Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the schedule and Agendas for the 108th Session of the International Coffee Council and other ICO meetings which will take place from 5 to 8 March 2012. 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, 5 March at 09:30.

Agendas and arrangements

2. Draft Agendas for the Council and other meetings are attached, together with a draft schedule and a Guide to meetings containing information on arrangements for meetings, hotels and a map showing the location of the ICO. The Convocation for the 2nd Consultative Forum on Coffee Sector Finance will be issued separately.

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 31 January 2012.

Members – notification of attendance

4. Credentials for the 108th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as outlined below.
5. Members are reminded that Rule 3 of the Rules of the Organization (document ICC-102-7) requires them to inform the Executive Director, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their credentials reach the Organization no later than 15 February 2012 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).

6. 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

7. Invited observers from non-member countries, international organizations and private sector associations (see document ICC-107-9 Rev. 1) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by 15 February 2012 of the specific meetings they wish to attend.

8. Observer countries and organizations not included on the list in Annex I of document ICC-107-9 Rev. 1 should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director at least 45 days prior to the September Session (i.e. by 20 January 2012), in accordance with Rule 5 of the Rules of the Organization.

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.

Interpretation

10. One team of interpreters will be available from 5 to 8 March.
As at 2 December 2011

ICO MEETINGS
Provisional programme

5 – 8 March 2012

<table>
<thead>
<tr>
<th>Monday, 5 March</th>
<th>Room</th>
<th>Open to</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 onwards</td>
<td>Registration</td>
<td>Council lounge</td>
<td>ICO Members and observers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Accreditation/registration of ICO delegates throughout the day</td>
</tr>
<tr>
<td>08:30 – 09:30</td>
<td>Briefing meeting</td>
<td>ED’s meeting room</td>
<td>Restricted</td>
</tr>
<tr>
<td>09:30 – 13:00</td>
<td>Council</td>
<td>Council chamber</td>
<td>ICO Members and accepted observers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chairpersons and invited Members only</td>
</tr>
</tbody>
</table>

13:00 – 14.30 Lunch

| 14:30 – 15:30 | Coordination meetings     | Council chamber/Boardroom| ICO Members                                                   |
| 15:30 – 18:30 | Finance and Administration Committee | Boardroom | ICO Members                                                   |

<table>
<thead>
<tr>
<th>Tuesday, 6 March</th>
<th>Room</th>
<th>Open to</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30 – 13:00</td>
<td>Projects Committee</td>
<td>Boardroom</td>
<td>ICO Members and accepted observers</td>
</tr>
</tbody>
</table>

13:00 – 14:30 Lunch

| 14:00 – 14:30 | Briefing meeting          | Committee Room           | Forum Chairperson and presenters                                     |
| 14:30 – 17:30 | Consultative Forum        | Council chamber          | ICO Members and accepted observers                                   |

<table>
<thead>
<tr>
<th>Wednesday, 7 March</th>
<th>Room</th>
<th>Open to</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30 – 13:00</td>
<td>PSCB</td>
<td>Boardroom</td>
<td>Restricted</td>
</tr>
<tr>
<td>13:00 – 14:30</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:30 – 17:30</td>
<td>Statistics Committee</td>
<td>Boardroom</td>
<td>ICO Members and accepted observers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday, 8 March</th>
<th>Room</th>
<th>Open to</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30 – 11:30</td>
<td>Promotion and Market Development Committee</td>
<td>Boardroom</td>
<td>ICO Members and accepted observers</td>
</tr>
<tr>
<td>11:30 – 13:00</td>
<td>Council</td>
<td>Council chamber</td>
<td>ICO Members and accepted observers</td>
</tr>
<tr>
<td>13:00 – 13:30</td>
<td>Press conference</td>
<td>Executive Director’s office, 2nd floor</td>
<td>Press</td>
</tr>
<tr>
<td>13:00 – 14:30</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:30 – 17:30</td>
<td>Council</td>
<td>Council chamber</td>
<td>ICO Members and accepted observers</td>
</tr>
</tbody>
</table>

Notes:
1. There will be one team of interpreters from 5 to 8 March.
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.
LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2011/12

International Coffee Council

Chairman: Mr Henry Ngabirano (Uganda) ■ Vice-Chairman: Mr David Braun (Switzerland)

Private Sector Consultative Board (PSCB) (2011/12 and 2012/13)

Chairman: Mr Robert Nelson (NCA of USA) ■ Vice-Chairman: Mr Ricardo Villanueva (Anacafé)
Producer representatives (alternates in italics)

Colombian Milds: Federación Nacional de Cafeteros de Colombia, Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFE), Eastern African Fine Coffees Association (EAFA)

Other Milds: Asociación Mexicana de la Cadena Productiva del Café (AMECAFE), Asociación Nacional del Café (Anacafé)

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: Indonesia - to be confirmed, Uganda Coffee Trade Federation (UCTF)

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

Consultative Forum on Coffee Sector Finance (2011/12)

Chairperson: Ms Amy Karpel (USA) (also Chairperson of Core Group)
Vice-Chairman: Mr Rodolfo Trampe (Mexico) (also Vice-Chairman of Core Group)
Core Group for the Consultative Forum (2011/12)

Exporting Members: Brazil, Colombia, Côte d’Ivoire, Mexico
Importing Members: European Union, Switzerland and the USA
Ex-officio Member: Executive Director
Assisted by: Chairman of PSCB, and four advisors who will be appointed in March 2012

Promotion and Market Development Committee (2011/12)

Chairman: to be appointed in March 2012
Vice-chairman: to be appointed in March 2012
Exporting Members: Brazil, Colombia, Honduras, India, Indonesia, Kenya, Mexico and Uganda
Importing Members: European Union, Switzerland and the USA

Projects Committee (2011/12)

Chairman: to be appointed in March 2012
Vice-chairman: to be appointed in March 2012
Exporting Members: Brazil, Colombia, Côte d’Ivoire, Ecuador, Guatemala, India, Indonesia and Tanzania
Importing Members: European Union, Switzerland and the USA

Finance and Administration Committee (2011/12)

Chairman: to be appointed in March 2012
Vice-chairman: to be appointed in March 2012
Exporting Members: Brazil, Colombia, El Salvador, Ghana, India and Vietnam
Importing Members: European Union, Switzerland, Turkey and the USA

Statistics Committee (2011/12)

Chairman: to be appointed in March 2012
Vice-chairman: to be appointed in March 2012
Exporting Members: Angola, Brazil, Colombia, Costa Rica, Côte d’Ivoire, Panama, India and Indonesia
Importing Members: European Union, Switzerland and the USA

Virtual Screening Subcommittee

Chairman: Executive Director
Exporting Members: Brazil, Côte d’Ivoire, Guatemala, Indonesia
Importing Members: European Union and the USA
<table>
<thead>
<tr>
<th>Item</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Draft Agenda and schedule of meetings – to adopt</strong></td>
<td>ICC-108-0</td>
</tr>
<tr>
<td></td>
<td>Guide to meetings</td>
</tr>
<tr>
<td>2. <strong>Admission of observers – to consider</strong></td>
<td>to follow</td>
</tr>
<tr>
<td>The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers.</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Votes and credentials</strong></td>
<td>verbal</td>
</tr>
<tr>
<td>3.1 <strong>Votes in the Council for coffee year 2011/12 – to approve</strong></td>
<td>to follow</td>
</tr>
<tr>
<td>The Secretary will report. The Council will consider whether the votes of Liberia and Sierra Leone, two new Members with outstanding contributions, should continue to be restored.</td>
<td></td>
</tr>
<tr>
<td>3.2 <strong>Credentials – to approve</strong></td>
<td>verbal</td>
</tr>
<tr>
<td>The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Membership of the International Coffee Agreement (ICA) 2007 – to consider/approve</strong></td>
<td>to follow</td>
</tr>
<tr>
<td>The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2012. The Council will consider a report on the status of membership under the ICA 2007.</td>
<td></td>
</tr>
</tbody>
</table>
5. **Annual Review 2010/11 – to note**

The Executive Director will introduce the Annual Review for 2010/11.

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

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

7. **Studies, reports and seminars**

7.1 **Studies – to consider**

As provided for in the programme of activities for 2011/12, the following studies and reports will be circulated:

- Coffee drinking patterns
- Re-exports of coffee

7.2 **Seminar topic for September 2012 – to consider**

The Council will consider proposals received from Members by 1 January 2012 for a topic for a seminar or workshop in September 2012.

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

The Chairman of the Consultative Forum will report to the Council. The Council will consider the following matters:

- 2\textsuperscript{nd} Consultative Forum held on 6 March 2012
- Advisors for the core group for 2011/12
- Date and topic of next Forum

9. **Programme of Activities for 2012/13 – to consider**

The Council will consider a draft programme of proposed activities in coffee year 2012/13.
10. Report by Chairmen of ICO bodies

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

The report of the Virtual Screening Subcommittee (VSS) will be circulated. The Council will consider the recommendation of the Projects Committee on the following new or revised project proposals:

- Improving coffee productivity (submitted by Yemen)
- Financial mechanisms for sustainable coffee (submitted by Colombia)
- Sustainable input credit for financing the production end of the coffee value chains in Kenya, Tanzania and Uganda

10.4.2 Concluded projects – to note

An Executive Summary of the following concluded project will be circulated

- Economic Crises and Commodity dependent Least Developed Countries (LDCs): Mapping the exposure to market volatility and building resilience to future crises

11. 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.

12. 50th anniversary of the ICO – to consider

Members are invited to contribute suggestions to mark the 50th anniversary of the ICO in 2013.
13. National coffee policies – to note

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 to follow

The Chairman of the Finance and Administration Committee will report on the meeting of 5 March 2012 and the financial situation. The Council will consider the recommendations of the Committee on the following matters:

- Research into remuneration systems
- Bank ratings
- Payment of arrears (including compliance with the provisions of Resolutions 430 (Democratic Republic of Congo) and 437 (Nicaragua)
- Proposals for the salary scales, allowances and the basis for contributions to the Provident Fund

14.2 Administrative Accounts of the Organization for the financial year 2010/11 and Report of the Auditors – to approve to follow

The Council will consider the Administrative Accounts of the Organization for the financial year 2010/11 and Report of the Auditors.

14.3 Draft Administrative Budget for the financial year 2011/12 – to approve to follow

The Chairman of the Finance and Administration Committee will report.

14.4 Premises – to consider to follow

The Chairman of the Finance and Administration Committee will report.
15. Other business – to consider

16. Future meetings

A document containing dates of meetings in 2012/13 and 2013/14 will be circulated – to consider

The next Session of the Council will take place in London from 24 to 28 September 2012 – 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

### 4th Meeting

5 March 2012 (15:30)  
London, United Kingdom

<table>
<thead>
<tr>
<th>Item</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Draft Agenda – to adopt</td>
<td>FA-22/11</td>
</tr>
<tr>
<td>2. Chairman and Vice-Chairman for 2011/12 – to appoint</td>
<td>verbal</td>
</tr>
</tbody>
</table>

The Committee will appoint a Chairman and a Vice-Chairman for 2011/12, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.

| 3. Report on the meeting of 27 September 2011 – to approve | FA-21/11 |
| 4. Financial situation – to note | to follow |

A report on the financial situation will be circulated.

| 5. Accounts for the financial year 2010/11 | to follow |
| 5.1 Administrative Accounts of the Organization and Report of the Auditors – to recommend for approval | to follow |

Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.
5.2 Accounts of the Special Fund and Report of the Auditors –
\textit{to note}\to follow

As agreed by the Council in March 2011, the Accounts of the Special Fund and Report of the Auditors will be considered by this Committee instead of the Promotion and Market Development Committee. The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.

5.3 Promotion Fund – \textit{to note}\to follow

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

6. Premises – \textit{to consider}\to follow

The Committee will consider a report on the premises and the implementation of the Council decision in September 2011 to initiate the refurbishment of the first and second floors on the recommendation of an inter-sessional meeting of the Committee.

7. Draft Administrative Budget for the financial year 2012/13 –
\textit{to consider}\to follow

The Committee will consider the draft Administrative Budget for the financial year 2012/13 and a cost analysis summary.

8. Salary scales

8.1 Salary scales, allowances and the basis for contributions to the Provident Fund – \textit{to consider and to recommend for approval}\to follow

The Committee will consider proposals for salary scales, allowances and the basis for contributions to the Provident Fund for staff in the General Service category, and a document containing a proposal for revisions to salary scales for staff in the Professional and higher categories.

8.2 System of salary scales and post adjustments – \textit{to consider}\to follow

Document FA-15/11 Rev. 1 containing research into salary remuneration systems will be revised to include suggestions from Members.
9. **Outstanding contributions – to consider**

The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these.

10. **Bank ratings – to consider**

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**

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

The next meeting will take place in London at the time of the 109th Council Session from 24 to 28 September 2012.
Projects Committee
3rd Meeting
6 March 2012 (09:30)
London, United Kingdom

Draft Agenda

Item Document

1. Draft Agenda – to adopt PJ-19/11

2. Chairman and Vice-Chairman for 2011/12 – to appoint verbal

   The Committee will appoint a Chairman and a Vice-Chairman for 2011/12, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.

3. Coffee development projects

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

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

   • Improving coffee productivity (submitted by Yemen) to follow
   • Financial mechanisms for sustainable coffee (submitted by Colombia) to follow
   • Sustainable input credit for financing the production end of the coffee value chains in Kenya, Tanzania and Uganda to follow
3.2 **Projects under consideration by the Common Fund for Commodities (CFC) – to note**

The Executive Director will report on projects under consideration by the CFC, including projects considered by the CFC Project Appraisal Committee and Consultative Committee in January 2012.

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

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

4. **Project activities under the International Coffee Agreement (ICA) 2007 – to consider**

The Committee will discuss identification of sources of funding for project and cooperation with other agencies. At the last meeting Members were invited to send specific suggestions on source of finance to the Secretariat. The Secretariat will introduce a strategy document on sources of future finance.

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

At the last meeting, Members were invited to send information about national plans and strategies for coffee and sustainability to the ICO, to enable the Secretariat to develop cooperation with the United Nations Development Programme (UNDP) Green Commodities Facility on sustainable coffee projects.

6. **Other business – to note**

7. **Date of next meeting – to note**

The next meeting will take place in London at the time of the 109th Council Session from 24 to 28 September 2012.
Private Sector Consultative Board

34th meeting
7 March 2012 (09:30)
London, United Kingdom

Draft Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td>1. Draft Agenda – to adopt</td>
<td>PSCB-130/11</td>
</tr>
<tr>
<td>2. Report on the meeting of 28 September 2011 – to approve</td>
<td>PSCB-129/11</td>
</tr>
<tr>
<td>3. Coffee market situation – to note</td>
<td>to follow</td>
</tr>
</tbody>
</table>

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

4. Coffee and health – to note | verbal |

Reports will be given on coffee and health programmes.

5. Coffee Quality-Improvement Programme (CQP) – to consider | to follow |

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

6. Coffee consumption – to consider | verbal |

Presentations will be made on the need to engage with younger consumers by the representative of the Specialty Coffee Association of America (SCAA); on the development of consumer information on labels concerning nutrition and origin by the representative of the European Coffee Federation (ECF); and on the impact of improved coffee quality on consumption by the representative of the Coffee Association of Canada (CAC).
7. Food safety aspects – to note  

The PSCB will consider updates on matters related to food safety, including Maximum Residue Levels for pesticides used in coffee production. The representative of the National Coffee Association of the USA (NCA) will make a presentation on legal cases in California and implications for the rest of the USA.

8. Consultative Forum on Coffee Sector Finance – to consider  

The PSCB will consider the outcome of the 2nd Consultative Forum on Coffee Sector Finance on 6 March 2012.

9. Role of the PSCB – to consider  

The PSCB will continue discussions on the format and agenda of the PSCB, and challenges faced by PSCB associations.

10. Items under continuous review – to consider  

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

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

There is currently a vacancy for one Consuming association and one Producing association in the Robustas category.

12. Other business – to consider  

Rollback Malaria Partnership – The PSCB will consider a presentation on this issue.

13. 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 109th Session of the Council from 24 to 28 September 2012 in London.
Statistics Committee
3rd meeting
7 March 2012 (14:30)
London, United Kingdom

Draft Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Draft Agenda – to adopt</td>
<td>SC-9/11</td>
</tr>
<tr>
<td>2. Chairman and Vice-Chairman for 2011/12 – to appoint</td>
<td>verbal</td>
</tr>
<tr>
<td>The Committee will appoint a Chairman and a Vice-Chairman for 2011/12, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.</td>
<td></td>
</tr>
<tr>
<td>3. Report on the meeting of 29 September 2011 – to approve</td>
<td>SC-8/11</td>
</tr>
<tr>
<td>4. Compliance with statistical rules – to consider</td>
<td>to follow</td>
</tr>
<tr>
<td>The Statistician will report on compliance with statistics.</td>
<td></td>
</tr>
<tr>
<td>5. Exports to exporting countries – to consider</td>
<td>to follow</td>
</tr>
<tr>
<td>The Statistician will introduce a report on exports of all forms of coffee to exporting countries, including re-exports from importing countries.</td>
<td></td>
</tr>
<tr>
<td>6. Exports of organic coffee and certified programmes – to consider</td>
<td>to follow</td>
</tr>
<tr>
<td>The Statistician will introduce a report on exports of organic coffee by origin and by destination.</td>
<td></td>
</tr>
</tbody>
</table>
7. **Monitoring the inventories and stocks of green coffee – to note**

The Committee will review the results of the European Coffee Federation’s survey on inventories and stocks of green coffee. The Statistician will report.

8. **Decaffeinated soluble coffee – to note**

As reported at the last meeting, the Organization will monitor the trade of decaffeinated soluble coffee based on the data available and will prepare reports accordingly.

9. **Technical assistance – to consider**

A workshop to provide technical assistance to African Members took place in Nairobi in November 2011 (see document ED-2120/11). During the 106th 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.

10. **Liaison with other organizations – to consider**

11. **Other business – to consider**

12. **Future meetings – to note**

The next meeting will take place in London at the time of the 109th Council Session from 24 to 28 September 2012.
Promotion and Market Development Committee
3rd meeting
8 March 2012 (09:30)
London, United Kingdom

Item Document

1. Draft Agenda – to adopt
   PM-11/11

2. Chairman and Vice-Chairman for 2011/12 – to appoint
   verbal
   The Committee will appoint a Chairman and a Vice-Chairman for
   2011/12, who shall be from different categories of Members in
   accordance with the terms of reference. Precedent indicates that the
   Chairman should be from an importing Member, and the Vice-
   Chairman from an exporting Member.

3. Promotion activities

3.1 CoffeeClub – to note
   verbal
   The consultant will report.

3.2 Programmes to promote coffee consumption – to note
   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.

3.3 Coffee and health – to consider
   verbal
   The Executive Director will report.
3.4 **Research – to consider**

The 24th ASIC Conference will take place in Costa Rica in November 2012.

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

The Executive Director 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.

5. **Phytosanitary matters – to consider**

The Executive Director will report on phytosanitary matters including Ochratoxin A (OTA), acrylamide, legislation on Maximum Residue Levels (MRLs) for pesticides and responses to document ED-2124/11 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 by the Committee, a representative of the EU will be invited to report on new EU directives on food safety, and their implications for producing countries.

6. **Promotion and market development under the International Coffee Agreement (ICA) 2007 – to consider**

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.

7. **Other business – to consider**

8. **Date of next meeting – to note**

The next meeting will take place in London at the time of the 109th Council Session from 24 to 28 September 2012.
ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in March 2012:

Yes*  No*

108th Session of the Council (5 to 8 March)  □  □  (Members & accepted observers)
Finance and Administration Committee (5 March)  □  □  (Members only)
Projects Committee (6 March)  □  □  (Members & accepted observers)
Private Sector Consultative Board (7 March)  □  □  (PSCB)
Statistics Committee (7 March)  □  □  (Members & accepted observers)
Promotion and Market Development Committee (8 March)  □  □  (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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