



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 2034/08

4 March 2008
Original: English

E

- **International Coffee Council**
- **Executive Board**
- **Seminar on Geographical Indications**
- **Private Sector Consultative Board**
- **Statistics Committee**
- **Finance Committee**
- **Promotion Committee**

Convocation of ICO meetings

(19 – 23 May 2008)

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 100th Session of the International Coffee Council and other ICO meetings which will take place from 19 to 23 May 2008. 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, 19 May at 10.00.

Agendas and arrangements

2. Draft Agendas are attached, together with a draft schedule and a Guide to meetings containing information on arrangements for meetings, hotels and a map showing the location of the ICO.

3. Members wishing to submit documents for circulation or suggest any additional matters for consideration or to make presentations during the meetings are requested to advise the Executive Director in writing no later than **30 April 2008**. The deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) in September 2008 is **27 June 2008**.

Implementation of the ICA 2007

4. The deadline for submitting suggestions and contributions to assist in the preparation of draft documents relating to the implementation of the 2007 Agreement was **29 February 2008** (see document WP-Council 162/08). In the case of ICO Rules on Statistics, in particular Rules on Indicator prices, Members are invited to send their statistical experts to participate in discussions on this item in the Statistics Committee.

Programme

Meeting	Date (time of first meeting)	Open to
International Coffee Council (100th Session)	19 May 2008 (10.00)	Members and observers from non-member countries, international organizations and private sector associations
Executive Board	20 May 2008 (09.45)	Members
Seminar on Geographical Indications	20 May 2008 (14.00)	Members and observers
Private Sector Consultative Board (PSCB)	21 May 2008 (09.30)	PSCB representatives and observers from private sector associations
Statistics Committee	21 May 2008 (13.00)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity
Finance Committee	21 May 2008 (16.00)	Members
Promotion Committee	22 May 2008 (14.30)	Members and observers from non-member countries, international organizations and private sector associations

Members – notification of attendance

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

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.

Observers – notification of attendance

7. Invited observers from non-member countries, international organizations and private sector associations wishing to attend the Council session and/or other ICO meetings are requested to inform the Executive Director of the meetings they wish to attend either by email to: info@ico.org or by completing and returning the form attached to the back of this document to the Secretariat by **6 May 2008**.

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 listed above.

Interpretation

9. One team of interpreters will be available on 19, 20, 22 and 23 May. Meetings on 21 May will be held in English only.

Draft programme – as at 25.2.08**ICO MEETINGS (19 – 23 May 2008)
PROVISIONAL PROGRAMME**

Monday 19 May		Room	Open to	
08.45 – 09.45	Briefing meeting	ED's office	Restricted	Chairmen and invited Members only
08.45 onwards	Registration	Council Lounge	ICO Members and observers	Accreditation/registration of participants throughout the day
10.00 – 13.00	Council	Council chamber	ICO Members and observers	
13.00 – 14.30	Lunch break			
14.30 – 16.00	Council	Council chamber	ICO Members and observers	
16.00 – 18.00	Signature/Deposit of instruments	ED's office	Restricted	By appointment only: Signature and deposit of instruments for the ICA 2007 by country representatives (Full Powers must be sent in advance, and an appointment made for signature)
Tuesday 20 May		Room	Open to	
09.45 – 13.00	Executive Board	Boardroom	Members	
13.00 – 14.30	Lunch break			
13.45 – 14.00	Briefing for GI Seminar speakers	Committee Room	Restricted: Seminar speakers	The Chairman of the Seminar, the Executive Director and the Head of Operations will brief speakers
14.00 – 18.00	Seminar on GI Coffee	Council chamber	ICO Members, observers and invited participants	
Wednesday 21 May		Room	Open to	
09.30 – 13.00	PSCB	Boardroom	Restricted	Without interpretation
13.00 – 16.00	Statistics Committee	Boardroom	Statistics Committee, ICO Members and observers	Without interpretation. A sandwich lunch will be provided.
16.00 – 18.30	Finance Committee	Boardroom	Members only	Without interpretation
Thursday 22 May		Room	Open to	
09.30 – 13.00	Executive Board	Boardroom	ICO Members	
13.00 – 14.30	Lunch break			
14.30 – 15.30	Promotion Committee	Council Chamber	ICO Members and observers	
15.30 – 18.00	Council	Council Chamber	ICO Members and observers	
Friday 23 May		Room	Open to	
09.30 – 13.00	Council	Council Chamber	ICO Members and observers	
13.00 – 13.30	Press conference	Committee Room	Press	The Executive Director and some Heads of Delegation will brief the press on the outcome of discussions during the week.

Notes: There will be one team of interpreters on 19, 20, 22 and 23 May. Meetings on 21 May will be in English only. The **Annex** lists office holders and the composition of ICO bodies for 2007/08.

As at 4 February 2008

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2007/08**International Coffee Council (2007/08)**

Chairman: Mr G.V. Krishna Rau (India) ■ 1st Vice-Chairman: Mr Iván Romero (Honduras) ■ 2nd Vice-Chairman: Mr Manuel Altimira (Spain) ■ 3rd Vice-Chairman: no nomination

Executive Board (2007/08)

Chairman: Mr David Brooks (USA) ■ Vice-Chairman: Mr Jindrich Fialka (Czech Republic)

Exporting Members: Brazil, Burundi, Cameroon, Colombia, El Salvador, Guatemala, Indonesia, Papua New Guinea

Importing Members: European Community (EC, Belgium, Germany, Italy, Spain), Japan, Switzerland, United States of America

Private Sector Consultative Board (PSCB) (2007/08 and 2008/09)

Chairman: Mr Christian Rasch Topke (ANACAFE) ■ Vice-Chairperson: Ms Florence Rossillion (ECF)

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 Mexicana de la Cadena Productiva del Café (AMECAFE), *Instituto Hondureño del Café (IHCAFE)*, Asociación Nacional del Café (ANACAFÉ), *Coffee Exporters Association of India*

Brazilian and other Natural Arabicas: Conselho dos Exportadores de Café do Brasil (CeCafé), *Associação Brasileira da Indústria de Café Solúvel (ABICS)¹*, *Associação Brasileira da Indústria de Café (ABIC)¹*, Conselho Nacional do Café (CNC), *Confederação da Agricultura e Pecuária do Brasil (CNA)¹*

Robustas: Association of Indonesian Coffee Exporters (AEKI), *Uganda Coffee Trade Federation (UCTF)*, Bourse du Café et du Cacao (BCC)

Consumer representatives (*alternates in italics*)

All Japan Coffee Association (AJCA), European Coffee Federation (ECF), (*ECF*), ECF, (*ECF*), ECF, (*ECF*), Institute for Scientific Information on Coffee (ISIC), *ISIC*, National Coffee Association of USA (NCA), *Coffee Association of Canada*, Specialty Coffee Association of America (SCAA), Speciality Coffee Association of Europe (SCAE), *European Decaffeinators Association (EDA)*

Promotion Committee

Chairman: ■ Vice-Chairman: Mr Mick Wheeler (Papua New Guinea)

Steering Group on Promotion (2006/07 – 2007/08)

Chairman: Executive Director ■ Vice-Chairman (2006/07): Mr Mick Wheeler (Papua New Guinea) ■ **Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Indonesia ■ **Importing Members:** France, Italy, Japan, United Kingdom **PSCB:** Chairman and Vice-Chairman ■ **Promotion Committee:** Chairman and Vice-Chairman ■ **ICO:** Executive Director

Statistics Committee (2006/07 – 2007/08)

Chairman: Mr Jaime Junqueira Payne (Brazil) ■ Vice-Chairman: Mr Neil Rosser ■ **Exporting Members:** Mr Thiago Siqueira Masson (Brazil), Ms Maria del Pilar Fernández (Colombia) ■ **Importing Members:** Mr Rob Simmons (LMC International Ltd, UK), Mr Neil Rosser (Neumann Kaffee Gruppe, Germany) ■ **Executive Director:** Mr David Brooks (USA), Mr Corneille Tabalo (D.R. Congo)

Finance Committee (2006/07 – 2007/08)

Chairman (2006/07): Mr Mick Wheeler (Papua New Guinea) ■ **Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Papua New Guinea ■ **Importing Members:** EC – Spain, Japan, Switzerland, USA

Virtual Screening Committee

Chairman: Executive Director ■ **Exporting Members:** Brazil, Côte d'Ivoire, Guatemala, Indonesia ■ **Importing Members:** Germany, Italy, USA

¹ To be designated by the Council at its next Session



International Coffee Organization
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ICC 100-0

4 March 2008
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International Coffee Council
100th Session
19 – 23 May 2008
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-100-0 Guide to meetings
2. Votes and credentials	
2.1 Votes in the Council for coffee year 2007/08 – to approve	to follow
The Secretary will report.	
2.2 Credentials – to approve	verbal
The Chairman will examine the credentials with the assistance of the Secretariat.	
3. Membership	verbal
3.1 Membership of the International Coffee Agreement (ICA) 2001 – to note	verbal
As at 4 March 2008, there were 77 Members of the Organization, comprising 45 exporting and 32 importing countries. The Executive Director will report.	
3.2. Membership of the ICA 2007 – to note	verbal
The Executive Director will report on membership of the 2007 Agreement and on contacts with non-member countries. The deadlines for signature and deposit of instruments for the 2007 Agreement are 31 August 2008 and 30 September 2008, respectively. Procedures for membership of the 2007 Agreement are contained in document ED-2033/08.	

4. Coffee market situation – *to note* to follow

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

5. Preparations for the ICA 2007 – *to consider*

In January 2008, the Council noted that Members were invited to send to the Executive Director, by 29 February 2008, suggestions and contributions to assist in the preparation of draft documents outlined in document WP-Council 162/08.

5.1 Strategic action plan – *to consider* to follow

A draft strategic action plan for the ICA 2007 will be circulated.

5.2 Terms of reference – *to consider* to follow

Draft terms of reference will be circulated for the following new bodies established under the ICA 2007:

- Consultative Forum on Coffee Sector Finance
- Promotion and Market Development Committee
- Projects Committee
- Finance and Administration Committee

5.3 Revisions to the Rules of the Organization – *to consider* to follow

Proposals for revisions to ICO Rules will be circulated as follows:

- **Rules of the Organization** – proposals for revisions will be considered by the Council.
- **Financial Regulations and Financial Rules of the Organization** – proposals for revisions will be considered by the Finance Committee in May 2008.
- **Rules on Statistics** – proposals for revisions to Rules on Statistical Reports, Indicator prices and Certificates of Origin will be considered by the Statistics Committee in May 2008.

6. Coffee development projects

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

The Chairman of the Executive Board will report on the following projects which will be considered by the Board in May 2008:

- Enhancing resource use efficiency in coffee production and processing in Vietnam by Farmer 2 Farmer learning
- Trifinio sustainable coffee project
- Integrated agriculture diversification development programme

- Study of the potential for commodity exchanges and other forms of market places in West Africa
- Coffee berry borer projects

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

The Head of Operations will report on the implementation of projects approved by the CFC. Progress reports on the following projects will be circulated:

- Robusta quality and marketing improvement by optimal use of coffee terroirs
- Pilot rehabilitation of the coffee sectors in Honduras and Nicaragua
- Pilot rehabilitation of neglected coffee plantations into small family production units in Angola
- Diversification of production in marginal areas in the State of Veracruz, Mexico
- Short- and medium-term finance for small-scale coffee farmers in Kenya (presentation)
- Enhancing the potential of gourmet coffee production in Central American countries
- Reconversion of small coffee farms into self-sustainable agricultural family units
- Increase in added value by developing the potential of Gourmet Robusta coffee

Final reports will be circulated for the following projects:

- Integrated white stem borer management in smallholder coffee farms in India, Malawi and Zimbabwe
- Improvement of coffee production in Africa by the control of coffee wilt disease – tracheomyces
- Improving coffee quality in East and Central Africa through enhanced processing practices
- Coffee market development and trade promotion in Eastern and Southern Africa

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

The Chairman of the PSCB will report on the meeting of 21 May 2008. The Council is requested to take note of this report and to approve some amendments to the composition of the PSCB for 2007/08 and 2008/09.

- 8. Report by the Chairman of the Statistics Committee – *to note*** verbal
- The Chairman of the Statistics Committee will report on the meeting of 21 May 2008, including recommendations on revisions to ICO Rules on Statistics.
- 9. Promotion Committee – *to note*** verbal
- Article 34 of the Agreement provides that the Promotion Committee shall report regularly to the Council.
- 10. 3rd World Coffee Conference – *to consider*** verbal
- Article 21 of the 2001 Agreement provides that the Council shall appoint the Chairman of the World Coffee Conference, and decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board. Guatemala has confirmed its interest in hosting the next Conference. The Executive Director will report.
- 11. Seminar on Geographical Indications – *to consider*** verbal
- The Chairman of the Seminar will report.
- 12. Obstacles to consumption – *to consider*** to follow
- A report on obstacles to consumption will be circulated.
- 13. Cooperation with other agencies – *to note*** verbal
- The Executive Director will report.
- 14. National coffee policies – *to consider*** verbal
- Member countries are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation to Members.
- United States Department of Agriculture Programmes in Coffee*
- A representative of the USA will present information on US Department of Agriculture Programmes in Coffee including the Coffee Research Programme at the Agricultural Research Service (ARS).

15. Financial and administrative matters

15.1 Administrative Accounts of the Organization for the financial year 2006/07 and Report of the Auditors – *to approve*

EB-3940/07 Rev. 1

As decided by the Executive Board in January 2008, the Council will consider the recommendation of the Finance Committee on the Administrative Accounts of the Organization for the financial year 2006/07 and Report of the Auditors.

15.2 Other financial and administrative matters – *to consider*

to follow

The Chairman of the Executive Board will report on other financial and administrative matters considered by the Board, including payment of arrears.

16. Other business – *to consider*

verbal

17. Future meetings

to follow

A document containing dates of meetings in 2008/09 and 2009/10 will be circulated – *to consider and approve*

The next Session of the Council will take place at the headquarters of the Organization in London from 22 to 26 September 2008. Members are invited to suggest topics for presentations during these meetings, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



International Coffee Organization
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EB 3944/08

4 March 2008
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Executive Board

266th Meeting
20 and 22 May 2008
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	EB-3944/08 Guide to meetings
2. Votes in the Council and Executive Board for coffee year 2007/08 – to approve	to follow
The Secretary will report.	
3. Programme of activities for 2008/09 – to consider	to follow
A document containing a programme of proposed activities in coffee year 2008/09 will be circulated. The Board will consider this prior to submitting a recommendation to the Council in September 2008.	
4. Coffee development projects	
4.1 Projects under consideration by the ICO – to consider	to follow
New project proposals for consideration by the Board in September 2008 should reach the Executive Director by 27 June 2008 . The report of the Virtual Screening Committee (VSC) on the following new proposals will be circulated:	
<ul style="list-style-type: none">• Enhancing resource use efficiency in coffee production and processing in Vietnam by Farmer 2 Farmer learning• Trifinio sustainable coffee project• Integrated agriculture diversification development programme• Study of the potential for commodity exchanges and other forms of market places in West Africa• Coffee berry borer projects	

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

The Head of Operations will report on projects under consideration by the CFC, including projects considered by the CFC Consultative Committee in January 2008. Exporting Members who have not yet replied to the survey on pests and diseases contained in document ED-2020/07 Rev. 1 have been invited to complete and return the questionnaire to the ICO by **15 March 2008**. A report summarizing the responses received will be circulated.

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

The Executive Director will introduce a report on the CQP and will also report on contacts regarding the possible harmonization of Resolution 420 with ISO Standard 10470:2004 Green Coffee Defect reference chart.

6. Phytosanitary matters – *to consider* verbal

The Head of Operations will report on phytosanitary matters including OTA, acrylamide and an EU review of Maximum Residue Levels of Pesticides.

7. Financial and administrative matters

7.1 Report of the Finance Committee – *to consider* to follow

The Chairman of the Finance Committee will report on the meeting of the Finance Committee on 21 May 2008, including the financial situation.

7.2 Draft Administrative Budget for the financial year 2008/09 – *to note* to follow

Article 19 of the Agreement provides that the Executive Board shall examine the draft Administrative Budget presented by the Executive Director and submit it to the Council with its recommendation for approval.

7.3 Payment of arrears – *to consider* to follow

Under the provisions of Resolutions 429 (Uganda) and 430 (Democratic Republic of Congo), the Executive Director was requested to inform the Executive Board of compliance with the terms of these Resolutions. The Executive Director will also report on the situation of arrears with respect to Nicaragua.

7.4 Other financial and administrative matters – *to consider* verbal

The Executive Director will report.

8. Other business – *to consider* verbal

9. Future meetings – *to note* verbal

The next meeting of the Board will take place at the headquarters of the Organization in London from 22 to 26 September 2008.



International Coffee Organization
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PSCB 106/08

4 March 2008
English only

E

Private Sector Consultative Board
26th meeting
21 May 2008 (09.30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-106/08
2. Report on the meeting of 26 September 2007 – to approve	PSCB-105/07
3. Chairman’s report – to note	verbal
4. Coffee and health – to note	verbal
Reports will be given on the Positively Coffee Programme and the Health Care Professions – Coffee Education Programme (HCP-CEP).	
5. Food safety aspects – to note	verbal
The PSCB will consider updates on OTA legislation, the issues of acrylamide and furan and an EU review of Maximum Residue Levels of pesticides.	
6. Implementation of the Coffee Quality–Improvement Programme (CQP) – to consider	to follow
The Executive Director will introduce a report on the CQP.	
7. International Coffee Agreement (ICA) 2007	
7.1 Preparations for implementation of the ICA 2007 – to note	to follow
The Executive Director will report on preparations for the implementation of the 2007 Agreement, including a strategic action plan and terms of reference for new ICO bodies.	

- 7.2 Terms of reference for the PSCB – *to consider*** verbal
- The Committee may wish to review the need for specific terms of reference in the light of the ICA 2007.
- 8. International Coffee Genome Network (ICGN) – *to consider*** verbal
- The representative of the ISIC or the ICGN will report.
- 9. 3rd World Coffee Conference – *to consider*** verbal
- Article 21 of the 2001 Agreement provides that the Council shall appoint the Chairman of the World Coffee Conference, and decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board. Guatemala has confirmed its interest in hosting the next Conference. The Executive Director will report.
- 10. Recommendations to the Council – *to note*** verbal
- The Chairman will summarize any recommendations agreed by the PSCB at this meeting to be conveyed to the Council for consideration or approval.
- 11. Other business – *to consider*** to follow
- Brazilian soluble coffee industry* – The Executive Director will report.
- PSCB representatives for 2007/08 and 2008/09* – at the last meeting the PSCB noted that proposals for representation on the PSCB might be submitted to the next Council session.
- 12. Future meetings – *to consider*** verbal
- PSCB Members are invited to suggest matters for consideration at the next meeting.
- It is suggested that the next meeting of the PSCB should take place at the headquarters of the Organization in London on the morning of 24 September 2008.



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WP Statistics 119/08

4 March 2008
English only

E

Statistics Committee
24th meeting
21 May 2008 (13.00)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Statistics 119/08
2. Report of the Statistics Committee on the meeting of 26 September 2007 – to approve	WP-Statistics 118/07
3. Compliance with statistical rules – to consider	to follow
The Statistician will report on compliance with statistics.	
4. Technical assistance – to consider	verbal
The Statistician will report on progress by exporting countries in full compliance with the statistical rules on the preparation of a manual of best practice, and on possible assistance from other international organizations.	
5. Statistical priorities under the International Coffee Agreement 2007 – to consider	WP-Statistics 114/07 to follow

In September 2007, Committee members were invited to send to the Executive Director their views on future statistical priorities under a new Agreement. A communication from Colombia was circulated at the last meeting as document WP-Statistics 114/07.

Proposals for revisions to the following Rules on Statistics in the light of the 2007 Agreement will be circulated.

- Statistical reports (document EB-3830/02)
- Indicator prices (document EB-3776/01 Rev. 1)
- Certificates of Origin (document EB-3775/01)

6. Terms of reference for Statistics Committee – *to consider* EB-3833/02

The Committee may wish to review its terms of reference in the light of the ICA 2007 (document EB-3833/02).

7. Inventories and stocks – *to note* verbal

The Committee will review the results of the European Coffee Federation's survey on inventories and stocks of green coffee and information on stocks received from producing countries. The Statistician will report.

8. Organic coffee – *to consider* to follow

The Statistician will introduce a report on exports of organic coffee by origin and by destination, and will report on information received from organic certifying agencies in exporting countries.

9. 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.

10. Report to the International Coffee Council – *to note* verbal

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

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

12. Future meetings – *to consider* verbal

The next meeting of the Committee will take place at the time of the Council session from 22 to 26 September 2008.

The Committee is invited to suggest matters for consideration at the next meeting and to consider the date of its next meeting.



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WP Finance 53/08

4 March 2008
Original: English

E

Finance Committee
21 May 2008 (16.00)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance 53/08
2. Chairman for 2007/08 – to elect	verbal
<p>The terms of reference for the Finance Committee (document WP-Finance 2/04) provide that the Committee shall elect its own Chairman who shall serve for a term of two years, with the chairmanship rotating between importing and exporting Members. In January 2007, the Committee decided that Mr. Mick Wheeler should continue as Chairman for coffee year 2006/07, with the question of a Chairman for 2007/08 to be reconsidered at the beginning of that year.</p>	
3. Financial situation – to note	to follow
<p>The Head of Finance and Administration will report on the financial situation, including outstanding contributions to the Administrative Budget.</p>	
4. Administrative Accounts of the Organization for the financial year 2006/07 and Report of the Auditors – to recommend for approval	EB-3940/07 Rev. 1
<p>Rule 62 of the Rules of the Organization provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement. In January 2008, the Board decided to refer this document to the Finance Committee for more detailed consideration.</p>	

- 5. Draft Administrative Budget for the financial year 2008/09 – to consider** to follow

The Committee will consider the Draft Administrative Budget for the financial year 2008/09.

- 6. Terms of reference for the Finance and Administration Committee – to consider** to follow

The Committee will consider draft terms of reference for the Finance and Administration Committee established under Article 18 of the International Coffee Agreement (ICA) 2007.

- 7. Financial Regulations and Financial Rules of the ICO – to consider** to follow

The Committee will consider proposals for revisions to the Financial Regulations and Financial Rules of the ICO (document EB-3634/97) in the light of the ICA 2007.

- 8. Outstanding contributions – to consider** to follow

The Executive Director will report on progress in recovering arrears, including compliance by Uganda and the Democratic Republic of Congo with the provisions of Resolutions 429 and 430 respectively, and on the situation of arrears with respect to Nicaragua.

Liberia has confirmed that it wishes to rejoin the ICO and has appealed for its outstanding contributions to be waived in view of the conflict in this country during almost two decades. The Committee will consider this request.

- 9. Date of next meeting – to consider** verbal

The Committee will consider the date of its next meeting.



International Coffee Organization
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PC 46/08

4 March 2008
Original: English

E

Promotion Committee

13th meeting
22 May 2008 (14.30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PC-46/08
2. Chairman – to consider	verbal
The Committee will consider whether a Chairman should be appointed for the remainder of the 2001 Agreement.	
3. Promotion activities and proposals	
3.1 ICO network to promote coffee consumption – to note	to follow
The consultant will report on the implementation of the ICO network to promote coffee consumption.	
3.2 Coffee and health – to consider	verbal
The Chairman of the Private Sector Consultative Board (PSCB) will report on the Positively Coffee and the Health Care Professions – Coffee Education Programmes.	
4. International Coffee Agreement 2007 – Promotion and Market Development Committee – to note	to follow
The Council will consider draft terms of reference for the Promotion and Market Development Committee established under Article 25 of the 2007 Agreement. A strategy for promotion and market development will be prepared for consideration by the new Committee once the ICA 2007 has entered into force.	

5. Financial matters

5.1 Accounts of the Promotion Fund for the financial year 2006/07 and Report of the Auditors – to note to follow

The Accounts of the Promotion Fund and Report of the Auditors will be presented for the approval of exporting Members.

5.2 Accounts of the Special Fund for the financial year 2006/07 and Report of the Auditors – to note to follow

The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.

6. Other business – to consider verbal

22nd ASIC Conference (Campinas, Brazil, 14 – 19 September 2008)

7. Date of next meeting – to note verbal

The next meeting of the Promotion Committee will take place during the 101st Session of the Council during the week of 22 – 26 September 2008.



**ICO MEETINGS
(May 2008)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in May 2008:

	Yes*	No*
100 th Session of the Council (19 – 23 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
Executive Board (20 and 22 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Private Sector Consultative Board (21 May)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Statistics Committee (21 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
Finance Committee (21 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Promotion Committee (22 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members & 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:

Please return to:
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD
Tel.: +44 (0) 20 7612 0600
Fax: +44 (0) 20 7612 0630
Email: info@ico.org