



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

ED 2134/12

20 June 2012
Original: English

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

**Convocation of ICO meetings
24 to 28 September 2012
London, United Kingdom**

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 109th Session of the International Coffee Council and other ICO meetings which will take place from 24 to 28 September 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, website: www.ico.org). The first plenary Session of the Council will be held on Monday, 24 September at 09:30.

Paperless meetings

2. As noted at the Council Session in March 2012, and with the aim to reduce costs within the Organization as efficiently as possible, the ICO is moving towards a paperless system for meetings. Members are encouraged to bring their own working copies with them to the meetings they are involved in. Documents can be downloaded from the ICO website at: http://dev.ico.org/documents_e.asp. Restricted documents are circulated by email and available on request from the Secretariat.

Agendas and arrangements

3. Draft Agendas for the Council and other meetings are attached, together with a draft schedule and a Guide to meetings containing information on arrangements for meetings, hotels and a map showing the location of the ICO. The programme for the Seminar on the economic, social and environmental impact of certification on the coffee supply chain on 25 September will be issued separately.

4. Members wishing to submit documents for circulation or suggest any additional matters for consideration or to make presentations during the meetings are requested to advise the Executive Director in writing no later than **31 August 2012**.

Members – notification of attendance

5. Credentials for the 109th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as outlined below.

6. Members are reminded that Rule 3 of the Rules of the Organization (document ICC-102-7) requires them to inform the Executive Director, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their credentials reach the Organization no later than **31 August 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).

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

Admission of observers

8. Invited observers from non-member countries, international organizations and private sector associations (see document ICC-107-9 Rev. 1) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **31 August 2012** of the specific meetings they wish to attend.

9. 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 **10 August 2012**), in accordance with Rule 5 of the Rules of the Organization.

Registration

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

Interpretation

11. One team of interpreters will be available from 24 to 28 September 2012.

As at 20 June 2012

ICO MEETINGS Provisional programme

24 to 28 September 2012

| Monday, 24 September | | Room | Open to | Note |
|-------------------------|--|--|---|---|
| 08:30 onwards | Registration | Council lounge | ICO Members and observers | Accreditation/registration of ICO delegates throughout the day |
| 08:30 – 09:30 | Briefing meeting | ED's meeting room (1 st floor) | Restricted | Chairpersons and invited Members only |
| 09:30 – 13:00 | Council | Council chamber | ICO Members and accepted observers | <ol style="list-style-type: none"> 1. Draft Agenda and schedule of meetings 2. Admission of observers 3. Votes and credentials 3.1 Votes for coffee year 2011/12 3.3 Credentials 4. Membership of the International Coffee Agreement (ICA) 2007 5. Coffee market situation 6. Studies, reports and seminars 6.1 Studies and reports 8. Programme of Activities for 2012/13 10. Cooperation with other agencies |
| 13:00 – 14:30 | Lunch | | | |
| 14:30 – 16:00 | Coordination meetings | Council chamber/ 1 st floor meeting room | ICO Members | |
| 16:30 – 19:00 | Finance and Administration Committee | Council chamber | ICO Members | Interpretation only until 18.00 |
| Tuesday, 25 September | | Room | Open to | Note |
| 09:30 – 12:30 | Core Group | Council chamber | ICO Members and accepted observers | |
| 10:00 – 13:00 | <i>Briefings and presentations on projects</i> | <i>Committee Room</i> | <i>Interested Members and observers</i> | <i>Without interpretation</i> |
| 12:30 – 14:00 | Lunch | | | |
| 13:30 – 13:50 | Seminar - briefing meeting | Committee Room | Restricted: Seminar presenters | |
| 14:00 – 18:00 | Seminar on certification | Council chamber | ICO Members and accepted observers | |
| 18:30 – 20:00 | Chairman's reception | Council lounge | ICO Members and accepted observers | |
| Wednesday, 26 September | | Room | Open to | Note |
| 09:30 – 13:00 | PSCB | Council chamber | Restricted | Without interpretation |
| 10:00 – 13:00 | <i>Briefings and presentations on projects</i> | <i>Committee Room</i> | <i>Interested Members and observers</i> | <i>Without interpretation</i> |
| 13:00 – 14:30 | <i>Finance Committee meeting</i> | <i>Council chamber</i> | <i>ICO Members</i> | <i>If required</i> |
| 13:00 – 14:30 | Lunch | | | |

| | | | | | |
|-------------------------------|--|---|------------------------------------|--|---|
| 14:30 – 17:30 | Promotion and Market Development Committee | Council chamber | ICO Members and accepted observers | | |
| Thursday, 27 September | | | | | |
| | | Room | Open to | Note | |
| 09:30 – 13:00 | Projects Committee | Council chamber | ICO Members and accepted observers | | |
| 13:00 – 14:30 | Lunch | | | | |
| 14:30 – 16:30 | Statistics Committee | Council chamber | ICO Members and accepted observers | | |
| 16:30 – 17:30 | Council | Council chamber | ICO Members and accepted observers | 6.2 7. 10. 11. 12. | Seminar on certification Consultative Forum Cooperation with other agencies (cont.) 50 th anniversary of the ICO National coffee policies |
| Friday, 28 September | | | | | |
| | | Room | Open to | Note | |
| 09:30 – 13:00 | Council | Council chamber | ICO Members and accepted observers | 3.2 9. 9.1 9.2 9.3 9.4 9.4.1 9.4.2 | Initial distribution of votes in the Council for coffee year 2012/13 Report by Chairmen of ICO bodies Private Sector Consultative Board (PSCB) Statistics Committee Promotion and Market Development Committee Projects Committee Projects for approval by the Council Projects being implemented and concluded projects |
| 13:00 – 13:30 | Press conference | ED's meeting room (1 st floor) | Press | | |
| 13:00 – 14:30 | Lunch | | | | |
| 14:30 – 17:30 | Council | Council chamber | ICO Members and accepted observers | 13. 13.1 13.2 13.3 14. 14.1 14.2 15. 16. | Financial and administrative matters* Finance and Administration Committee* Draft Administrative Budget for 2012/13* Premises* Office-holders and committees Chairman and Vice-Chairman of the Council Composition of Committees Other business Future meetings |

Notes:

1. There will be one team of interpreters from 24 to 28 September – available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2011/12.
3. In accordance with Article 11 of the 2007 Agreement and Rule 5 of the Rules of the Organization, the Council shall decide at each session on the admission of observers and designate the items on the Agenda of the Council open to accepted observers.
4. * Denotes Agenda Items which are restricted to ICO Members.

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2011/12

International Coffee Council

Chairman: Mr Henry Ngabirano (Uganda) ■ **Vice-Chairperson:** 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)*, African Fine Coffees Association (AFCA)

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: Conseil du Café/Cacao (3C); Indonesia Coffee Exporters Association (GAEKI), *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), Speciality 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 and 2012/13)

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 September 2012

Promotion and Market Development Committee (2011/12)

Chairman: Mr Andrea Illy (EU-Italy)

Vice-Chairman: Mr Rodolfo Trampe (Mexico)

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

Importing Members: European Union, Switzerland and the USA

Projects Committee (2011/12)

Chairperson: Mrs Amy Karpel (USA)

Vice-Chairman: Mr Aly Touré (Côte d'Ivoire)

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: Mr J. Akhtar (India)

Vice-Chairman: Mr David Braun (Switzerland)

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

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

Statistics Committee (2011/12)

Chairman: Mr Patrice Moussy (EU)

Vice-Chairman: Mr José Cassule Mahinga (Angola)

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



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ORGANISATION INTERNATIONALE DU CAFÉ

ICC 109-0

20 June 2012
Original: English

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International Coffee Council
109th Session
24 – 28 September 2012
London, United Kingdom

Draft Agenda

| Item | Document |
|--|--|
| 1. Draft Agenda and schedule of meetings – to adopt | ICC-109-0 Guide to meetings |
| 2. Admission of observers – to consider The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers. | to follow |
| 3. Votes and credentials | |
| 3.1 Votes for coffee year 2011/12 – to approve 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. | to follow |
| 3.2 Initial distribution of votes for coffee year 2012/13 – to approve 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 2012/13 will be circulated. | to follow |
| 3.3 Credentials – to approve The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council. | verbal |

4. Membership of the International Coffee Agreement (ICA) 2007 – to consider/approve to follow

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 and a draft Resolution extending the deadline for deposit of instruments.

5. Coffee market situation – to note to follow

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

6. Studies, reports and seminars

6.1 Studies and reports – to consider to follow

As provided for in the Programme of Activities for 2011/12, the Council will consider the following studies:

- Comparative analysis of coffee re-exports
- Relationships between prices of coffee on physical and futures markets
- Drinking patterns in selected importing countries
- Obstacles to consumption
- Mixtures and substitutes

6.2 Seminar on the economic, social and environmental impact of certification on the coffee supply chain – to consider verbal

The Chairperson of the Seminar will report on the Seminar held on 25 September 2012.

7. Consultative Forum on Coffee Sector Finance – to consider verbal

The Chairperson of the Core Group will report to the Council on the meeting of the Core Group held on 25 September 2012. The Council will consider the following matters:

- Advisors for the Core Group for 2011/12 and 2012/13
- Date and topic of 3rd Consultative Forum and other arrangements

- Chairperson and Vice-Chairperson of the Forum and Core Group for 2012/13 – the Chairperson and Vice-Chairperson of the Forum and Core Group were appointed for a period of one year in September 2011. Their term may be extended for a further year.

8. Programme of Activities for 2012/13 – to consider to follow

The Council will consider a revised draft programme of proposed activities in coffee year 2012/13.

9. Report by Chairmen of ICO bodies verbal

9.1 Private Sector Consultative Board (PSCB) – to consider

9.2 Statistics Committee – to consider

9.3 Promotion and Market Development Committee – to consider

9.4 Projects Committee – to consider

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

The report of the Virtual Screening Subcommittee (VSS) will be circulated. The Council will consider the recommendations of the Projects Committee on new or revised project proposals, and will also consider the Committee's recommendation on establishing the VSS as a permanent body.

9.4.2 Projects being implemented and concluded projects – to note to follow

The Council will consider reports and presentations on projects being implemented and concluded projects.

10. Cooperation with other agencies – to note verbal

The Executive Director will report on cooperation with other agencies, including the ICO's participation in the United Nations Forum on Sustainability Standards and UNCTAD XIII. The representative of the International Women's Coffee Alliance (IWCA) will make a presentation on the work of the IWCA and progress on establishing IWCA chapters in ICO Members. The Director for International Public Affairs of the Sustainable Trade Initiative (IDH) will make a presentation.

- 11. 50th anniversary of the ICO – *to consider*** verbal
- Members are invited to contribute suggestions to mark the 50th anniversary of the ICO in 2013.
- 12. National coffee policies – *to note*** verbal
- Members are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation.
- 13. Financial and administrative matters**
- 13.1 Finance and Administration Committee – *to consider/note*** to follow
- The Chairman of the Finance and Administration Committee will report on the meeting of the Committee and the financial situation. The Council will consider the recommendations of the Committee on the following matters:
- System of salary scales and post adjustments
 - Appointment of registered auditors
 - Payment of arrears
- 13.2 Draft Administrative Budget for the financial year 2012/13 – *to approve*** to follow
- The Chairman of the Finance and Administration Committee will report.
- 13.3 Premises – *to consider*** to follow
- The Chairman of the Finance and Administration Committee will report.
- 14. Office-holders and committees**
- 14.1 Chairperson and Vice-Chairperson of the Council – *to elect*** verbal
- According to Article 10 of the 2007 Agreement, the Chairperson and the Vice-Chairperson for coffee year 2012/13 should be elected from among the representatives of importing and exporting Members, respectively.

14.2 Composition of Committees – *to consider and approve* to follow

The Council will consider the composition of the following Committees for 2012/13:

- 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)

15. Other business – *to consider* verbal

16. Future meetings verbal

The next Session of the Council will take place in London from 4 to 8 March 2013 – ***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

10th Meeting

24 September 2012 (16:30)

London, United Kingdom

Draft Agenda

| Item | Document |
|--|----------------------------------|
| 1. Draft Agenda – to adopt | FA-46/12 |
| 2. Report on the meetings of 5 March, 3 May and 25 May 2012 – to approve | FA-37/12 FA-40/12 FA-45/12 |
| 3. Financial situation – to note | to follow |
| A report on the financial situation will be circulated. | |
| 4. Draft Administrative Budget for the financial year 2012/13 – to consider | to follow |
| The Committee will consider a revision of the draft Administrative Budget for the financial year 2012/13 and a cost analysis summary. | |
| 5. Premises – to consider | verbal |
| The Committee considered the issue of the premises at two intersessional meetings on 3 and 25 May 2012 (see documents FA-40/12 and FA-45/12). A status report will be given by the Executive Director. | |
| 6. Promotion and Special Funds – to consider | verbal |
| At the last meeting, the Committee asked the Executive Director to review and make recommendations to exporting Members on possible uses of the Fund. | |

7. System of salary scales and post adjustments – to consider FA-15/11 Rev. 1

Discussion on document FA-15/11 Rev. 1 containing research into salary remuneration systems may continue in the light of suggestions from Members.

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. Outstanding contributions – to consider verbal

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

10. Banks – to consider to follow

Rule 10 of the Financial Rules of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. The Committee will review the list of banks with whom the ICO may keep funds.

11. Other business – to consider verbal

Chairman and Vice-Chairman for 2012/13: The Council will approve the composition of the Committee for 2012/13 during its 109th Session in September 2012. At its first meeting in March 2013, the Committee will appoint a Chairman and Vice-Chairman for 2012/13.

Paperless office – as noted at the last meeting, Members will be invited to indicate whether they wish to receive paper documents prior to the September meetings.

12. Date of next meeting – to consider verbal

The next meeting will take place in London at the time of the 110th Council Session from 4 to 8 March 2013.



Core Group on the Consultative Forum

2nd meeting

25 September 2012 (09:30)

London, United Kingdom

Draft Agenda

| Item | Document |
|--|-----------|
| 1. Draft Agenda – to adopt | CG-3/12 |
| 2. 2nd Consultative Forum – to review | verbal |
| Experts and advisors attending the Group will be invited to review discussions and challenges highlighted during the 2 nd Forum. | |
| 3. 3rd Consultative Forum on Coffee Sector Finance – to consider | to follow |
| <ul style="list-style-type: none">• Date – should the Forum convene in March or September 2013?• Topic – is there a topic that emerged from the previous Forums that could be considered; what other relevant and useful topics should the next Forum explore?• Format – what format could be used to generate useful discussion and facilitate engagement by a wide range of participants?• Presenters – individuals or organizations who should be invited to present.• Sponsorship – a document outlining the costs of the Forum and benefits to sponsors has been prepared to assist with approaches to sponsors.• Materials and information – the Group will consider how to develop materials and information to assist with Forum discussions. | |

4. **Dissemination – *to consider*** to follow

The Group will consider how best to disseminate the results of the Forum.
5. **Advisors for the Core Group for 2012/13 – *to consider*** verbal
 - Consideration of non-government individuals to serve as advisors on the Core Group
 - Recommendation to the Council on 4 individuals and [3] alternates to appoint to the Core Group
6. **Considerations for future Forum events – *to consider*** verbal
 - **Format** – possibilities raised at the last meeting included workshops, engaging a professional facilitator, breakout groups, internet platforms, or holding the Forum outside London in another country. The Group will consider this further.
 - **Topics for future Consultative Forum events:** topics that emerged from previous Forum events that the Forum should consider; other relevant and useful topics for the Forum to explore.
 - **Presenters:** individuals or organizations to invite to present at future Forum events.
7. **Next steps – *to consider*** verbal
8. **Other business – *to consider*** verbal
9. **Date of next meeting – *to consider*** verbal



Private Sector Consultative Board

35th meeting

26 September 2012 (09:30)

London, United Kingdom

Draft Agenda

| Item | Document |
|---|-----------------------------|
| 1. Draft Agenda – to adopt | PSCB-132/12 |
| 2. Report on the meeting of 7 March 2012 – to approve | PSCB-131/12 |
| 3. Coffee market situation – to note | to follow |
| The Executive Director will introduce an analysis of the market situation and the latest official estimates for the Brazilian coffee crop. | |
| 4. 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. | |
| 5. Coffee and health – to note | verbal |
| Reports will be given on coffee and health programmes. | |
| 6. Coffee consumption – to consider | verbal |
| Presentations will be made on the impact of improved coffee quality on consumption by the representative of the Coffee Association of Canada (CAC), and on seals and certification from the point of view of consumers and producers by the Specialty Coffee Association of America (SCAA) and the National Federation of Coffee Growers of Colombia (FEDECAFE) respectively. | |

7. Food safety aspects – to note verbal

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

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

The PSCB will consider the outcome of the meeting of the Core Group for the Consultative Forum on 25 September 2012.

9. Association Management Issues verbal

The representative of the European Coffee Federation (ECF) will make a presentation on the top three issues facing the ECF.

10. Interaction between the PSCB and the Council verbal

The Executive Director will make suggestions to strengthen the relationship between the PSCB and the Council.

11. PSCB representatives and officeholders verbal

PSCB Chairman and Vice-Chairman for 2012/13 – to elect

Nominations for 8th consuming PSCB representative for 2011/12 and 2012/13 – to consider

12. Other business – to consider verbal

13. Future meetings – to consider verbal

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

The next meeting will take place in London at the time of the 110th Council Session from 4 to 8 March 2013.



Promotion and Market Development Committee
4th meeting
26 September 2012 (14:30)
London, United Kingdom

Draft Agenda

| Item | Document |
|--|-----------|
| 1. Draft Agenda – to adopt | PM-15/12 |
| 2. Promotion and market development under the International Coffee Agreement (ICA) 2007 – to consider The Chairman will introduce a plan for promotion of consumption and market development under the ICA 2007. | to follow |
| 3. Promotion activities | |
| 3.1 CoffeeClub – to note The consultant will report. | verbal |
| 3.2 Coffee and health – to consider The Executive Director will report. | verbal |
| 3.3 Research – to consider The 24 th ASIC Conference will take place in Costa Rica in November 2012. | verbal |
| 4. 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, and will also report on information received from Members on national coffee quality standards. | to follow |

5. Phytosanitary matters – *to consider* verbal

The Head of Operations 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 Rev. 1 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 previous meetings, a representative of the EU will be invited to report on new EU directives on food safety.

6. Other business – *to consider* verbal

Chairperson and Vice-Chairperson for 2012/13: The Council will approve the composition of the Committee for 2012/13 during its 109th Session in September 2012. At its first meeting in March 2013, the Committee will appoint a Chairperson and Vice-Chairperson for 2012/13.

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

The next meeting will take place in London at the time of the 110th Council Session from 4 to 8 March 2013.



Projects Committee

4th Meeting

27 September 2012 (09:30)

London, United Kingdom

Draft Agenda

| Item | Document |
|--|-----------|
| 1. Draft Agenda – to adopt | PJ-33/12 |
| 2. Coffee development projects | to follow |
| 2.1 Projects under consideration by the ICO – to consider | to follow |
| New and revised project proposals for consideration in March 2013 should reach the ICO by 14 December 2012 . The Executive Director will introduce the report of the Virtual Screening Subcommittee (VSS) on new and revised project proposals. | |
| 2.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note | to follow |
| 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 July 2012. | |
| 2.3 Projects already approved by the CFC – to note | to follow |
| A progress report on the implementation of projects approved by the CFC will be circulated. | |
| 3. Procedures for submitting and reviewing projects – to consider | to follow |
| In September 2011, the Council decided that the Virtual Screening Subcommittee (VSS) should continue to operate for a further interim period until arrangements for the technical screening of projects under the 2007 Agreement had been finalized. Both the draft assessment document for projects and the VSS report have now been revised as part of the review of technical screening arrangements. The Committee is invited to consider whether the VSS should be established as a permanent Subcommittee. | |

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

Future financing: The Committee will discuss identification of sources of funding for project and cooperation with other agencies. At previous meetings, Members have been requested to send specific suggestions on sources of finance to the Secretariat.

Common Fund for Commodities: The representative of the CFC will report on the future role and mandate of the CFC.

International Coffee Genomics Network (ICGN): The representative of the ICGN will report on progress on sequencing the coffee genome and the results of a survey among its members on prioritizing new projects.

5. African coffee sector – to consider to follow

As suggested during the last meeting, the representative of the African Fine Coffees Association (AFCA) will report on the outlook for African coffee and the strategy adopted by AFCA.

6. Gender analysis – to consider to follow

The Committee will consider the inclusion of gender analysis in new proposals. The Projects Officer will report on lessons from previous projects that have successfully included it.

7. Cooperation with other agencies – to note verbal

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

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

8. Other business – to note

verbal

Chairperson and Vice-Chairperson for 2012/13: The Council will approve the composition of the Committee for 2012/13 during its 109th Session in September 2012. At its first meeting in March 2013, the Committee will appoint a Chairperson and Vice-Chairperson for 2012/13.

9. Date of next meeting – to note

verbal

The next meeting will take place in London at the time of the 110th Council Session from 4 to 8 March 2013.



Statistics Committee

4th meeting

27 September 2012 (14:30)

London, United Kingdom

Draft Agenda

| Item | Document |
|---|--------------------------|
| 1. Draft Agenda – to adopt | SC-16/12 |
| 2. Report on the meeting of 7 March 2012 – to approve | SC-15/12 |
| 3. Compliance with statistical rules – to consider | to follow |
| The Statistician will report on compliance with statistics and on any consultations with experts on official estimates with large discrepancies from those provided by other sources, as suggested at the last meeting. | |
| 4. Exports to exporting countries – to consider | to follow |
| The Statistician will introduce a report on exports of all forms of coffee to exporting countries, including re-exports from importing countries. | |
| 5. Exports of organic coffee and differentiated coffees – to consider | to follow |
| The Statistician will introduce a report on exports of organic coffee by origin and by destination. | |

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

The Committee will review the results of the European Coffee Federation's survey on inventories and stocks of green coffee. As requested at the last meeting, information on inventories held in other importing countries will be provided where available. The Statistician will report.

7. Decaffeinated soluble coffee – to note to follow

The Statistician will report.

8. Technical assistance – to consider verbal

At the last meeting it was suggested that a DVD/video could be produced as a permanent manual on compliance for exporting Members. It was also suggested that the ICO could look into a standard system or methodology to be applied by all countries in the collection of data on costs of production, domestic consumption, area planted to coffee and number of trees in production. Members may wish to consider establishing a working group to develop this suggestion further. The Statistician will report on plans for future workshops on compliance with statistical data.

9. Liaison with other organizations – to consider verbal

10. Other business – to consider verbal

Chairperson and Vice-Chairperson for 2012/13: The Council will approve the composition of the Committee for 2012/13 during its 109th Session in September 2012. At its first meeting in March 2013, the Committee will appoint a Chairperson and Vice-Chairperson for 2012/13.

11. Future meetings – to note verbal

The next meeting will take place in London at the time of the 110th Council Session from 4 to 8 March 2013.



ICO MEETINGS (September 2012)

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings open to observers to be held at the headquarters of the International Coffee Organization in London in September 2012 (please tick as appropriate):

| Attendance | Yes | No |
|---|--------------------------|--------------------------|
| 109 th Session of the Council (24 to 28 September) | <input type="checkbox"/> | <input type="checkbox"/> |
| Core Group on Consultative Forum (25 September) | <input type="checkbox"/> | <input type="checkbox"/> |
| Private Sector Consultative Board (26 September) - <i>this meeting is only open to PSCB members and ICO Members</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Promotion and Market Development Committee (26 September) | <input type="checkbox"/> | <input type="checkbox"/> |
| Statistics Committee (27 September) | <input type="checkbox"/> | <input type="checkbox"/> |
| Projects Committee (27 September) | <input type="checkbox"/> | <input type="checkbox"/> |

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

Name: Surname:

Name on registration badge:

Title or official position:

Organization/company:

Address:

Country: Phone:

Fax: Email:

Please return to:
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International Coffee Organization
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