



INTERNATIONAL COFFEE ORGANIZATION  
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ  
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ  
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2113/11 Rev. 1

1 September 2011  
Original: English

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

**Convocation of ICO meetings**  
**26 – 30 September 2011**  
**London, United Kingdom**

### **Meetings and venue**

1. The Executive Director a.i. presents his compliments and wishes to inform ICO Members and observers about the revised schedule and Agendas for the 107<sup>th</sup> Session of the International Coffee Council and other ICO meetings which will take place from 26 to 30 September 2011. 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 Monday, 26 September at 09:30.

### **Agendas and arrangements**

2. Revised 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.

### **Members – notification of attendance**

3. Credentials for the 107<sup>th</sup> Session of the International Coffee Council should be sent to the Executive Director a.i. at the ICO headquarters in London as outlined below.

4. Members are reminded that Rule 3 of the Rules of the Organization (document ICC-102-7) requires them to inform the Executive Director a.i., in writing, as early as possible after receiving this notification, of the names of its representative, alternates and advisers. Members are requested to ensure that their credentials reach the Organization as soon as possible 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).

5. 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**

6. Invited observers from non-member countries, international organizations and private sector associations (see document ICC-106-6) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director a.i. by **31 August 2011** of the specific meetings they wish to attend.

7. Observer countries and organizations not included on the list in Annex I of document ICC-106-6 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 2011**), in accordance with Rule 5 of the Rules of the Organization.

#### **Registration**

8. 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**

9. One team of interpreters will be available from 26 to 30 September.

As at 25 August 2011

**ICO MEETINGS**  
**Provisional programme**

**26 – 30 September 2011**

<b>Monday, 26 September</b>				
		<b>Room</b>	<b>Open to</b>	<b>Note</b>
08:30 onwards	Registration	Council lounge	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting	ED's meeting room	Restricted	Chairpersons and invited Members only
09:30 – 13:00	Council	Council chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> <li>1. Draft Agenda and schedule of meetings</li> <li>2. Admission of observers</li> <li>3. Votes and credentials               <ol style="list-style-type: none"> <li>3.1 Votes in the Council for 2010/11</li> <li>3.2 Initial distribution of votes for 2011/12</li> <li>3.3 Credentials</li> </ol> </li> <li>4. Membership of the ICA 2007</li> <li>5. Post of Executive Director *</li> </ol>
<b>13:00 - 14:30</b>	<b>Lunch</b>			
14:30 – 16:30	Council	Council chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> <li>3.1 Votes in the Council for 2010/11</li> <li>5. Post of Executive Director (cont.) *</li> </ol>
16:30 – 18:00	Coordination meetings	Council chamber/ Boardroom	ICO Members	
<b>Tuesday, 27 September</b>				
		<b>Room</b>	<b>Open to</b>	<b>Note</b>
09:00 – 10:30	Council	Council chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> <li>3.1 Votes in the Council for 2010/11</li> <li>5. <i>Post of Executive Director (cont.) *</i></li> </ol>
10:30 – 14:30	Finance and Administration Committee	Boardroom	ICO Members	A light lunch will be provided Interpretation available from 09:00 – 13:00 only
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 17:30	Forum topic	Council chamber	ICO Members and accepted observers	Managing the risk of green coffee price volatility
17:30 – 18:30	<i>Coordination meetings</i>	<i>Council chamber/ Boardroom</i>	<i>ICO Members</i>	<i>If required</i>
19:00 – 20:30	Chairman's reception	Residence of the Ambassador for the Netherlands	ICO Members and accepted observers	
<b>Wednesday, 28 September</b>				
		<b>Room</b>	<b>Open to</b>	<b>Note</b>
09:30 – 13:00	PSCB	Boardroom	Restricted	<p><b>Presentations:</b>  <b>NYSE LIFFE – developments:</b>            Peter Blogg (10 min)  <b>Global Coffee Quality Research Initiative:</b>            Timothy Schilling, Executive Director (10 min)  <b>Survey on Japanese coffee consumption:</b>            K Saeki, AJCA (10 min)  <b>NCA consumer study on single serve market:</b>            Robert Nelson, NCA (10 min)</p> <p>Without interpretation</p>
10:00 – 13:00	IACO	Council chamber	IACO Members	
10:00 – 13:00	UNDP meeting	Committee Room	Restricted	

Wednesday, 28 September (Contd)		Room	Open to	Note
13:00 – 14:30		Lunch		
14:30 – 16:30	Council	Council chamber	ICO Members and accepted observers	6. Coffee market situation 7. Studies and reports <b>Presentations by Chief Economist</b> 11. Cooperation with other agencies <b>Presentations:</b> <b>Restructuring of CFC and implications for coffee development projects:</b> Parvinder Singh, Chief, Policy, Programme Management and Evaluation (15 min) <b>UNDP Green Commodities Facility:</b> Andrew Bovarnick, Global Head (10 min) 3.1 Votes in the Council for 2010/11 5. <i>Post of Executive Director (cont.)</i> *
16:30 – 18:00	<i>Coordination meetings</i>	<i>Council chamber/ Boardroom</i>	<i>ICO Members</i>	<i>As required</i>
16:30 – 18:00	<i>Coffee residues meeting</i>	<i>First floor meeting room</i>	<i>EPP and Members</i>	<i>Outcomes of workshop on coffee residues</i>
18:00 – 20:00	ICO reception	Council lounge	ICO Members and accepted observers	
Thursday, 29 September		Room	Open to	Note
09:30 – 13:00	Projects Committee	Boardroom	ICO Members and accepted observers	<b>Presentation on International Coffee Genome Network:</b> Ms Marcela Yepes (5 min)
13:00 – 14:30		Lunch		
14:30 – 16:30	Council	Council chamber	ICO Members and accepted observers	8. Consultative Forum on Coffee Sector Finance 9. Programme of activities for 2011/12 12. 50 <sup>th</sup> anniversary of the ICO 13. National coffee policies 3.1 Votes in the Council for 2010/11 5. <i>Post of Executive Director (cont.)</i> *
16:30 – 17:30	Statistics Committee	Boardroom	ICO Members and accepted observers	
16:30 – 18:00	<i>Cooperation with ICGN</i>	<i>First floor meeting room</i>	<i>ICGN and Members</i>	
17:30 – 18:30	<i>Coordination meetings</i>	<i>Council chamber/ Boardroom</i>	<i>ICO Members</i>	<i>As required</i>

Friday, 30 September		Room	Open to	Note
09:00 – 10:30	Promotion and Market Development Committee	Boardroom	ICO Members and accepted observers	
10:30 – 13:00	Council	Council chamber	ICO Members and accepted observers	10. Report by Chairmen of ICO bodies 10.1 Private Sector Consultative Board (PSCB) 10.2 Statistics Committee 10.3 Promotion and Market Development Committee 10.4 Projects Committee 10.4.1 Projects for approval by the Council 10.4.2 Concluded projects <b>Presentation: Enhancing the potential of gourmet coffee production in Central American countries:</b> by representative of IAO. 3.1 Votes in the Council for 2010/11 5. <i>Post of Executive Director cont *</i>
13:00 – 13:30	Press conference	Committee room	Press	
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 17:30	Council	Council chamber	ICO Members and accepted observers	3.1 Votes in the Council for 2010/11 3.2 Initial distribution of votes for 2011/12 3.3 Credentials 14. Financial and administrative matters * 14.1 Finance and Administration Committee * 14.2 Draft Administrative Budget for 2011/12 * 14.3 Premises * 15. Office-holders and committees 15.1 Chairman and Vice-chairman 15.2 Composition of Committees 16. Other business 17. Future meetings

**Notes:**

1. There will be one team of interpreters from 26 to 30 September.
2. The Annex lists office holders and the composition of ICO bodies for 2010/11.
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.

## ANNEX

As at 19 April 2011

### LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2010/11

#### International Coffee Council (2010/11)

**Chairman:** Mr Ewald Wermuth (Netherlands) ■ **Vice-Chairperson:** Ms Christine Detaille (Belgium)

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#### Private Sector Consultative Board (PSCB) (2009/10 and 2010/11)

**Chairman:** Mr Robert Nelson (NCA of USA) ■ **Vice-Chairman:** Mr Ricardo Villanueva (*Anacafé*)

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#### 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)*

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#### Promotion and Market Development Committee (2010/11)

**Chairman:** Mr Henry Ngabirano (Uganda)

**Vice-chairman:** European Union (to be confirmed)

**Exporting Members:** Brazil, Colombia, Honduras, India, Indonesia, Kenya, Mexico and Uganda

**Importing Members:** European Union, Switzerland and the USA

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#### Projects Committee (2010/11)

**Chairman:** Ambassador José Ángel López Camposeco (Guatemala)

**Vice-chairman:** Ms Amy Karpel (USA)

**Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Ecuador, Guatemala, India, Indonesia and Tanzania

**Importing Members:** European Union, Switzerland and the USA

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#### Finance and Administration Committee (2010/11)

**Chairman:** Mr Damon DuBord (USA)

**Vice-chairman:** Mr Pablo Braga Costa Pereira (Brazil)

**Exporting Members:** Brazil, Colombia, El Salvador, Ghana, India and Vietnam

**Importing Members:** European Union, European Union, Switzerland and the USA

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#### Statistics Committee (2010/11)

**Chairman:** Ms Marcela Urueña (Colombia)

**Vice-chairman:** Mr David Braun (Switzerland)

**Exporting Members:** Angola, Brazil, Colombia, Costa Rica, Côte d'Ivoire, Cuba, India and Indonesia

**Importing Members:** European Union, Switzerland and the USA

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#### Virtual Screening Subcommittee (2010/11)

**Chairman:** Executive Director

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

**Importing Members:** European Union and the USA



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ICC 107-0 Rev. 1

1 September 2011  
Original: English

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**International Coffee Council**  
107<sup>th</sup> Session  
26 – 30 September 2011  
London, United Kingdom

**Draft Agenda**

Item	Document
<b>1. Draft Agenda and schedule of meetings – to adopt</b>	ICC-107-0 Rev. 1 <u>Guide to meetings</u>
<b>2. Admission of observers – to consider</b>  The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers.	ICC-107-9
<b>3. Votes and credentials</b>	
<b>3.1 Votes in the Council for coffee year 2010/11 – to approve</b>  The Secretary will report.	ICC-107-6
<b>3.2 Initial distribution of votes in the Council for coffee year 2011/12 – to approve</b>  Document ED-2114/11 contains the statistical basis for the proposed distribution of votes for exporting and importing Members. The initial distribution of votes for coffee year 2011/12 will be circulated.  The Council will consider restoring the votes of Sierra Leone, a new Member with outstanding contributions.	<u>ED-2114/11</u> ICC-107-12 (to follow)
<b>3.3 Credentials – to approve</b>  The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal

**4. Membership of the ICA 2007 – to consider/approve**

ICC-107-5  
WP-Council 216/11

The deadline for signature of the 2007 Agreement and the deposit of instruments of ratification, acceptance or approval is 28 September 2011. The deadline for the deposit of instruments of accession is 30 September 2012. The Council will consider a report on the status of membership under the ICA 2007 and a draft Resolution extending the deadline for deposit of instruments of ratification, acceptance or approval.

**5. Post of Executive Director – to consider and appoint**

ICC-106-15 Rev. 1  
ICC-106-9  
ICC-106-10  
ICC-106-13  
ICC-106-14  
ICC-107-1  
ICC-107-2  
ICC-107-3  
WP-Council 220/11

The Council will consider presentations by candidates for the post of Executive Director in accordance with the procedures established in document ICC-106-15 Rev. 1.

**6. Coffee market situation – to note**

WP-Council 215/11  
Monthly Coffee Market  
Report – August 2011

The Executive Director a.i. will introduce an analysis of the market situation and the latest official estimates for the Brazilian coffee crop.

**7. Studies and reports – to consider**

As provided for in the programme of activities for 2010/11, the following studies and reports have been circulated:

- Coffee drinking patterns ICC-107-11
- Relationships between coffee prices in physical and futures markets ICC-107-4
- Volatility of prices paid to coffee farmers ICC-107-10
- Effects of tariffs on the coffee trade ICC-107-7
- Obstacles to consumption ICC-107-8
- Mixtures and substitutes verbal



- 8. Consultative Forum on Coffee Sector Finance – to consider** WP-Forum 1/09  
WP-Forum 3/09  
PSCB-117/09  
ICC-103-15  
ICC-105-25  
WP-Council 218/11  
ED-2118/11
- The Chairman of the ad hoc working group established in March 2011 will report to the Council. The Council will consider the following matters:
- Composition and terms of reference of core group
  - Chairman and Vice-Chairman
  - Structure and means of conducting the Forum
  - Financing of the Forum
- 9. Programme of activities for 2011/12 – to consider** WP-Council 210/11 Rev. 1
- The Council will consider a revised draft programme of proposed activities in coffee year 2011/12.
- 10. Report by Chairmen of ICO bodies** verbal
- 10.1 Private Sector Consultative Board (PSCB) – to consider**
- 10.2 Statistics Committee – to consider**
- 10.3 Promotion and Market Development Committee – to consider**
- 10.4 Projects Committee – to consider**
- 10.4.1 Projects for approval by the Council – to consider and if appropriate, to approve** PJ-3/11 Rev. 1  
PJ-12/11  
PJ-13/11  
PJ-15/11  
PJ-16/11
- Document PJ-16/11 contains the report of the Virtual Screening Subcommittee (VSS). The Council will consider the recommendation of the Projects Committee on the following revised project proposal:
- Adaptation to climate change in three PROMECAFE member countries (Guatemala, Honduras and Costa Rica)
- 10.4.2 Concluded projects – to note**
- Final Executive Summaries on the following projects will be circulated:
- Pilot rehabilitation of the coffee sectors in Honduras and Nicaragua
  - Diversification of production in marginal areas in the State of Veracruz, Mexico
  - Enhancing the potential of gourmet coffee production in Central American countries
  - Enhancing competitiveness of African coffee through a value chain analysis

- 11. Cooperation with other agencies – to note** verbal
- The Secretariat is reviewing Memoranda of Understanding and future cooperation with other organizations in the light of the 2007 Agreement. The Executive Director a.i. will report to the Council on the outcome of the Special Event on the Impact of Economic and Financial Crises on Commodity Dependent LDCs held in Turkey on 8 May 2011.
- The representative of the Common Fund for Commodities (CFC) will report on the restructuring process taking place in the CFC and potential implications for the future financing of coffee development projects.
- The representative of the United Nations Development Programme (UNDP) Green Commodities Facility will make a presentation on sustainable coffee projects.
- 12. 50<sup>th</sup> anniversary of the ICO – to consider** verbal
- Members are invited to contribute suggestions to mark the 50<sup>th</sup> anniversary of the ICO in 2013.
- 13. 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.
- 14. Financial and administrative matters**
- 14.1 Finance and Administration Committee – to consider/note** FA-17/11  
FA-15/11  
FA-9/11  
FA-16/11  
FA-18/11
- The Chairman of the Finance and Administration Committee will report on the meeting of 27 September 2011 and the financial situation. The Council will consider the recommendations of the Committee on the following matters:
- Research into remuneration systems
  - Bank ratings
  - Appointment of registered auditors
  - Payment of arrears (including compliance with the provisions of Resolutions 430 (Democratic Republic of Congo) and 437 (Nicaragua))
  - Proposals for the basis for contributions to the Provident Fund for staff in the Professional and higher categories

- 14.2 Draft Administrative Budget for the financial year 2011/12 – to approve** FA-7/11 Rev. 1  
FA-11/11 Rev. 1

The Chairman of the Finance and Administration Committee will report.

- 14.3 Premises – to consider** FA-14/11

The Chairman of the Finance and Administration Committee will report.

**15. Office-holders and committees**

- 15.1 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 2011/12 should be elected from among the representatives of exporting and importing Members respectively.

- 15.2 Composition of Committees – to consider and approve** WP-Council 217/11  
WP-Council 219/11

The Council will consider the composition of the following Committees for 2011/12:

- Private Sector Consultative Board (8 exporting, 8 importing associations)
- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Projects Committee (8 exporting, 3 importing Members)
- Finance and Administration Committee (6 exporting, 4 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)

- 16. Other business – to consider** verbal

- 17. Future meetings** verbal

The next Session of the Council will take place in London from 19 to 23 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**



**Finance and Administration Committee**

2<sup>nd</sup> Meeting

27 September 2011 (10:30)

London, United Kingdom

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	FA-13/11 Rev. 1
2. <b>Report on the meeting of 29 March 2011 – to approve</b>	FA-12/11
3. <b>Financial situation – to note</b>	FA-17/11
Document FA-17/11 contains a report on the financial situation.	
4. <b>Premises – to consider</b>	FA-14/11
The Executive Director a.i. will report on the outcome of negotiations with the Landlord. Document FA-14/11 sets out options for the premises.	
5. <b>Draft Administrative Budget for the financial year 2011/12 – to consider</b>	FA-7/11 Rev. 1 FA-11/11 Rev. 1
The Committee will consider scenarios for the draft Administrative Budget for the financial year 2011/12 and a cost analysis summary.	
6. <b>System of salary scales and post adjustments – to consider</b>	FA-15/11
The Head of Finance and Administration will report on research into different salary systems.	

- 7. Outstanding contributions – to consider** verbal
- The Executive Director a.i. will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these.
- 8. Appointment of registered auditors – to consider** verbal
- Under the provisions of Rule 14 of the Financial Rules and Regulations of the Organization, the Executive Director shall appoint registered auditors annually in consultation with the Finance and Administration Committee and the Council. The Committee will consider whether the current auditors, Smith Williamson, who were first appointed in September 2009, should be reappointed.
- 9. Pensionable remuneration for staff in the Professional and higher categories – to consider** FA-18/11
- Document FA-18/11 contains proposals for the revision of the basis for contributions to the Provident Fund for staff in the Professional and higher categories.
- 10. Bank ratings – to consider** FA-9/11  
FA-16/11
- The Committee will consider a policy on the ratings of banks used by the Organization. Document FA-16/11 contains comments from Brazil on document FA-9/11.
- 11. Other business – to consider** verbal
- Chairman and Vice-Chairman for 2011/12:* In March 2012 the Committee will appoint a Chairman and a Vice-Chairman for 2011/12.
- 12. Date of next meeting – to consider** verbal
- The next meeting will take place in London at the time of the 108<sup>th</sup> Council Session from 19 to 23 March 2012.



**Private Sector Consultative Board**

33<sup>rd</sup> meeting

28 September 2011 (09:30)

London, United Kingdom

**Draft Agenda**

Item	Document
<b>1. Draft Agenda – to adopt</b>	PSCB-127/11 Rev. 1
<b>2. Report on the meeting of 28 March 2011 – to approve</b>	<u>PSCB-126/11</u>
<b>3. Coffee market situation – to note</b>  The Executive Director a.i. will introduce an analysis of the market situation. Document WP-Council 215/11 contains the latest official estimates for the Brazilian coffee crop. The PSCB will consider an update on developments at the NYSE Euronext (Liffe).	<u>WP-Council 215/11</u> Monthly Coffee Market Report – August 2011
<b>4. Survey on challenges faced by PSCB associations – to consider</b>  The PSCB will consider the results of a survey on the meeting of 28 March 2011 and on the challenges faced by PSCB associations.	verbal
<b>5. Coffee and health – to note</b>  Reports will be given on the Positively Coffee Programme and the Healthcare Professions – Coffee Education Programme (HCP-CEP).	verbal
<b>6. Coffee Quality-Improvement Programme (CQP) – to consider</b>  The Executive Director a.i. will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP. The PSCB will consider an update on the Global Coffee Quality Research Initiative.	<u>PM-7/11</u> <u>PM-8/11</u>

- 7. Coffee consumption market research – *to consider*** verbal
- The PSCB will consider presentations on the results of a consumer survey on Japanese coffee consumption and on the NCA consumer study on the single serve market.
- 8. Food safety aspects – *to note*** verbal
- The PSCB will consider updates on matters related to food safety, including Maximum Residue Levels for pesticides used in coffee production.
- 9. Consultative Forum on Coffee Sector Finance – *to consider*** [WP-Forum 1/09](#)  
[WP-Forum 3/09](#)  
[PSCB-117/09](#)  
[ICC-103-15](#)  
[ICC-105-25](#)  
[WP-Council 218/11](#)  
[ED-2118/11](#)
- The PSCB will continue its discussions on this matter including the draft terms of reference for the core group for the Forum. The Council will consider the report of the ad hoc working group on the Consultative Forum on Coffee Sector Finance at its 107<sup>th</sup> Session.
- 10. Conversion factors for roasted and soluble decaffeinated coffee – *to consider*** PSCB -128/11 Rev. 1
- In March 2011, the Statistics Committee decided to consult the PSCB about the introduction of revised coefficient factors to convert roasted decaffeinated coffee and soluble decaffeinated coffee into green bean equivalent in the light of the revised conversion factor for decaffeinated green coffee.
- 11. Role of the PSCB – *to consider*** verbal
- The PSCB will continue discussions on the format and agenda of the PSCB.
- 12. Items under continuous review – *to consider*** verbal
- Discussion is invited on topics which the PSCB is keeping under review, including:
- The supply of private sector statistical data
  - The International Coffee Genome Network (ICGN)
  - Geographical Indications
  - Resources for the ICO Promotion Fund

**13. PSCB representatives and officeholders – to consider**

WP-Council 219/11

*PSCB representatives for 2011/12 and 2012/13 – to consider*

Proposals for representation on the PSCB for 2011/12 and 2012/13 will be considered by the Council in September 2011.

*PSCB Chairperson and Vice-Chairperson for 2011/12 – to elect*

**14. Other business – to consider**

verbal

**15. Future meetings – to consider**

verbal

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

The next meeting of the PSCB will take place during the 108<sup>th</sup> Session of the Council from 19 to 23 March 2012 in London.





## Projects Committee

2<sup>nd</sup> Meeting

29 September 2011 (09:30)

London, United Kingdom

## Draft Agenda

### Item

### Document

**1. Draft Agenda – to adopt**

PJ-11/11 Rev. 1

**2. Coffee development projects**

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

PJ-16/11

New and revised project proposals for consideration in March 2012 should reach the ICO by **16 December 2011**. The Executive Director a.i. will introduce the report of the Virtual Screening Subcommittee (VSS) on the following revised project proposal:

- Adaptation to climate change in three PROMECAFE member countries (Guatemala, Honduras and Costa Rica)

PJ-3/11 Rev. 1

**2.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note**

PJ-12/11

The Executive Director a.i. will report on projects under consideration by the CFC, including projects considered by the CFC Project Appraisal Committee and Consultative Committee in July 2011.

**2.3 Projects already approved by the CFC – to note**

PJ-13/11

Document PJ-13/11 contains a progress report on the implementation of projects approved by the CFC.

The Executive Director a.i. will report to the Council on the outcome of the Special Event on the Impact of Economic and Financial Crises on Commodity Dependent LDCs held in Turkey on 8 May 2011.

**3. Procedures for submitting and reviewing projects – to consider** PJ-15/11  
PJ-17/11

In March 2011, the Committee recommended that the Virtual Screening Subcommittee (VSS) should operate until September 2011 and requested the Executive Director a.i. to review mechanisms for considering projects and to put forward proposals for future technical screening of projects for consideration at its next meeting. The Committee will consider document PJ-15/11 containing a draft decision to extend the period of operation of the Virtual Screening Subcommittee and PJ-17/11 containing a draft assessment document.

The representative of the CFC will be available to discuss the implications for the future financing of projects and criteria for coffee development projects with Members.

**4. Project activities under the ICA 2007 – to consider** verbal

The Committee will discuss the following activities provided for in the terms of reference:

- Establishment of priority thematic areas for support through projects, taking into account the strategic action plan
- Monitoring and evaluation of projects
- Identification of sources of funding for project and cooperation with other agencies

**5. Sustainable coffee projects – to note** verbal

The Committee will consider the presentation given to the Council by the United Nations Development Programme (UNDP) Green Commodities Facility on sustainable coffee projects.

**6. International Coffee Genome Network (ICGN) – to consider** PJ-14/11 Rev. 1

The Committee will review information received from Members on different initiatives and work being carried out on the coffee genome and consider priorities for a future long-term programme of work in collaboration with the ICGN and potential sources of financing. The representative of the ICGN will make a brief presentation on the sequencing of the coffee genome and related activities.

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

*Chairman and Vice-Chairman for 2011/12:* In March 2012, the Committee will appoint a Chairman and Vice-Chairman for 2011/12.

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

The next meeting will take place in London at the time of the 108<sup>th</sup> Council Session from 19 to 23 March 2012.



**Statistics Committee**

2<sup>nd</sup> meeting

29 September 2011 (16:30)

London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	SC-3/11 Rev. 1
<b>2. Compliance with statistical rules – <i>to consider</i></b>  The Statistician will report on compliance with statistics.	SC-4/11
<b>3. Exports to exporting countries – <i>to consider</i></b>  The Statistician will introduce a report on exports of all forms of coffee to exporting countries, including re-exports from importing countries.	<u>SC-5/11</u>
<b>4. Exports of organic coffee and certified programmes – <i>to consider</i></b>  The Statistician will introduce a report on exports of organic coffee by origin and by destination.	SC-6/11
<b>5. Monitoring the inventories and stocks of green coffee – <i>to note</i></b>  The Committee will review the results of the European Coffee Federation's survey on inventories and stocks of green coffee. The Statistician will report.	<u>SC-7/11</u>

**6. Technical assistance – *to consider*** verbal

A workshop to provide technical assistance to African Members will take place in Nairobi in November 2011. During the 106<sup>th</sup> Session of the Council, it was suggested that consideration should be given to guidance or training for exporting Members on collecting data on the costs of production. The Committee will consider this matter.

**7. Conversion factors for roasted and soluble decaffeinated coffee – *to consider*** PSCB-128/11 Rev. 1

The Statistician will report on preliminary consultations with the Private Sector Consultative Board (PSCB). This issue will also be discussed by the PSCB at its meeting on 28 September 2011.

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

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

*Chairman and Vice-Chairman for 2011/12:* In March 2012, the Committee will appoint a Chairman and Vice-Chairman for 2011/12.

**10. Future meetings – *to note*** verbal

The next meeting will take place in London at the time of the 108<sup>th</sup> Council Session from 19 to 23 March 2012.



**Promotion and Market Development Committee**

2<sup>nd</sup> meeting

30 September 2011 (09:00)

London, United Kingdom

**Draft Agenda**

Item	Document
<b>1. Draft Agenda – to adopt</b>	PM-6/11 Rev. 1
<b>2. Promotion activities</b>	
<b>2.1 CoffeeClub – to note</b>	<u>PM-9/11</u>
The consultant will report.	
<b>2.2 Programmes to promote coffee consumption – to note</b>	verbal
The consultant will report on the implementation of programmes to promote coffee consumption based on the Step-by-Step Guide to Promote Coffee Consumption.	
<b>2.3 Coffee and health – to consider</b>	verbal
The Executive Director a.i. will report.	
<b>3. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider</b>	<u>PM-7/11</u> PM-8/11
The Executive Director a.i. will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP, and will also report on information received from Members on national coffee quality standards.	

**4. Phytosanitary matters – to consider** verbal

The Executive Director a.i. will report on phytosanitary matters including Ochratoxin A (OTA), acrylamide, legislation on Maximum Residue Levels (MRLs) for pesticides and responses to document ED-2111/11 requesting Members to send details of MRLs used in the coffee production process and the methodology used for calculating these, together with relevant studies. As requested at the last meeting, a representative of the EU has been invited to report on new EU directives on food safety.

**5. Promotion and market development under the ICA 2007 – to consider** PC-13/03 Rev. 2

At the last meeting, the Committee urged Members to send the Executive Director a.i. ideas on how to develop activities and finance in the area of promotion and market development. Members will be invited to contribute ideas for an action plan for promotion of consumption and market development under the ICA 2007, together with proposals for specific activities and finance.

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

*Chairman and Vice-Chairman for 2011/12:* In March 2012, the Committee will appoint a Chairman and Vice-Chairman for 2011/12.

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

The next meeting will take place in London at the time of the 108<sup>th</sup> Council Session from 19 to 23 March 2012.



**ICO MEETINGS  
(September 2011)**

**ATTENDANCE FORM – OBSERVERS**

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in September 2011:

	Yes*	No*
107 <sup>th</sup> Session of the Council (26 to 30 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted observers)
Finance and Administration Committee (27 Sept)	<input type="checkbox"/>	<input type="checkbox"/> (Members only)
Private Sector Consultative Board (28 September)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Projects Committee (29 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted observers)
Statistics Committee (29 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted observers)
Promotion and Market Development Committee (30 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted observers)

\* 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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