE DOCUMENTS

[Financial Rules and Financial Regulations of the International Coffee Organization](#)

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PSCB 138/13

25 November 2013
English only

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Private Sector Consultative Board

38th meeting

5 March 2014 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-138/13
2. Report on the meeting of 11 September 2013 – to approve	PSCB-137/13
3. Coffee market situation – to note	to follow
The Head of Operations will introduce an analysis of the market situation.	
4. Coffee leaf rust and black coffee twig borer – to consider	to follow
The Executive Director will present an updated analysis on the situation of coffee leaf rust and will also report on the situation of the black coffee twig borer and actions taken by the ICO with respect to both issues following the adoption of Resolution 451 and 453.	
5. Coffee Quality-Improvement Programme (CQP) – to consider	to follow
The Head of Operations will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP.	
The PSCB will consider an analysis of the CQP and its impact on quality.	
6. Coffee and health – to note	verbal
The PSCB will consider reports on coffee and health programmes.	
7. Coffee consumption – to consider	verbal
The PSCB will consider updates on this matter.	

- 8. Food safety aspects – to note** verbal
- The PSCB will consider updates on food safety matters.
- 9. Consultative Forum on Coffee Sector Finance – to consider** CF-10/13 to follow
- The PSCB will consider the outcome of the 3rd Forum held on 10 September and an update on the World Bank/ ICO study on risk and finance in the coffee sector.
- 10. Certification and sustainability – to consider** verbal
- The PSCB will continue discussions on this topic.
- 11. Association Management Issues – to consider** verbal
- The PSCB will continue discussions on this topic.
- 12. Interaction between the PSCB and the Council – to consider** verbal
- The PSCB will continue to consider ways of strengthening the relationship between the PSCB and the Council.
- 13. Other business – to consider** to follow
- International Coffee Day* - The Council will consider a proposal for an International Coffee Day which was proposed by the PSCB.
- World Coffee Conference* - the Council will consider proposals from Members interested in hosting the 4th World Coffee Conference. The PSCB will consider issues relating to the 4th Conference at its next meeting once the host country has been selected.
- 14. Future meetings – to consider** verbal
- The PSCB is invited to suggest matters for consideration at the next meeting.
- The next meeting will take place in London at the time of the 113th Council Session from 22 to 26 September 2014.

REFERENCE DOCUMENTS

[Terms of reference for the Private Sector Consultative Board \(Annex II\)](#)

**Promotion and Market Development Committee**7th meeting

5 March 2014 (14:30)

London, United Kingdom

Draft Agenda**Item****Document****1. Draft Agenda – to adopt**

PM-32/13

2. Chairperson and Vice-Chairperson for 2013/14 – to appoint

verbal

The Committee will re-appoint Mr Andrea Illy of EU-Italy as Chairperson and will appoint a Vice-Chairperson for 2013/14 from the category of exporting Members.

3. Promotion and market development under the International Coffee Agreement (ICA) 2007 – to consider[ICC-110-13](#) (Annex IX)

The Executive Director will report on the implementation of the Plan for Promotion and Market Development, coffee and health and research. The Committee will consider the next steps for implementing the multi-stakeholder network.

The Committee will consider the composition of a Steering Group on Promotion for 2013/14 and 2014/15 (see Annex IX of document [ICC-110-13](#)).

4. Communication strategy – to consider

verbal

The Head of Operations will report on the implementation of the ICO communication strategy.

5. Proposals for the Special Fund – to consider

verbal

As noted in September 2013, exporting Members will establish an ad hoc committee to examine and draw up proposals for consideration in March 2014.

6. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider to follow

The Head of Operations will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP. A document containing an analysis of the CQP and its impact on quality, as requested by the PSCB, will be circulated.

In September 2013, the Council noted the need to research and establish standards for Natural Arabicas. The Head of Operations will report.

7. Other business – to consider verbal

8. Date of next meeting – to note verbal

The next meeting will take place in London at the time of the 113th Council Session from 22 to 26 September 2014.

REFERENCE DOCUMENTS
Plan for Promotion and Market Development
Terms of reference for the Promotion and Market Development Committee (Annex IV)
Terms of reference for the Steering Group on Promotion (Annex IX)
Coffee Quality-Improvement Programme (ICC Resolution No. 420)

**Statistics Committee**6th Meeting

5 March 2014 (16:30)

London, United Kingdom

Draft Agenda**Item****Document**

1. **Draft Agenda – to adopt** SC-31/13
2. **Chairperson and Vice-Chairperson for 2013/14 – to appoint** verbal

The Committee will appoint a Chairperson and a Vice-Chairperson for 2013/14, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an importing Member, and the Vice-Chairperson from an exporting Member.

3. **Report on the meeting of 6 March 2013 – to approve** [SC-30/13](#)
4. **Compliance with statistical rules – to consider** to follow

The Head of Operations will report on compliance with the Rules on Statistics and actions following the last meeting with respect to countries which are not complying with the Rules. In the case of Vietnam, the Head of Operations will report on responses to requests for data on production and trade of Arabica as well as Robusta coffee.

The Committee will consider the establishment of a task force including Member countries that are not complying with Statistical Rules to develop ways of improving their performance, as provided for in the Programme of Activities for 2013/14 (see document [ICC-111-30](#)).

5. Exports to exporting countries – *to consider* to follow

The Head of Operations will report on exports of all forms of coffee to exporting countries, including re-exports from importing countries. He will also report on contacts with an electronic working group established in 2012 to obtain information on the use of coffee imported by exporting countries.

6. Exports of organic and differentiated coffees – *to consider* to follow

The Head of Operations will report on exports of organic coffee by origin and by destination, including data from Peru. He will also report on information provided by exporting Members on trade of differentiated coffees on a voluntary basis, and on contacts with certifying agencies to obtain data on their certification programmes, as raised at the last meeting.

7. Monitoring the inventories and stocks of green coffee – *to note* to follow

The Committee will review the results of the European Coffee Federation's survey on inventories and stocks of green coffee. Information on inventories held in other importing countries will be provided where available. The Head of Operations will report.

8. Technical assistance – *to consider* verbal

The Head of Operations will report on the plans for future workshops on compliance with statistical data, as provided for in the Programme of Activities for 2013/14. He will also report on the use of a DVD prepared in September 2013 as a manual on compliance for exporting Members and on updating spreadsheets used in the 'Quantitative tool for assessing the competitiveness of coffee-growing areas' project to provide a standard methodology to calculate the costs of production.

9. Liaison with other organizations – *to consider* verbal

The Head of Operations will report on contacts on capacity-building with the World Bank, Inter-American Development Bank, African Development Bank and Asian Development Bank, as suggested at the last meeting.

10. Other business – to consider verbal

Meetings with experts: The Head of Operations will report on meetings with experts to discuss the provision of statistical data and investigate alternative sources of statistics to broaden coverage of the coffee market.

11. Future meetings – to note verbal

The next meeting will take place in London at the time of the 113th Council Session from 22 to 26 September 2014.

REFERENCE DOCUMENTS
Rules on Statistics – Certificates of Origin (ICC-102-9)
Rules on Statistics – Statistical Reports (ICC-102-10)
Rules on Statistics – Indicator Prices (ICC-105-17) ICC-105-17 Add. 1 (Share of markets and their weightings in the calculation of group and composite prices from 1 October 2013)
Terms of reference for Committees and advisory bodies
Conversion factors for roasted, decaffeinated, liquid and soluble coffee
List of exporting countries and their country codes, ICO Certifying Agents and registered ports of export (ICC-106-3)
Data concepts and variables used in the statistics of the Organization (WP-Board 934/03)

**Core Group on the Consultative Forum**5th meeting

6 March 2014 (09:00)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	CG-15/13
2. Report of the last meeting of the Core Group – to note	CG-14/13
Document CG-14/13 contains the report on the 4 th meeting of the Core Group.	
3. 3rd Consultative Forum on Coffee Sector Finance – to review	to follow
The Group will review issues raised during the 3 rd Forum held on 10 September 2013.	
4. 4th Consultative Forum on Coffee Sector Finance – to consider	to follow
The Group will consider the following issues related to the 4 th Forum which will take place in London during the week of the 113 th Council Session from 22 to 26 September 2014.	
<ul style="list-style-type: none"> • Topic – a broad issue for discussion will be identified. • Format – arrangements, facilitation and other issues. • Participants – individuals or organizations who should be invited to present or participate. • Sponsorship – suggestions for potential sponsors. • Materials and information – how to develop materials and information to assist with Forum discussions. 	
5. Study on risk and finance in the coffee sector – to review	to follow
The representative of the World Bank will report on progress on developing a study on risk and finance in the coffee sector.	

6. **Considerations for future Forum events – to consider** to follow
- **Format:** possibilities include workshops, breakout groups and Internet platforms.
 - **Topics for future Consultative Forum events:** topics that emerged from previous Forums; other relevant and useful topics for future Forums to explore.
 - **Presenters:** individuals or organizations to be invited to present at future Forum events.
 - **Dissemination:** The Group will consider how best to disseminate the results of Forums and to message/position Forums in a way that generates interest and participation.
7. **Core Group – to consider** verbal
- The Executive Director will organize conference calls with the Chairperson and Core Group experts.
8. **Advisors for 2013/14 – to consider** verbal
- The term of office of the four advisors to the Group will expire in September 2014. The terms of reference for the Group provide that at the Council Session six months prior to the expiry of the term of office of advisors the Group shall recommend to the Council individuals that may be able to serve as advisors from a list of experts from intergovernmental organizations, financial institutions, the private sector, non-governmental organizations and other institutions.
9. **Next steps – to consider** verbal
10. **Other business – to consider** [CG-13/13](#)
- Virtual attendance* – FAST has proposed considering a mechanism to attend meetings virtually (see CG-13/13).
11. **Date of next meeting – to consider** verbal
- The next meeting will take place in London at the time of the 113th Council Session from 22 to 26 September 2014.

REFERENCE DOCUMENTS
Terms of reference for the Core Group for the Consultative Forum (Annex VII)
Terms of reference for the Consultative Forum on Coffee Sector Finance (Annex I)
Report of the 1st Consultative Forum
Report of the 2nd Consultative Forum
Report of the 3 rd Consultative Forum

Projects Committee7th Meeting

6 March 2014 (14:30)

London, United Kingdom

Draft Agenda**Item****Document**

- | | |
|---|----------|
| 1. Draft Agenda – to adopt | PJ-63/13 |
| 2. Chairperson and Vice-Chairperson for 2013/14 – to appoint | verbal |

The Committee will appoint a Chairperson and a Vice-Chairperson for 2013/14, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an importing Member, and the Vice-Chairperson from an exporting Member.

3. Coffee development projects

- | | |
|--|-----------|
| 3.1 Projects under consideration by the ICO – to consider | to follow |
|--|-----------|

New and revised project proposals for consideration in March 2014 should reach the ICO by **13 December 2013**. The Secretariat will introduce the report of the Virtual Screening Subcommittee (VSS) on revised and new project proposals including:

- **Valorization of the Ethiopian coffee origins for marketing improvement** – revised proposal submitted by the United Nations Industrial Development Organization (UNIDO) and illycaffè. [PJ-46/13 Rev. 1](#)
- **Improving and protecting coffee production through managed pollination and disseminating biological control agents against pests and diseases** – concept note submitted by the Arthur Dobbs Institute. to follow

- **Improving the participation of women in the coffee value chain in Cameroon and the Central African Republic** – proposal submitted by the Governments of Cameroon and the Central African Republic. to follow
- **Rehabilitation of the coffee sector in Zimbabwe** – proposal submitted by the Government of Zimbabwe. to follow

3.2 Projects under consideration by donors – to note to follow

The Head of Operations will report on projects under consideration by the Common Fund for Commodities (CFC) and other donors, including the pipeline projects submitted to the CFC in March 2013.

3.3 Projects already approved – to note to follow

A progress report on the implementation of projects approved by the CFC and other donors will be circulated.

3.4 Concluded projects – to note

The Council will consider the following reports on concluded projects:

- Pilot rehabilitation of neglected coffee plantations into small family production units in Angola to follow
- Promoting the intensification of coffee and food crops production using animal manure in areas covered by the project CFC/ICO/30 in Burundi to follow
- Economic Crises and Commodity dependent LDCs: Mapping the exposure to market volatility and building resilience to future crises to follow
- Competitive coffee enterprises programme for Guatemala and Jamaica to follow

4. Project activities

4.1 Common Fund for Commodities (CFC) – to consider verbal

The representative of the CFC will report on CFC policies and coffee projects funded by the Fund through its open call for proposals.

4.2 Fundraising and communication strategies – to consider verbal

The Head of Operations will report on progress on developing a fundraising strategy to identify alternative sources of finance for projects. He will also report on the implementation of a communication strategy to explore cooperation on coffee matters with international development bodies and other organizations, including the private sector, as provided for in the Programme of Activities for 2013/14 (see document [ICC-111-30](#)).

4.3 Challenges for ICO projects – to consider [ICC-110-13](#) (Annex VIII)
[EB-3573/96 Rev. 4](#)

The Committee will discuss challenges in the current process of submitting projects to the CFC for funding and possible solutions. The Committee may wish to review the terms of reference for the VSS in the light of these challenges.

Document [EB-3573/96 Rev. 4](#) contains information on the submission of applications to the CFC for financial support for activities related to coffee. Once the fundraising strategy is finalized, this document will need to be revised in the light of changes to CFC policies and adapted to the procedures of other potential donors.

5. Cooperation with other agencies – to note verbal

Brazilian Agency for Cooperation (ABC): The representative of Brazil will report on the implementation of the Memorandum of Understanding to promote triangular technical cooperation in coffee producing countries.

6. Other business – to note verbal

Members may wish to report on the rehabilitation of their coffee sectors, as well as progress on dealing with coffee diseases and pests.

7. Date of next meeting – to note verbal

The next meeting will take place in London at the time of the 113th Council Session from 22 to 26 September 2014.

REFERENCE DOCUMENTS
Terms of reference for the Projects Committee (Annex III)
Terms of reference for the Virtual Screening Subcommittee
Development strategy for coffee



ICO MEETINGS (March 2014)

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings open to observers to be held at the headquarters of the International Coffee Organization in London in March 2014 (please tick as appropriate):

Attendance	Yes	No
112 th Session of the Council (3 to 7 March)	<input type="checkbox"/>	<input type="checkbox"/>
Private Sector Consultative Board (5 March) – <i>this meeting is only open to PSCB members and ICO Members</i>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion and Market Development Committee (5 March)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (5 March)	<input type="checkbox"/>	<input type="checkbox"/>
Core Group on Consultative Forum (6 March)	<input type="checkbox"/>	<input type="checkbox"/>
Projects Committee (6 March)	<input type="checkbox"/>	<input type="checkbox"/>

As a member of the delegation of:
(please state name of PSCB association/observer organization or non-member country as appropriate)

Name:Surname:

Name on registration badge:

Title or official position:

Organization/company:

Address:

Country: Phone:

Fax: Email:

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