Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 105th Session of the International Coffee Council and other ICO meetings which will take place from 20 to 24 September 2010. 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). The first plenary Session of the Council will be held on Wednesday, 22 September at 14:30.

Agendas and arrangements

2. Draft Agendas 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.

3. 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 27 August 2010. The deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) in September 2010 is 25 June 2010.

Expert Panel on Coffee Sector Finance

4. Information about the Expert Panel meeting scheduled for the afternoon of Tuesday, 21 September will be circulated separately.
Finance Committee meetings

5. Meetings of the Finance Committee may also take place in July 2010 and in the week preceding the 105th Council Session. The Agendas for these meetings will be circulated separately.

Programme

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date (time of first meeting)</th>
<th>Open to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Sector Consultative Board (PSCB)</td>
<td>20 September 2010 (09:30)</td>
<td>PSCB representatives and observers from private sector associations</td>
</tr>
<tr>
<td>Statistics Committee</td>
<td>20 September 2010 (14.30)</td>
<td>Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>20 September 2010 (16:30)</td>
<td>Members</td>
</tr>
<tr>
<td>Executive Board</td>
<td>21 September 2010 (09:30)</td>
<td>Members</td>
</tr>
<tr>
<td>Expert Panel on Coffee Sector Finance</td>
<td>21 September 2010 (14:30 – 18:00)</td>
<td>Members and observers</td>
</tr>
<tr>
<td>Promotion Committee</td>
<td>22 September 2010 (10:00)</td>
<td>Members and observers</td>
</tr>
<tr>
<td>International Coffee Council (105th Session)</td>
<td>22 – 24 September 2010 (14:30)</td>
<td>Members and observers from non-member countries, international organizations and private sector associations</td>
</tr>
</tbody>
</table>

Members – notification of attendance

6. Members are reminded that Rule 3 of the Rules of the Organization (document EB-3820/02) requires them to inform the Executive Director, in writing, as soon as possible after receiving this communication, of the composition of their delegations. Members are requested to ensure that their credentials are sent to the Organization well in advance of the meeting. Credentials should be issued in writing by a relevant Ministry or government agency of that 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. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.
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.

**Observers – notification of attendance**

8. Invited observers from non-member countries, international organizations and private sector associations wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director of the meetings they wish to attend either by email to: info@ico.org or by completing and returning the form attached to the back of this document to the Secretariat by **27 August 2010**.

**Registration**

9. 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 listed above.

**Interpretation**

10. One team of interpreters will be available from 21 to 24 September. Meetings on 20 September will be held in English only.
As at 7 May 2010

ICO MEETINGS
Provisional programme

20 – 24 September 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Room</th>
<th>Open to</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 20</td>
<td>08:30 onwards</td>
<td>Registration</td>
<td>Council lounge</td>
<td>ICO Members and observers</td>
<td>Accreditation/registration of ICO delegates throughout the day</td>
</tr>
<tr>
<td>September</td>
<td>09:30 – 13:00</td>
<td>PSCB</td>
<td>Board Room</td>
<td>Restricted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13:00 – 14:30</td>
<td>Lunch break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14:30 – 17:30</td>
<td>Statistics Committee</td>
<td>Board Room</td>
<td>Members</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16:30 – 18:30</td>
<td>Finance Committee</td>
<td>ED’s meeting room</td>
<td>Members</td>
<td>Provisional – if required (meetings of the Finance Committee will take place in July and the week preceding the Council)</td>
</tr>
<tr>
<td>Tuesday, 21</td>
<td>08:30 – 09:30</td>
<td>Briefing meeting</td>
<td>ED’s office</td>
<td>Restricted</td>
<td>Chairpersons and invited Members only</td>
</tr>
<tr>
<td>September</td>
<td>09:30 – 13:00</td>
<td>Executive Board</td>
<td>Board Room</td>
<td>Restricted: ICO Members only</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13:00 – 14:30</td>
<td>Lunch break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14:30 – 18:00</td>
<td>Expert Panel on Coffee Sector Finance</td>
<td>Council Chamber</td>
<td>ICO Members and observers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19:00 – 20:30</td>
<td>Chairman’s reception</td>
<td>Mexican Ambassador’s residence</td>
<td>ICO Members and observers</td>
<td></td>
</tr>
<tr>
<td>Wednesday, 22</td>
<td>08:30 – 09:45</td>
<td>Cooperation on ICGN</td>
<td>Board Room</td>
<td>ICO Members</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>10:00 – 13:00</td>
<td>Promotion Committee</td>
<td>Council Chamber</td>
<td>ICO Members and observers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13:00 – 14:30</td>
<td>Lunch break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14:30 – 17:30</td>
<td>Council</td>
<td>Council Chamber</td>
<td>ICO Members and observers</td>
<td></td>
</tr>
<tr>
<td>Thursday, 23</td>
<td>10:00 – 13:00</td>
<td>Council</td>
<td>Council Chamber</td>
<td>ICO Members and observers</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>13:00 – 14:30</td>
<td>Lunch break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13:00 – 17:00</td>
<td>Council</td>
<td>Council Chamber</td>
<td>ICO Members and observers</td>
<td></td>
</tr>
<tr>
<td>Friday, 24</td>
<td>10:00 – 13:00</td>
<td>Council</td>
<td>Council Chamber</td>
<td>ICO Members and observers</td>
<td>The Executive Director and Chairmen will brief the press on the outcome of meetings during the week (to be confirmed)</td>
</tr>
<tr>
<td>September</td>
<td>13:00 – 13:30</td>
<td>Press conference</td>
<td>Committee Room</td>
<td>Press</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13:00 – 14:30</td>
<td>Lunch break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14:30 – 17:00</td>
<td>Council</td>
<td>Council Chamber</td>
<td>ICO Members and observers</td>
<td>Provisional – if required</td>
</tr>
</tbody>
</table>

Notes:
1. There will be one team of interpreters from 21 to 23 September.
LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2009/10

International Coffee Council (2009/10)
Chairman: Mr Rodolfo Trampe (Mexico)  ■  1st Vice-Chairman: Mr M. Abdoulaye Nana (Cameroon)  ■  2nd Vice-Chairman: *  ■  3rd Vice-Chairman: *

Executive Board (2009/10)
Chairperson: Mrs Ina Grohmann (Germany)  ■  Vice-Chairman: *

Exporting Members: Brazil, Colombia, Costa Rica, Côte d’Ivoire, Guatemala, India, Tanzania, Vietnam
Importing Members: European Union (EU, Belgium, Germany, Italy, Spain), Norway, Switzerland, United States of America

Private Sector Consultative Board (PSCB) (2009/10 and 2010/11)
Chairman: Mr Rodolfo Trampe Taubert (AMECAFE, Mexico)  ■  Vice-Chairman: Mr Robert Nelson (NCA of USA)

Producer representatives (alternates in italics)
Colombian Milds: Asociación de Exportadores de Café de Colombia (ASOEXPORT), Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFE), Federación Nacional de Cafeteros de Colombia, Eastern African Fine Coffees Association (EAFCA)
Other Milds: Asociación Nacional del Café (Anacafé), Asociación Mexicana de la Cadena Productiva del Café (AMECAFE), Coffee Exporters Association of India, Speciality Coffee 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: Association of Indonesian Coffee Exporters (AEKI), Uganda Coffee Trade Federation (UCTF), Comité de Gestion de la Filière Café-Cacao de Côte d’Ivoire

Consumer representatives (alternates in italics)
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), Specialty Coffee Association of America (SCAA), Speciality Coffee Association of Europe (SCAE), European Decaffeinators Association (EDA)

Promotion Committee
Chairman: Mr Mick Wheeler (Papua New Guinea)

Statistics Committee (2009/10)
Chairman: to be elected  ■  Vice-Chairman: to be elected  ■  Exporting Members: Mr Thiago Siqueira Masson (Brazil), Ms Marcela Urueña Gómez (Colombia)  ■  Importing Members: Mr Rob Simmons (UK), Mr Neil Rosser (Germany)  ■  Executive Director: Mr David Brooks (USA), Mr Corneille Tabalo (D.R. Congo)

Finance Committee (2009/10)
Chairman: Mr Mick Wheeler (Papua New Guinea)  ■  Exporting Members: Brazil, Colombia, Côte d’Ivoire, Papua New Guinea  ■  Importing Members: EU (Spain), Norway, Switzerland, USA

Virtual Screening Committee
Chairman: Executive Director  ■  Exporting Members: Brazil, Côte d’Ivoire, Guatemala, Indonesia  ■  Importing Members: Germany, Italy, Spain, USA

* Name to be provided
International Coffee Council
105\textsuperscript{th} Session
22 – 24 September 2010
London, England

<table>
<thead>
<tr>
<th>Item</th>
<th>Draft Agenda and schedule of meetings – to adopt</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Draft Agenda and schedule of meetings – to adopt</td>
<td>ICC-105-0 Guide to meetings</td>
</tr>
<tr>
<td>2.</td>
<td>Admission of observers – to consider</td>
<td>verbal</td>
</tr>
<tr>
<td></td>
<td>The Council will consider requests for observer status at this Session.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Votes and credentials</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Votes in the Council for coffee year 2009/10 – to approve</td>
<td>to follow</td>
</tr>
<tr>
<td></td>
<td>The Secretary will report.</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Initial distribution of votes in the Council for coffee year 2010/11 – to approve</td>
<td>to follow</td>
</tr>
<tr>
<td></td>
<td>Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members will be circulated, together with the initial distribution of votes for coffee year 2010/11.</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Credentials – to approve</td>
<td>verbal</td>
</tr>
<tr>
<td></td>
<td>The Chairman will examine the credentials with the assistance of the Secretariat.</td>
<td></td>
</tr>
</tbody>
</table>
4. Membership

4.1 Membership of the ICA 2007 – to consider to follow

The deadline for signature of the 2007 Agreement and the deposit of instruments is 25 September 2010. The Council will consider a report on the status of membership under the ICA 2007 and draft Resolutions extending the time-limits for signature and the deposit of instruments of ratification, acceptance or approval.

4.2 Membership of the International Coffee Agreement (ICA) 2001 – to note to follow

In the light of progress of the ICA 2007, the Council may consider a draft Resolution extending the 2001 Agreement.

5. Coffee market situation – to note to follow

The Executive Director will introduce an analysis of the market situation. The latest official estimate for the Brazilian coffee crop for 2009/10 and 2010/11 will be circulated.

6. World Coffee Conference – to consider to follow

The Executive Director will report on the Conference which took place in Guatemala from 26 to 28 February 2010. A CD-Rom with the Conference proceedings and a report on the Conference themes and recommendations will be circulated. The Council will consider proposals for actions arising from the event and how to incorporate these into the work of the Organization.

7. Preparations for the ICA 2007

7.1 Strategic action plan – to consider to follow

At the 104th Session of the Council, all Members were requested to send their comments on the draft strategic action plan in writing to the Executive Director. A revised draft plan will be circulated incorporating proposals received from Members.

7.2 Development strategy for coffee – to consider

The Council will consider the development strategy for coffee.

7.3 Terms of reference for the Consultative Forum on Coffee Sector Finance – to consider

7.4 **Conversion factors – to approve**

As recommended by the Statistics Committee, the Council will approve a proposal to change the conversion factor for green decaffeinated coffee (Article 2 of the Agreement).

8. **Expert Panel on Coffee Sector Finance – to consider**

A meeting of an Expert Panel on Coffee Sector Finance will take place on the afternoon of Tuesday 21 September 2010 (the draft terms of reference are contained in document ED-2088/10). The Chairman of the Panel will report to the Council.

9. **Consultative Forum on Coffee Sector Finance – to consider**

The Council will consider the following matters with a view to preparing for the implementation of the Forum under the ICA 2007:

- Chairman and Vice-Chairman
- Composition and functions of core group
- Date of Forum
- Agenda of the Forum
- Proposals for organizations to be invited to participate in the Forum
- Financing of the Forum

10. **Programme of activities for 2010/11 – to approve**

A revised programme of activities for 2010/11 will be circulated. The Chairperson of the Executive Board will report.

11. **Coffee development projects**

11.1 **Projects for approval by the Council – to consider and if appropriate, to approve**

The Chairperson of the Executive Board will report on new and revised projects considered by the Board in September 2010.

11.2 **Projects already approved by the Common Fund for Commodities (CFC) – to note**

A progress report on the implementation of projects approved by the CFC will be circulated. The Head of Operations will report.
11.3 International Coffee Genome Network (ICGN) – to consider verbal

A meeting will take place on 22 September 2010 with Members and representatives of research institutions in exporting countries interested in cooperating with the ICGN on the development of a project or programme of work for the coffee genome with long-term benefits for the coffee industry (see also ED-2086/10). The Executive Director will report.

12. Studies and reports

12.1 Studies – to consider to follow

The Executive Director circulated ED-2087/10 requesting Members to send information on the costs of production and employment generated by the coffee sector by 1 June 2010. As provided for in the programme of activities for 2009/10 or requested by the Council in March 2010, the following studies will be circulated:

- Cyclical patterns of coffee production
- Coffee stocks (including their location, ownership, type, quality, origin and effects on prices)
- Comparative analysis of retail prices of coffee
- Shares in global coffee value chain
- Indicator prices and economic variables (inflation, exchange rates, prices of inputs
- Employment generated by the coffee sector
- Production costs (2000/01 – 2009/10)

12.2 Obstacles to consumption – to consider to follow

A report on obstacles to consumption will be circulated.

12.3 Mixtures and substitutes – to consider to follow

Article 36 of the 2001 Agreement states that the Executive Director shall submit to the Council a periodic report on compliance with the provisions of this Article. In April 2010, the Executive Director circulated document ED-2087/10 requesting Members to inform him of compliance with Article 36 by 1 June.
12.4 Sources and methods of finance for agricultural commodities, especially in the coffee sector – to consider

The Executive Director circulated ED-2088/10 in April 2010 requesting Members to send him details of sources of coffee sector finance in their countries by 30 June, together with information about specific projects for which finance has been provided. A revised report will be circulated on sources and methods of finance for agricultural commodities to improve producers’ ability to finance their coffee activities, including managing their stocks in origin countries.

12.5 Climate change – to consider

At the 104th Session of the Council, Members were invited to send contributions to assist with the preparation of a document on the effects of climate change for the United Nations Framework Convention on Climate Change (UNFCCC) meetings in Mexico in November 2010. A draft document will be circulated.

13. Report by the Chairman of the Private Sector Consultative Board (PSCB) – to note/approve

The Chairman of the PSCB will report on the meeting of 20 September 2010.

14. Report by the Chairman of the Statistics Committee – to note/approve

The Chairman of the Statistics Committee will report on the meeting of 20 September 2010.

15. Report by the Chairman of the Promotion Committee – to note

Article 34 of the 2001 Agreement provides that the Promotion Committee shall report regularly to the Council.

16. Phytosanitary matters – to consider

The Executive Director circulated ED-2087/10 requesting Members to send him details of Maximum Residue Levels (MRLs) for pesticides used in the coffee production process and details of the methodology used for calculating MRLs, together with copies of relevant studies.

The Head of Operations will report on phytosanitary matters including Ochratoxin A (OTA), acrylamide and legislation on MRLs for pesticides.
17. **Cooperation with other agencies – to note**

The Secretariat is reviewing Memoranda of Understanding and future cooperation with other organizations in the light of the 2007 Agreement. The Executive Director will report.

18. **National coffee policies – to note**

Member countries are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation to Members.

19. **Financial and administrative matters**

19.1 **Draft Administrative Budget for the financial year 2010/11 – to approve**

The Chairperson of the Executive Board will report.

19.2 **Other financial and administrative matters – to consider**

The Chairperson of the Executive Board will report on other financial and administrative matters considered by the Board including: payment of arrears, the appointment of registered auditors and the appointment of the Finance Committee.

20. **Office-holders**

20.1 **Chairman and Vice-Chairmen of the Council – to elect**

According to Article 11 of the 2001 Agreement the Chairman and first Vice-Chairman this year should be elected from among the representatives of importing Members. The second and third Vice-Chairmen should be elected from among the representatives of exporting Members. Previous Chairmen from importing Members were from the USA (2008/09) and Italy (2006/07).

20.2 **Executive Board – to elect**

Voting procedures are outlined in Article 18 of the 2001 Agreement and Rule 46 of the Rules of the Organization.

20.3 **Chairman and Vice-Chairman of the Executive Board – to elect**

Article 17 of the 2001 Agreement provides that the Chairman and Vice-Chairman should both be from the same category of membership. For 2010/11, precedent indicates that this should be from the category of exporting Members. Previous Chairmen from exporting Members were from India (2008/09) and Guatemala (2006/07).
20.4 Statistics Committee – to approve

The terms of reference for the Statistics Committee under the ICA 2001 provide that the Council shall approve the names of representatives or experts designated by exporting and importing Members and by the Executive Director (two in each category) for a two-year term of office. The Council may wish to consider appointing the current representatives of the Committee for a further year, pending the entry into force of the ICA 2007:

**Exporting Members:** Mr Thiago Siqueira Masson (Brazil),
Ms Marcela Urueña Gómez (Colombia)

**Importing Members:** Mr Rob Simmons (United Kingdom),
Mr Neil Rosser (Germany)

**Executive Director:** Mr Corneille Tabalo (Democratic Republic of Congo),
Mr David Brooks (United States of America)

21. Other business – to consider

22. Future meetings

The next Session of the Council will take place in Côte d’Ivoire from 28 to 31 March 2011 – 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
Executive Board 272nd Meeting 21 September 2010 (09:30) London, England

Draft Agenda

1. **Draft Agenda and schedule of meetings – to adopt**

2. **Votes in the Council and Executive Board for coffee year 2009/10 – to approve**

   The Secretary will report.

2.2 **Initial distribution of votes in the Council for coffee year 2010/11 – to note**

   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 2010/11 will be circulated.

3. **Programme of activities for 2010/11 – to consider**

   The Board will consider a revised draft programme of proposed activities in coffee year 2010/11 prior to submitting a recommendation to the Council.

4. **Coffee development projects**

4.1 **Projects under consideration by the ICO – to consider**

   New and revised project proposals for consideration in September 2010 or March 2011 should reach the Executive Director by **25 June 2010** or **17 December 2010**, respectively. The Head of Operations will introduce the report of the Virtual Screening Committee (VSC) on new project proposals.
4.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note

The Head of Operations will report on projects under consideration by the CFC, including projects considered by the CFC Project Appraisal Committee and Consultative Committee in July 2010.

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

The Head of Operations will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP.

6. Financial and administrative matters

6.1 Report of the Finance Committee – to consider

The Chairman of the Finance Committee will report on meetings of the Finance Committee in July and September 2010, including the financial situation.

6.2 Draft Administrative Budget for the financial year 2010/11 – to consider

The Board will consider the recommendation of the Finance Committee on the draft Administrative Budget.

6.3 Payment of arrears – to consider

Under the provisions of Resolutions 430 (Democratic Republic of Congo) and 437 (Nicaragua), the Executive Director was requested to inform the Executive Board of compliance with the terms of these Resolutions. The Executive Director will report.

6.4 Appointment of registered auditors – to consider

Under the provisions of Rule 62 of the Rules of the Organization, the Executive Director is required to appoint registered auditors annually in consultation with the Executive Board. The Board will consider the recommendation of the Finance Committee.

6.5 Finance Committee 2010/11 – to appoint

The terms of reference of the Finance Committee under the ICA 2001 (document WP-Finance 2/04) provide that the Executive Board shall appoint the representatives of the Finance Committee at its September meeting. In the light of progress on the ICA 2007, the Board may wish to consider appointing the representatives of the Committee for a further year.
6.6 **Other financial and administrative matters – to approve**

The Executive Director will report.

7. **Other business – to consider**

8. **Future meetings – to note**

The date of the next meeting of the Executive Board will be confirmed.
Private Sector Consultative Board
31st meeting
20 September 2010 (09:30)
London, England

Draft Agenda

Item Document

1. Draft Agenda – to adopt PSCB-121/10

2. Report on the meeting of 1 March 2010 – to approve PSCB-120/10

3. Coffee market situation – to note
to follow

The Executive Director will introduce an analysis of the market situation.

As suggested at the last meeting, representatives of the commodity exchanges will be invited to make presentations on coffee and the futures market.

4. World Coffee Conference – to consider to follow

The Executive Director will report on the Conference which took place in Guatemala from 26 to 28 February 2010. A CD-Rom with the Conference proceedings and a report on the Conference themes and recommendations will be circulated.

5. Coffee and health – to note verbal

Reports will be given on the Positively Coffee Programme and the Healthcare Professions – Coffee Education Programme (HCP-CEP).
6. **Food safety aspects – to note**

The PSCB will consider updates on matters related to food safety.

The Executive Director circulated ED-2087/10 requesting Members to send him details of Maximum Residue Levels (MRLs) for pesticides used in the coffee production process and details of the methodology used for calculating MRLs, together with copies of relevant studies.

7. **Preparations for implementation of the ICA 2007**

7.1 **Strategic documents – to note**

The Executive Director will report on preparations for the implementation of the 2007 Agreement, including a revised strategic action plan and a development strategy for coffee.

7.2 **Consultative Forum on Coffee Sector Finance – to consider**

A meeting of an Expert Panel on Coffee Sector Finance will take place on 21 September. The PSCB will continue discussions on this matter.

8. **Items under continued review – to consider**

Discussion is invited on topics which the PSCB is keeping under review, including, inter alia:

- The supply of private sector statistical data
- The Coffee Quality-Improvement Programme (CQP) – a presentation on the Coffee Quality Institute will be made.
- Coffee Issues Management Forum
- The International Coffee Genome Network (ICGN)
- Programmes to eliminate child labour
- Geographical Indications
- Resources for the ICO Promotion Fund

9. **PSCB representatives and officeholders**

_PSCB Chairman and Vice-Chairman for 2010/11 – to elect_

_Nominations for 8th consuming PSCB representative for 2009/10 and 2010/11 – to consider_
10. **Recommendations to the Council – to note**

   The Chairman will summarize any recommendations agreed by the PSCB at this meeting to be conveyed to the Council for consideration or approval.

11. **Other business – to consider**

12. **Future meetings – to consider**

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

   The next meeting of the PSCB will take place during the 106th Session of the Council from 28 to 31 March 2010 in Côte d’Ivoire.
Statistics Committee
28th meeting
20 September 2010 (14:30)
London, England

Draft Agenda

Item                                      Document

1. Draft Agenda – to adopt                 WP-Statistics 144/10

2. Chairman – to elect                    verbal

   In September 2009, the Committee decided to defer the election of a Chairman to its next meeting.

3. Report of the Statistics Committee     WP-Statistics 143/09
   on the meeting of 21 September 2009 – to approve

4. Compliance with statistical rules – to consider
to follow

   The Statistician will report on compliance with statistics.

5. Technical assistance – to consider     verbal

   The Statistician will report on workshops held in Indonesia and Vietnam and proposals for future technical assistance, including discussions with the InterAfrican Coffee Organisation (IACO) on assistance to African Members.

6. Rules on Indicator Prices – to consider to follow

   The Statistician will report on a meeting with the agents that collect the daily prices to discuss possible improvements to the indicator price system. Proposed revisions to the Rules on Indicator Prices will be circulated.
The Committee will review a study on coffee stocks, including their location, ownership, type, quality, origin and effect on prices.

The Statistician will introduce a report on exports of organic coffee by origin and by destination.

The Statistician will introduce a report on exports of all forms of coffee to exporting countries, including re-exports from importing countries. Additional tables presenting details by destinations, form and origin of coffee have been included as decided at the last meeting.

The Chairman of the Statistics Committee will report to the Council with any recommendations.

Exporting Members who have not yet done so are requested to send the Secretariat information on the costs of production and employment generated by the coffee sector (see ED-2087/10).

The Council will consider the composition of the Statistics Committee for 2010/11 in the light of progress on the 2007 Agreement. In September 2009, the Committee agreed to maintain its present composition until the ICA 2007 enters into force.

The Committee will consider the date of its next meeting.
Promotion Committee  
18th meeting  
22 September 2010 (10:00)  
London, England

Draft Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Draft Agenda – to adopt</td>
<td>PC-61/10</td>
</tr>
<tr>
<td>2. Promotion activities and proposals</td>
<td></td>
</tr>
<tr>
<td>2.1 ICO CoffeeClub Network – to note</td>
<td>to follow</td>
</tr>
<tr>
<td>A report assessing the implementation of the Network will be circulated. The consultant will report.</td>
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<tr>
<td>2.2 Programmes to promote coffee consumption – to note</td>
<td>verbal</td>
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<tr>
<td>The consultant will report on the implementation of programmes to promote coffee consumption based on the Step-by-Step Guide to Promote Coffee Consumption.</td>
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<tr>
<td>2.3 Coffee and health – to consider</td>
<td>verbal</td>
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<tr>
<td>The Executive Director will report on coffee and health programmes and future collaboration with the Institute for Scientific Information on Coffee (ISIC) on the Positively Coffee Programme.</td>
<td></td>
</tr>
<tr>
<td>3. Promotion and market development under the ICA 2007 – to consider</td>
<td>PC-13/03 Rev. 2</td>
</tr>
<tr>
<td>At the last meeting of the Committee, Members were requested to come prepared to this meeting with suggestions for future resources for activities to increase coffee consumption, and to submit proposals in writing in advance. The Committee will consider ideas and proposals for the recapitalization of the Promotion Fund. Members are also invited to contribute proposals for the action plan for promotion and market development under the ICA 2007.</td>
<td></td>
</tr>
</tbody>
</table>
4. **Other business – to consider**

   *verbal*

   *23rd ASIC Conference (Bali, 3 to 7 October 2010)*

5. **Date of next meeting – to note**

   The date of the next meeting will be confirmed by the Secretariat.

   *verbal*
I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in September 2010:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Yes*</th>
<th>No*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Sector Consultative Board (20 September)</td>
<td></td>
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<tr>
<td>Statistics Committee (20 September)</td>
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<tr>
<td>Executive Board (21 September)</td>
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<tr>
<td>Promotion Committee (22 September)</td>
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<tr>
<td>105th Session of the Council (22 – 24 September)</td>
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</tr>
</tbody>
</table>

* Please tick as appropriate

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: ..............................................................

Signature: ....................................................................................................................................

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