



- **International Coffee Council**
- **Finance and Administration Committee**
- **Private Sector Consultative Board**
- **Projects Committee**
- **Promotion and Market Development Committee**
- **Statistics Committee**

**Convocation for the ICO meetings  
25 to 29 September 2017  
Yamoussoukro, Côte d'Ivoire**

## **Introduction**

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers that the 120<sup>th</sup> Session of the International Coffee Council and other meetings will be held in Yamoussoukro, Côte d'Ivoire from 25 to 29 September 2017. The Workshop on Statistics will take place on Monday, 25 September and the 7<sup>th</sup> Consultative Forum on Coffee Sector Finance will take place on Wednesday 27 September. Information about these events will be circulated separately. A preliminary schedule of meetings is attached as Annex I.

## **Venue**

2. All meetings will be held at the Conference Centre of the Hotel des Parlementaires, Quartier Millionnaire, Yamoussoukro, Côte d'Ivoire.

3. The following Annexes are included in this document:

- |           |                                  |
|-----------|----------------------------------|
| Annex I   | Preliminary schedule of meetings |
| Annex II  | Registration form for observers  |
| Annex III | Hotels and rates                 |
| Annex IV  | Transportation request           |
- (Please return to Mr Matthieu Komenan ([komenan2010@gmail.com](mailto:komenan2010@gmail.com)))

4. For further information about hotels, visas, tours and other arrangements in Côte d'Ivoire, please contact the following representatives from the Permanent Representation of Côte d'Ivoire to International Commodity Organizations, 33 Cavendish Square, London W1G OPW, Tel.: +44 207 462 0086, Fax: +44 207 462 0087:

**Name:** Ms Marie-Claude Moussy

**Title:** Legal Advisor

**Email:** [mdegni-segui@reperci.org](mailto:mdegni-segui@reperci.org)

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**Name:** Ms Nathalie Asse

**Title:** Communication Advisor

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[assekz@gmail.com](mailto:assekz@gmail.com)

### **Hotel reservations**

5. Delegates are responsible for reserving their hotel accommodation. Details of hotels and rates are attached as Annex III. Please note that there is considerable demand for hotel rooms in Yamoussoukro at this time of year and Delegates are advised to make their reservations as soon as possible.

### **Visas and passports**

6. Visas are compulsory for travel to Côte d'Ivoire and delegates should apply online at <https://snedai.com/e-visa/> (the website is available in English and French) to obtain a visa for entry into Côte d'Ivoire.

### **Travel arrangements**

7. As reservations for flights to and from Côte d'Ivoire can rapidly become fully booked at this time of year, delegates should make their travel arrangements as soon as possible. There are direct international flights to Félix Houphouët-Boigny International Airport in Abidjan from Addis Ababa, Brussels, Casablanca, Dubai, Johannesburg, Istanbul, Lisbon, Nairobi and Paris, operated by the following airlines: Ethiopian Airlines, SN Brussels Airlines, Royal Air Maroc, Emirates, South African Airways, Turkish Airlines, Tap Portugal, Kenya Airways and Air France.

### **Transportation: Airport arrivals and departures**

8. Félix Houphouët-Boigny International Airport is located 16 kilometres South East of Abidjan, 45 minutes from the town centre. Delegates should provide details of arrival and departure dates, times and flight numbers, name and address of the hotel where they are staying, by completing the transportation form attached to this document (Annex IV) and

return it to Mr Matthieu Komenan ([komenan2010@gmail.com](mailto:komenan2010@gmail.com)). The authorities of Côte d'Ivoire are providing special transport for ICO delegates on Sunday 24 September from hotel Ibis Abidjan Plateau to Yamoussoukro. There will be coaches leaving the hotel in the morning at 11:00 and in the afternoon at 17:00. The journey takes approximately two hours. To help the authorities coordinate the transport arrangements from hotel Ibis Abidjan Plateau, Members are strongly advised to provide their arrival details on the attached form in Annex IV. Delegates arriving into Abidjan before Sunday 24 September are advised to book accommodation in Abidjan.

### **Field visit**

9. The authorities of Côte d'Ivoire have organized a visit to a coffee farm in Yamoussoukro. The visit is programmed for half a day on Saturday 30 September and is free of charge subject to prior booking. For further information or to reserve a place please contact Mr Matthieu Komenan at [komenan2010@gmail.com](mailto:komenan2010@gmail.com).

### **Vaccinations**

10. Delegates can obtain up-to-date information on vaccinations on the World Health Organization's website [www.who.int](http://www.who.int) or alternatively by consulting the local Consulate of Côte d'Ivoire. Delegates should note that it is obligatory to enter the country with proof of Yellow Fever vaccination. The authorities of Côte d'Ivoire also recommend the following vaccinations: Typhoid and meningitis.

### **Members – Notification of attendance**

11. Credentials for the 120<sup>th</sup> Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as indicated below.

12. 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 complete list of credentials reaches the Organization by no later than **25 August 2017**. 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).

13. 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 requests received from observers.

#### **Admission of observers**

14. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-117-3](#) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **11 August 2017** of the specific meetings they wish to attend.

15. Observer countries and organizations not included on the list in Annex II of document [ICC-117-3](#) 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 September Session (i.e. by **11 August 2017**), in accordance with Rule 5 of the Rules of the Organization.

#### **Registration**

16. For the purposes of identification and security, all participants attending the meetings are required to collect their badge on arrival at the Registration Desk of the Conference Centre.

#### **Agendas and arrangements**

17. The draft Agendas for the Council and other meetings together with the draft schedule of meetings are attached.

18. Members wishing to submit documents for circulation, to suggest any additional matters for consideration, or to make a presentation during the meetings are requested to advise the Executive Director in writing no later than **11 August 2017**.

#### **Paperless meetings**

19. 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. To ensure that the hard copies of documents are ready in time please notify the Secretariat if a document set is required **at least 30 days before the meetings by emailing [documents@ico.org](mailto:documents@ico.org)**. The conference centre has broadband facilities and there will be adequate electrical outlets for delegates to recharge devices. Agendas and documents can be downloaded from the ICO website at: [http://www.ico.org/documents\\_e.asp](http://www.ico.org/documents_e.asp). The password for restricted documents can be requested from the Secretariat.

## Interpretation

20. One team of interpreters will be available from 25 to 29 September 2017.

## Important Dates

Visas	Delegates should <b>check now</b>
Documents/presentations/additions to agendas	In writing to the Executive Director by <b>11 August</b>
Request for observer status	In writing to the Executive Director by <b>11 August</b>
Registration and credentials	By <b>25 August</b>
Document sets	By <b>25 August</b> to <a href="mailto:documents@ico.org">documents@ico.org</a>

## GENERAL INFORMATION ON CÔTE D'IVOIRE

Population	Côte d'Ivoire (2016): 23,740,424 Abidjan (2007): 3,802,000 Yamoussoukro: 355,573
Area of Côte d'Ivoire	322,463 km <sup>2</sup>
Area of Abidjan	2,119 km <sup>2</sup>
Area of Yamoussoukro	3,500 km <sup>2</sup>
Language	French
Local time	GMT
Electricity	230V 50 Hz
International direct dialling code	+225 (Côte d'Ivoire)
Currency	The local currency is the CFA franc. 1 Euro = CFA francs 656 A universal currency converter can be found at <a href="http://www.xe.com/ucc">www.xe.com/ucc</a>
Climate	The average temperature in Yamoussoukro in September is 20° C (minimum) and 27° C (maximum).
Travel/medical insurance	Delegates should ensure that they are covered by travel and medical insurance.
Health requirements for entry into Côte d'Ivoire	<b>Compulsory vaccinations:</b> Yellow fever Recommended: Typhoid and meningitis Check at <a href="http://www.who.int">www.who.int</a> and the local Consulate of Côte d'Ivoire.

**ICO MEETINGS**  
**Provisional programme**  
**25 to 29 September 2017**

<b>Monday, 25 September</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
08:30 onwards	Registration	<i>To be advised</i>	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting	<i>To be advised</i>	Restricted	Chairmen and invited Members only
09:30 – 13:00	Workshop on Statistics	<i>To be advised</i>	ICO Members	
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 17:00	Workshop on Statistics	<i>To be advised</i>	ICO Members	
14:30 – 17:00	Finance and Administration Committee	<i>To be advised</i>	ICO Members	
17:00 – 18:00	<i>Coordination meetings</i>	<i>To be advised</i>	<i>Producing and Consuming countries</i>	<i>Provisional</i>
<b>Tuesday, 26 September</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
09:30 – 11:30	Private Sector Consultative Board	<i>To be advised</i>	ICO Members and accepted observers	
11:30 – 12:30	Projects Committee	<i>To be advised</i>	PSCB members	
<b>12:30 – 14:00</b>	<b>Lunch</b>			
14:00 – 15:30	Promotion and Market Development Committee	<i>To be advised</i>	ICO Members and accepted observers	
15:30 – 17:00	Statistics Committee	<i>To be advised</i>	ICO Members and accepted observers	
17:00 – 18:00	<i>Coordination meetings</i>	<i>To be advised</i>	<i>Producing and Consuming countries</i>	<i>Provisional</i>
<b>Wednesday, 27 September</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
08:00 – 09:00	Forum – briefing meeting	<i>To be advised</i>	Forum speakers and moderators	
08:30 – 09:30	Coffee and registration	<i>To be advised</i>	Forum participants	
09:30 – 13:00	7 <sup>th</sup> Consultative Forum	<i>To be advised</i>	Forum participants	
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 17:00	7 <sup>th</sup> Consultative Forum	<i>To be advised</i>	Forum participants	
17:00 – 18:00	Networking event	<i>To be advised</i>	Forum participants	
<b>Thursday, 28 September</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
09:30 – 13:00	Council	<i>To be advised</i>	ICO Members and accepted observers	<ol style="list-style-type: none"> <li>1. Draft Agenda</li> <li>2. Admission of Observers</li> <li>3.1 Votes for coffee year 2016/17</li> <li>3.2 Initial distribution of votes for coffee year 2017/18</li> <li>4.1 Report on membership of the ICA 2007</li> <li>4.2 Extension for the deposit of instruments</li> <li>5. Coffee market situation</li> <li>6. Studies and reports</li> <li>7. Country Coffee Profiles</li> <li>11. International Coffee Day</li> </ol>
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 18:00	Council	<i>To be advised</i>	ICO Members and accepted observers	<ol style="list-style-type: none"> <li>8. Strategic Review of the ICO</li> <li>9. Five-Year Action Plan of the ICO</li> <li>10. Programme of Activities for coffee year 2017/18</li> </ol>

Friday, 29 September		Room	Open to	Note
09:30 – 13:00	Council	<i>To be advised</i>	ICO Members and accepted observers	12. National coffee policies 13. Cooperation with other agencies 14. Reports from Chairpersons of the ICO bodies 14.1 Private Sector Consultative Board 14.2 Promotion and Market Development Committee 14.3 Statistics Committee 14.4 Projects Committee 15. Consultative Forum on Coffee Sector Finance
13:00 – 13:30	Press briefing	<i>To be advised</i>	Press	
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 18:00	Council	<i>To be advised</i>	ICO Members and accepted observers	3.3 Credentials 16.1 Finance and Administration Committee 16.2 Draft Administrative Budget for 2017/18 17. Special Fund 18. Office holders and committees 18.1 Composition of committees 18.2 Chairman and Vice-Chairman of the Council 18.3 Chairman and Vice-Chairman of the Committees 18.4 Chairman and Vice-Chairman of the Forum and Core Group for 2017/18 19. Other business 20. Future meetings
Saturday, 30 September			Open to	Note
<i>To be advised</i>	Visit to a coffee farm		ICO Members and accepted observers	Information to follow

**Notes:**

1. There will be one team of interpreters from 25 to 29 September 2017 – available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2016/17
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 2016/17

**International Coffee Council****Chairman:** Ms Tanya Menchi (USA) ■ **Vice-Chairperson:** Mr Aly Touré (Côte d'Ivoire)**Finance and Administration Committee (2016/17)****Chairperson:** Mr Abdoulaye Nana (Cameroon) ■ **Vice-Chairperson:** Ms Stephanie Küng (Switzerland)**Exporting Members:** Brazil, Cameroon, Colombia, Indonesia, Uganda and Vietnam**Importing Members:** EU, Japan, Russian Federation, Switzerland, USA**Projects Committee (2016/17)****Chairperson:** Mrs Ina Grohmann (Germany) ■ **Vice-Chairman:** H.E. Mr Iván Romero-Martínez (Honduras)**Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Honduras, India, Indonesia, Nicaragua and Tanzania**Importing Members:** European Union, Switzerland, USA**Promotion and Market Development Committee (2016/17)****Chairperson:** Ms Vera Espíndola Rafael (Mexico) ■ **Vice-Chairman:** Ms Amy Diggs (USA)**Exporting Members:** Brazil, Colombia, Guatemala, India, Kenya, Mexico, Togo and Vietnam**Importing Members:** European Union, Switzerland, USA**Statistics Committee (2016/17)****Chairperson:** Mr Piotr Krawczyk (EU-Poland) ■ **Vice-Chairman:** Mr Juan Esteban Orduz (Colombia)**Exporting Members:** Brazil, Colombia, Congo Dem. Rep. of, Costa Rica, Ghana, India, Indonesia and Mexico**Importing Members:** European Union, Switzerland and the USA**Private Sector Consultative Board (PSCB) (2016/17)****Chairman:** Mr Ramaz Chanturiya (Rusteacoffee) ■ **Vice-Chairman:** Mr Ricardo Arenas (Anacafé)**Producer representatives** (*alternates in italics*)**Colombian Milds:**

Federación Nacional de Cafeteros de Colombia (FNC),  
*Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFÉ),*  
*Asociación de Exportadores de Café de Colombia (ASOEXPORT),*  
 African Fine Coffees Association (AFCA)

**Other Milds:**

Asociación Nacional del Café de Guatemala (Anacafé),  
 Specialty Coffee Association of Panama (SCAP)

**Brazilian and Other Natural Arabicas:**

Conselho dos Exportadores de Café do Brasil (CeCafé),  
*Associação Brasileira da Indústria de Café Solúvel (ABICS),*  
*Associação Brasileira da Indústria de Café (ABIC),*  
 Conselho Nacional do Café (CNC),  
*Confederação da Agricultura e Pecuária do Brasil (CNA),*  
*International Women's Coffee Alliance (IWCA)*

**Robustas:**

Conseil du Café-Cacao (3C),  
 Indonesian Coffee Exporters Association (GAEKI),  
*Uganda Coffee Federation (UCF)*

**Consumer representatives:**

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

**Consultative Forum on Coffee Sector Finance (2016/17)****Chairman:** Mr Juan Esteban Orduz (Colombia) (**also Chairman of Core Group**)**Vice-Chairman:** Mr Ödön Pálla Sagues (EU-Spain)**Core Group on the Consultative Forum (2015/16 and 2016/17)****Exporting Members:** Bolivia, Colombia, Côte d'Ivoire, El Salvador, Ethiopia, Uganda**Importing Members:** EU, Russian Federation, Switzerland, USA**Ex-officio Member:** Executive Director**Assisted by:** Chairman of PSCB, and four advisors: Noemí Pérez (Fast), Roy Parizat (World Bank), Silas Brasileiro (Conselho Nacional do Café, Brazil) and Nicolas Tamari, Sucafina SA





**International Coffee Council**  
120<sup>th</sup> Session  
28 and 29 September 2017  
Yamoussoukro, Côte d'Ivoire

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	ICC-120-0 <a href="#">Schedule of Meetings</a>
<b>2. Admission of observers – to consider</b>	to follow
The Council will decide on the acceptance of observers and designate the items on the Agenda open to them.	
<b>3. Votes and credentials</b>	
<b>3.1 Votes for coffee year 2016/17 – to consider and, if appropriate, to approve</b>	to follow
The Head of Operations a.i. will report.	
<b>3.2 Initial distribution of votes for coffee year 2017/18 – to consider and, if appropriate, to approve</b>	to follow
Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members and the initial distribution of votes for coffee year 2017/18 will be circulated for approval.	
<b>3.3 Credentials – to consider and, if appropriate, to approve</b>	verbal
The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	

- 4. International Coffee Agreement (ICA) 2007**
- 4.1 Report on membership of the ICA 2007 – *to consider*** to follow
- The Executive Director will report.
- 4.2 Extension for the deposit of instruments – *to consider and, if appropriate, to approve*** to follow
- The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 29 September 2017. The Council will consider a draft Resolution extending the deadline for the deposit of instruments.
- 5. Coffee market situation – *to note*** to follow
- The Executive Director will present an analysis of the market situation.
- 6. Studies and reports – *to consider***
- The Council will consider the following study and report:
- **African coffee sector: Performance and value-addition opportunity** to follow
  - **Obstacles to consumption** to follow
- 7. Country Coffee Profiles – *to consider***
- The Council will consider the following Country Coffee Profiles:
- **Coffee Profile: Cameroon** to follow
  - **Coffee Profile: Italy** to follow
- 8. Strategic Review of the ICO – *to consider and, if appropriate, to approve*** verbal
- The Chairman of the Working Group on the Strategic Review will report the outcomes of this process. The Council will consider and, if appropriate, approve them for implementation by the Secretariat.
- 9. Five-Year Action Plan of the ICO – *to consider and, if appropriate, to approve*** to follow
- The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.

- 10. Programme of Activities for coffee year 2017/18 – to consider and, if appropriate, to approve** to follow

The Head of Operations a.i. will present the Programme of Activities for 2017/18 based on the outcomes of the Strategic Review. The Council will consider and, if appropriate, approve it for implementation by the Secretariat.

- 11. International Coffee Day – to consider** verbal

The Executive Director will report on the preparations for International Coffee Day to be held on 1 October 2017.

- 12. 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.

- 13. Cooperation with other agencies – to consider**

The Executive Director will report on cooperation with other agencies.

- Memorandum of Understanding (MoU) with the African Fine Coffees Association (AFCA) [ICC-119-18](#)
- MoU with Global Coffee Platform (GCP) to follow
- Sustainable Coffee Challenge verbal
- Global Adaptation Plan (GAP) to follow
- United Nations Conference on Trade and Development (UNCTAD) verbal
- International Trade Centre (ITC) verbal
- CeCafé – Coffee Dinner and Summit verbal
- First World Coffee Producers Forum (Medellin, Colombia) verbal
- Latin America Coffee Summit (Puebla, Mexico) verbal

**14. Reports from the Chairpersons of the ICO Bodies** verbal

**14.1 Private Sector Consultative Board (PSCB) – to consider**

**14.2 Promotion and Market Development Committee – to consider**

**14.3 Statistics Committee – to consider**

**14.4 Projects Committee – to consider**

**15. Consultative Forum on Coffee Sector Finance – to consider** verbal

The Chairman of the Consultative Forum on Coffee Sector Finance will report on the outcome of the 7<sup>th</sup> Forum held on 27 September 2017.

**16. Financial and administrative matters**

**16.1 Finance and Administration Committee – to consider** to follow

The Chairman of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation and the recommendations of the Committee with regards to proposals for banks and the revision of salary scales, allowances and the basis for contributions to the Provident Fund for staff in the General Service category.

**16.2 Draft Administrative Budget for the financial year 2017/18 – to consider and, if appropriate, to approve** to follow

The Chairperson of the Finance and Administration Committee will report.

**17. Special Fund – to consider** verbal

Following the decision made at the 117<sup>th</sup> Session, the producers' spokesperson will report on progress made regarding the approval of projects to be undertaken with the Special Fund.

**18. Office holders and committees**

**18.1 Composition of committees – to consider and, if appropriate, to approve** to follow

The Council will consider the composition of the following committees for 2017/18:

- Core Group for the Consultative Forum on Coffee Sector Finance (6 exporting, 4 importing Members)
- Finance and Administration Committee (6 exporting, 5 importing Members)
- Private Sector Consultative Board (8 producing and 8 consuming associations) for 2017/18 and 2018/19
- Projects Committee (8 exporting, 3 importing Members)
- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)

**18.2 Chairman and Vice-Chairman of the Council – *to elect*** verbal

According to Article 10 of the 2007 Agreement, the Chairman and the Vice-Chairman for coffee year 2017/18 should be elected from among the representatives of exporting and importing Members, respectively.

**18.3 Chairman and Vice-Chairman of the committees for 2017/18 – *to elect*** verbal

Rule 34 of the Rules of the Organization stipulates that the Chairman and Vice-Chairman of the committees shall normally be decided during the last regular session of the Council during the coffee year. The Council will elect the office holders for the following committees:

- Finance and Administration Committee
- Projects Committee
- Promotion and Market Development Committee
- Statistics Committee

**18.4 Chairman and Vice-Chairman of the Forum and Core Group for 2017/18 – *to elect*** verbal

The Council will elect the Chairman and Vice-Chairman of the Forum for 2017/18.

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

The Council will consider dates of meetings in 2017/18 and 2018/19 – ***to consider and, if appropriate, to approve***

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
<a href="#">International Coffee Agreement 2007</a>
<a href="#">Action plan for the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for Committees and advisory bodies</a>
<a href="#">Model credential letter</a>
<a href="#">Office Holders for 2015/16</a>
<a href="#">Procedures for membership of the ICA 2007</a>



**Finance and Administration Committee**

25<sup>th</sup> Meeting

25 September 2017 (14:30)

Yamoussoukro, Côte d'Ivoire

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-159/17
<b>2. Report on the meeting of 14 March 2017 – to consider and, if appropriate, to approve</b>	<a href="#">FA-156/17</a>
<b>3. Five-Year Action Plan for the ICO – to consider</b>  The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.	to follow
<b>4. Financial situation – to note</b>  The Committee will consider a report on the financial situation.	to follow
<b>5. Draft Administrative Budget for the financial year 2017/18 – to consider and, if appropriate, to recommend for approval</b>  The Committee will consider the draft Administrative Budget for the financial year 2017/18.	to follow
<b>6. Outstanding contributions – to consider</b>  The Head of Finance and Administration will report on the payment of contributions.	verbal
<b>7. Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval</b>  The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category.	to follow

**8. Banks – to consider** to follow

Rule 10 of the Financial Rules of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. A document containing proposals to increase the number of banks with whom the ICO may keep funds will be circulated.

**9. Staff Regulations and Staff Rules – to note** [ICC-119-17](#)

The Chairman will report.

**10. Finance and Administration Committee Members and office holders – to consider** to follow

*Finance and Administration Committee Members for 2017/18*

Proposals for representation on the Committee for coffee year 2017/18 will be considered by the Council in September 2017.

*Finance and Administration Committee Chairperson and Vice-Chairperson for 2017/18*

**11. Other business – to consider** verbal

**12. Date of next meeting – to consider** verbal

The next meeting will take place in London, United Kingdom, at the time of the 121<sup>st</sup> Council Session.

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>





**Private Sector Consultative Board**

45<sup>th</sup> Meeting

26 September 2017 (09:30)

Yamoussoukro, Côte d'Ivoire

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	PSCB-153/17
<b>2. Report on the meeting of 14 March 2016 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">PSCB-152/16</a>
<b>3. Five-Year Action Plan for the ICO – <i>to consider</i></b>	to follow
The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.	
<b>4. The Global Adaptation Plan (GAP) – <i>to consider</i></b>	to follow
The Executive Director will report on the progress made on the GAP.	
<b>5. International Coffee Day – <i>to consider</i></b>	verbal
The Executive Director will report on the preparations for International Coffee Day to be held on 1 October 2017.	
<b>6. Coffee and health – <i>to note</i></b>	verbal
The PSCB will consider reports on coffee and health programmes.	
<b>7. Coffee consumption – <i>to consider</i></b>	verbal
The representative of the Coffee Association of China will make a presentation on the coffee industry in China.	

**8. PSCB representatives and office holders** to follow

*PSCB representatives for 2017/18 and 2018/19 – to consider*

Proposals for representation on the PSCB for the next two coffee years will be considered by the Council in September 2017.

*PSCB Chairperson and Vice-Chairperson for 2017/18 – to elect*

**9. Other business – to consider** verbal

PSCB Members will be invited to discuss any new developments relating to coffee and food safety.

**10. Date of next meeting – to consider** verbal

The PSCB is invited to suggest matters for consideration at the next meeting.

The next meeting will take place in London, United Kingdom, at the time of the 121<sup>st</sup> Council Session.

REFERENCE DOCUMENTS
<a href="#">Terms of reference for the Private Sector Consultative Board (Annex II)</a>



**Projects Committee**

14<sup>th</sup> Meeting

26 September 2017 (11:30)

Yamoussoukro, Côte d'Ivoire

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	PJ-114/17
<b>2. Report of the meeting held on 14 March 2017 – to consider and, if appropriate, to approve</b>	<a href="#">PJ-113/17</a>
<b>3. Five-Year Action Plan for the ICO – to consider</b>	to follow
The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.	
<b>4. Coffee development projects – to note</b>	to follow
The Head of Operations a.i. will report on the implementation of projects approved by the CFC and other donors.	
<b>5. Africa Coffee Facility – to note</b>	verbal
The Head of Operations a.i. will report on the progress made on the Africa Coffee Facility.	
<b>6. Asia and Latin America coffee sector challenges – to note</b>	verbal
The Executive Director will report on the assessment of the coffee sector challenges facing Asia and Latin America.	

**7. Projects Committee Members and office holders – to consider** to follow

*Projects Committee Members for 2017/18*

Proposals for representation on the Committee for coffee year 2017/18 will be considered by the Council in September 2017.

*Projects Committee Chairperson and Vice-Chairperson for 2017/18*

**8. Other business – to note** verbal

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

**9. Date of next meeting – to note** verbal

The next meeting will take place in London, United Kingdom, at the time of the 121<sup>st</sup> Council Session.

REFERENCE DOCUMENTS
<a href="#">Terms of reference for the Projects Committee (Annex III)</a>
<a href="#">Terms of reference for the Virtual Screening Subcommittee (Annex VIII)</a>
<a href="#">Development strategy for coffee</a>
<a href="#">Action Plan</a>



**Promotion and Market Development Committee**

14<sup>th</sup> Meeting

26 September 2017 (14:00)

Yamoussoukro, Côte d'Ivoire

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	PM-53/17
<b>2. Report on the meeting of 15 March 2017 – <i>to consider and, if appropriate, approve</i></b>	<a href="#">PM-52/17</a>
<b>3. Five-Year Action Plan for the ICO – <i>to consider</i></b>	to follow
The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.	
<b>4. Projects to promote consumption – <i>to note</i></b>	verbal
The representative of Mexico will make a presentation on the domestic consumption programme in Mexico.	
The representative of Ethiopia will make a presentation on the coffee consumption culture in Ethiopia and the impact that this has on coffee growers.	
<b>5. International Coffee Day – <i>to consider</i></b>	verbal
The Executive Director will report on the preparations for the 2017 International Coffee Day campaign.	

**6. Promotion and Market Development Committee Members and office holders – to consider** to follow

*Promotion and Market Development Committee Members for 2017/18*

Proposals for representation on the Committee for coffee year 2017/18 will be considered by the Council in September 2017.

*Promotion and Market Development Committee Chairperson and Vice-Chairperson for 2017/18*

**7. Other business – to consider** verbal

**8. Date of next meeting – to note** verbal

The next meeting will take place in London, United Kingdom at the time of the 121<sup>st</sup> Council Session.

REFERENCE DOCUMENTS
<a href="#">Terms of reference for the Promotion and Market Development Committee (Annex IV)</a>
<a href="#">Terms of reference for the Steering Group on Promotion (Annex IX)</a>



**Statistics Committee**

13<sup>th</sup> Meeting  
26 September 2017 (15:30)  
Yamoussoukro, Côte d'Ivoire

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	SC-74/17
<b>2. Report on the meeting of 14 March 2017 – to consider and, if appropriate, approve</b>	<a href="#">SC-73/17</a>
<b>3. Five-Year Action Plan for the ICO – to consider</b>	to follow
The Executive Director will introduce the proposed Five-Year Action Plan for the ICO.	
<b>4. Report on the Statistical Workshop held on 25 September 2017 – to note</b>	verbal
The Executive Director will report on the outcome of the Statistical Workshop held on 25 September 2017.	
<b>5. Review of recently published academic studies on economics of coffee – to note</b>	to follow
The Senior Economist will report on recently published academic studies on economics of coffee.	
<b>6. Compliance with Statistical Rules – to consider</b>	to follow
The Head of Operations a.i. will report on compliance with the Rules on Statistics.	

- 7. Statistics Roundtable – to consider** verbal
- The Executive Director will report on the meeting of the Statistics Roundtable that took place on 16 June 2017.
- 8. Statistics Committee Members and office holders – to consider** to follow
- Statistics Committee Members for 2017/18*
- Proposals for representation on the Committee for coffee year 2017/18 will be considered by the Council in September 2017.
- Statistics Committee Chairperson and Vice-Chairperson for 2017/18*
- 9. Other business – to consider** verbal
- 10. Date of next meeting – to note** verbal
- The next meeting will take place in London, United Kingdom, at the time of the 121<sup>st</sup> Council Session.

REFERENCE DOCUMENTS
<a href="#">Rules on Statistics – Certificates of Origin (ICC-102-9)</a>
<a href="#">Rules on Statistics – Statistical Reports (ICC-102-10)</a>
<a href="#">Rules on Statistics – Indicator Prices (ICC-105-17)</a> ICC-105-17 Add. 2 (Share of markets and their weightings in the calculation of group and composite prices from 1 October 2015)
<a href="#">Terms of reference for the Statistics Committee (ICC-115-13 (Annex VI))</a>
<a href="#">List of exporting countries and their country codes, ICO Certifying Agents and registered ports of export (ICC-106-3)</a>
<a href="#">Data concepts and variables used in the statistics of the Organization (SC-59/15)</a>



**REGISTRATION FORM FOR OBSERVERS**  
**120<sup>th</sup> SESSION OF THE INTERNATIONAL COFFEE COUNCIL AND OTHER MEETINGS**  
 (25 to 29 September 2017, Yamoussoukro, Côte d'Ivoire)  
 Please return this form to [buckley@ico.org](mailto:buckley@ico.org)

**A. REGISTRATION**

Category of Delegation (indicate a category)

Observer invited by the Council (see <a href="#">ICC-117-3</a> ) <ul style="list-style-type: none"> <li>• Non-member country <input type="checkbox"/></li> <li>• International Organization <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul>	PSCB association <input type="checkbox"/>
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I will attend the following meetings to be held in Yamoussoukro, Côte d'Ivoire in September 2017 (please tick as appropriate):

Attendance	Yes	No
120 <sup>th</sup> Session of the Council (28 and 29 September 2017)		
Private Sector Consultative Board (26 September 2017) – <i>this meeting is only open to PSCB members and ICO Members</i>		
Projects Committee (26 September 2017)		
Promotion and Market Development Committee (26 September 2017)		
Statistics Committee (26 September 2017)		

Mr / Mrs / Ms: ..... First name: .....

Surname: .....

Name to be entered on registration badge: .....

Title or official position: .....

Organization / Company: .....

Address: .....

Country: ..... Telephone: .....

Fax: ..... Email: .....

## HOTELS AND RATES

	HOTELS	ADDRESS	RATES
1	HÔTEL PRÉSIDENT DE YAMOOUSSOUKRO 4 stars 180 rooms	Quartier Administratif, Yamoussoukro, Côte d'Ivoire, tel : +225 30 64 64 64 <a href="http://www.hotelpresident.ci">www.hotelpresident.ci</a>	Suite: FCFA150,000 (US\$259; €229) Superior room: FCFA75,000 (US\$129; €114) Standard room: FCFA50,000 (US\$86; €76) Breakfast included
2	HOTEL DES PARLEMENTAIRES 4 stars 300 rooms	Quartier Millionnaire, Yamoussoukro, Côte d'Ivoire, Tel : (225) 30 64 68 00	Suite senior: FCFA90,000 (US\$155; €137) Suite junior: FCFA70,000 (US\$121; €107) Deluxe room: FCFA60,000 (US\$104; €91) Superior room: FCFA50,000 (US\$86; €76) Breakfast included
3	HOTEL VILLA DES HOTES 3 stars 30 rooms	10, Yamoussoukro, Côte d'Ivoire Tel: +225 05 09 30 38	Suite: FCFA35,000 (US\$60; €53) Mini suite: FCFA30,000 (US\$52 ; €46) Superior room: FCFA27,000 (US\$47; €41)
4	HOTEL ROYAUME 3 stars	Yamoussoukro à 20m du feu de la Présidence. BP 145 Yamoussoukro, Côte d'Ivoire, Tel: (225) 30.64.00.12 / (225) 07.85.95.19 / (225) 57.98.81.91 Email: <a href="mailto:Hotelroyaume.yakro@gmail.com">Hotelroyaume.yakro@gmail.com</a>	Single room: FCFA22,000 (US\$38; €33) Standard room: FCFA32,000 (US\$55; €49) Mini-suite: FCFA38,000 (US\$65; €58) Suite: FCFA55,000 (US\$95; €84)
5	HOTEL RESIDENCE LA CROISIERE 16 rooms	Rue Abdoulaye FADIGA Tel: (225) 30 64 50 40	Single room: FCFA38,000 (US\$65; €58) Deluxe room: FCFA48,000 (US\$83; €73) Suite: FCFA58,000 (US\$100; €88)

	HOTELS	ADDRESS	RATES
6	HOTEL RESIDENCE AHO SARL 39 rooms	BP 1547 Yamoussoukro, Côte d'Ivoire, Tel: (225) 30.64.75.88 Cel: (225) 07.11.01.25 / (225) 06.03.39.36 Fax: (225) 30.64.28.55 <a href="http://www.hotelaho.com">www.hotelaho.com</a>	Senior suite: FCFA50,000 (US\$86; €76) Standard suite: FCFA45,000 (US\$78; €69) Deluxe room: FCFA35,000 (US\$60; €53) High standard room: FCFA30,000 (US\$52; €46) Standard room: FCFA25,000 (US\$43; €38)
7	COMPLEXE HOTELIER RESIDENCE BERAH	Quartier millionnaire non loin de la direction Cie et Sodeci Yamoussoukro, Côte d'Ivoire, Tel: (225) 07 13 80 09 <a href="http://www.hotelresidenceberah.com">www.hotelresidenceberah.com</a>	Suite senior: FCFA50,000 (US\$86; €76) Twin/double room: FCFA30,000 (US\$52; €46) Mini-suite junior: FCFA25,000 (US\$43; €38)
8	HOTEL LE ROCHER 3 stars 76 rooms	Yamoussoukro, Côte d'Ivoire (225) 30 64 03 08	Suite: FCFA40,000 Mini suite: FCFA35,000 (US\$60; €53) Superior room: FCFA30,000 (US\$52; €46)

**TRANSPORTATION REQUEST**

**Arrival in Abidjan**

Date: ..... Time: .....

Airline: ..... Flight number: .....

Hotel in Yamoussoukro: .....

**Departure from Abidjan**

Date: ..... Time: .....

Airline: ..... Flight number: .....

Hotel in Yamoussoukro: .....

**Pick up point for travel to the airport:** .....

(Confirm that it will be the hotel indicated above)

Pick up time: .....

**Please return to:**

Name: Mr Matthieu Komenan  
Title: Deputy Director  
Institution: Ministry of Trade  
Telephone: +225 07 64 87 30  
Email: [komenan2010@gmail.com](mailto:komenan2010@gmail.com)