



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

ED 2039/08

27 June 2008
Original: English

E

- **International Coffee Council**
- **Finance Committee**
- **Executive Board**
- **Private Sector Consultative Board**
- **Statistics Committee**
- **Promotion Committee**

Convocation of ICO meetings

(22 – 26 September 2008)

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 101st Session of the International Coffee Council and other ICO meetings which will take place from 22 to 26 September 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, 22 September 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 **31 August 2008**. The deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) in September 2008 is **27 June 2008**.

Coffee berry borer discussions

4. Discussions on the coffee berry borer (Item 8 on the Council Agenda) are scheduled to take place on the afternoon of Thursday 25 September. Members are invited to send technical experts to participate in discussions on this matter.

Programme

Meeting	Date (time of first meeting)	Open to
International Coffee Council (101st Session)	22 September 2008 (10:00)	Members and observers from non-member countries, international organizations and private sector associations
Finance Committee	22 September 2008 (13:15)	Members
Executive Board	22 September 2008 (15:00)	Members
Private Sector Consultative Board (PSCB)	24 September 2008 (09:30)	PSCB representatives and observers from private sector associations
Statistics Committee	24 September 2008 (14:30)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity
Promotion Committee	25 September 2008 (11:00)	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 **5 September 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 22, 23, 25 and 26 September. Meetings on 24 September will be held in English only.

As at 26 June 2008

**ICO MEETINGS (22 – 26 September 2008)
PROVISIONAL PROGRAMME**

Monday 22 September		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 – 14:00		Lunch break		
13:15 – 15:00	Finance Committee	Boardroom	Members only	A sandwich lunch will be provided. Without interpretation
15:00 – 18:00	Executive Board	Boardroom	Members	
	Deposit of instruments	ED's office	Restricted	By appointment only: Deposit of instruments for the ICA 2007 by country representatives
Tuesday 23 September		Room	Open to	
09:30 – 13:00	Council	Council chamber	ICO Members and observers	
13:00 – 14:30		Lunch break		
14:30 – 18:00	Council	Council chamber	ICO Members and observers	
Wednesday 24 September		Room	Open to	
09:30 – 13:00	PSCB	Boardroom	Restricted	Without interpretation
13:00 – 14:30		Lunch break		
14:30 – 17:00	Statistics Committee	Boardroom	Statistics Committee, ICO Members and observers	Without interpretation.
Thursday 25 September		Room	Open to	
09:30 – 11:00	Executive Board	Boardroom	Members	
11:00 – 13:00	Promotion Committee	Council chamber	ICO Members and observers	Presentation: ICO network to promote coffee consumption (Mr Carlos Brando, P&A Marketing International)
13:00 – 14:30		Lunch break		
14:30 – 17:30	Council	Council chamber	ICO Members, observers and invited participants	Discussions on coffee berry borer
Friday 26 September		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 the Chairmen will brief the press on the outcome of discussions during the week.
13:00 – 14:30		Lunch break		
14:30 – 17:00	Council	Council chamber	ICO Members and observers	As required

Notes:

There will be one team of interpreters on 22, 23, 25 and 26 September. Meetings on 24 September will be in English only. The **Annex** lists office holders and the composition of ICO bodies for 2007/08.

As at 3 June 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)*, *Associação Brasileira da Indústria de Café (ABIC)*, Conselho Nacional do Café (CNC), *Confederação da Agricultura e Pecuária do Brasil (CNA)*

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: 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, Spain, USA



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

ICC 101-0

27 June 2008
Original: English

E

International Coffee Council
101st Session
22 – 26 September 2008
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-101-0 Guide to meetings
2. Admission of observers – to consider The Council will consider the admission of observers to its meeting.	verbal
3. Votes and credentials	
3.1 Votes in the Council for coffee year 2007/08 – to approve The Secretary will report.	to follow
3.2 Initial distribution of votes in the Council for coffee year 2008/09 – to approve Paragraph (5) of Article 13 of the 2001 Agreement provides that the distribution of votes shall be determined by the Council at the beginning of each coffee year. Under the provisions of Article 13, the votes of exporting Members and of importing Members are based on their exports and imports respectively in the preceding four calendar years. Documents containing the statistical basis for the proposed distribution of votes and the initial distribution of votes for coffee year 2008/09 will be circulated.	to follow
3.3 Credentials – to approve The Chairman will examine the credentials with the assistance of the Secretariat.	verbal

4. Membership

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

to follow

As at 26 June 2008, there were 77 Members of the Organization, comprising 45 exporting and 32 importing countries. The Executive Director will report.

The Council will consider draft Resolutions extending the 2001 Agreement; extending the time limit for the deposit of instruments of ratification, acceptance, approval or accession; the deposit of instruments by Governments which are provisionally applying the Agreement; and extending the time limit for accession by Timor-Leste.

4.2. Membership of the ICA 2007 – to note

ED-2033/08
to follow

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 and 30 September 2008**, respectively. Procedures for membership of the 2007 Agreement are contained in document ED-2033/08.

The Council will consider draft Resolutions extending the time-limit for the deposit of instruments of ratification, acceptance or approval, and establishing conditions for accession to the 2007 Agreement.

The Council will also consider a request for membership received from the InterAfrican Coffee Organisation.

5. Coffee market situation – to note

to follow

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

6. Preparations for the ICA 2007 – to consider

WP-Council 166/08
WP-Council 177/08

Documents WP-Council 166/08 and WP-Council 177/08, respectively, contain communications received from Indonesia and the USA.

6.1 Revisions to the Rules of the Organization – to consider

to follow

Revised documents will be circulated for the following Rules:

- Rules of the Organization
- Financial Regulations and Financial Rules of the Organization
- Rules on Statistics – Statistical Reports
- Rules on Statistics – Certificates of Origin

6.2 Terms of reference – *to consider*

to follow

Revised draft terms of reference incorporating proposals made by Members will be circulated for the following bodies:

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

6.3 Strategic action plan – *to consider*

to follow

A report on progress on implementing the outline plan of action for the 2001 Agreement and a revised draft strategic action plan for the ICA 2007 will be circulated, incorporating proposals received from Members by 30 June 2008.

6.4 Development strategy for coffee – *to consider*

EB-3768/01 Rev. 3
CFC/ICO 8/06

The Manual for the Common Fund for Commodities (CFC) (Annex VIII) requires a clear development strategy for each International Commodity Body, subject to review every four years and updated if required by changing circumstances. The current Development strategy for coffee (document EB-3768/01 Rev. 3) was revised and approved by the Council in May 2004. It will be revised as appropriate, taking into account the conclusions of the CFC/ICO workshop on future coffee development priorities held in September 2006. Members will be invited to give suggestions for updating the strategy at this Session.

7. Coffee development projects

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

to follow

The Chairman of the Executive Board will report on projects which will be considered by the Board in September 2008.

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

to follow

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

- Short-and medium-term finance for small-scale coffee farmers in Kenya
- 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
- 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
- Access to finance for the development of diversification crops in coffee producing areas

8. Coffee berry borer (CBB) – to consider

- 8.1 Summary of outcomes of the Integrated Pest Management of the CBB project** – the representative of the CFC or the Project Executing Agency will report. verbal
- 8.2 Current status** – technical experts will be invited to report on the status of CBB in producing countries. verbal
- 8.3 Seminar on CBB in May 2009** – topics, speakers and other requirements will be discussed. verbal
- 9. Programme of activities for 2008/09 – to consider and approve** to follow
- The Chairman of the Executive Board will report.
- 10. 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 24 September 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.
- 11. Statistics Committee** to follow
- 11.1 Report by the Chairman of the Statistics Committee – to note**
- The Chairman of the Statistics Committee will report on the meeting of 24 September.
- 11.2 Statistics Committee under the ICA 2007 – to consider**
- The Council will consider a draft decision establishing the Statistics Committee under the ICA 2007.

11.3 Statistics Committee 2008/09 and 2009/10 – to approve verbal

The terms of reference for the Statistics Committee (document EB-3833/02) require the Council to approve the names of representatives or experts designated by exporting and importing Members and by the Executive Director (two in each category) for a two-year term of office. The current Members of the Statistics Committee are:

Exporting Members: Mr Thiago Siqueira Masson (Brazil),
Ms María del Pilar Fernández (Colombia)

Importing Members: Mr Rob Simmons (LMC International Ltd, UK),
Mr Neil Rosser (Neumann Kaffee Gruppe, Germany)

Executive Director: Mr Corneille Tabalo (Democratic Republic of Congo),
Mr David Brooks (USA)

12. Promotion Committee – to note verbal

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

13. 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. As decided by the Council in May 2008, Guatemala will host the next Conference. The Executive Director will report.

14. Mixtures and substitutes – to consider to follow

Article 36 of the 2001 Agreement states that the Executive Director shall submit to the Council a periodic report on compliance with the provisions of this Article.

15. Cooperation with other agencies – to note verbal

The Secretariat is reviewing Memoranda of Understanding and future cooperation with the International Trade Centre UNCTAD/WTO (ITC) and the Food and Agricultural Organization of the United Nations (FAO) in the light of the 2007 Agreement. The Executive Director will report.

- 16. National coffee policies – *to note*** 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.
- Methodology of crop estimates*
- The representative of Brazil will report.
- 17. Financial and administrative matters**
- 17.1 Draft Administrative Budget for the financial year 2008/09 – *to approve*** to follow
- The Chairman of the Executive Board will report.
- 17.2 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.
- 18. Elections for coffee year 2008/09**
- 18.1 Chairman and Vice-Chairmen of the Council – *to elect*** verbal
- According to Article 11 of the 2001 Agreement the Chairman and first Vice-Chairman this year should be elected from among the representatives of importing Members. The second and third Vice-Chairmen should be elected from among the representatives of exporting Members. Previous Chairmen from importing Member countries were from Switzerland (2004/05) and Italy (2006/07).
- 18.2 Executive Board – *to elect***
- Voting procedures are outlined in Article 18 of the 2001 Agreement and Rule 46 of the Rules of the Organization.
- 18.3 Chairman and Vice-Chairman of the Executive Board – *to elect***
- Article 17 of the 2001 Agreement provides that the Chairman and Vice-Chairman should both be from the same category of membership. For 2008/09, precedent indicates that this should be from the category of exporting Members. Previous Chairmen from exporting Member countries were from Côte d'Ivoire (2004/05) and Guatemala (2006/07).

19. Other business

Registered ports of export and ICO Certifying Agents – to note to follow

Document WP-Council 174/08 containing information on registered ports of export and ICO Certifying Agents will be revised to include additional information received from Members.

20. Future meetings

WP-Council 175/08

Document WP-Council 175/08 contains dates of meetings in 2008/09 and 2009/10 – *to consider*

The next Session of the Council will take place in either March or May 2009, in the light of the Council's decision on dates of meetings in 2008/09. In May 2008, the Government of Kenya invited the Council to hold its next Session in Kenya – *to consider*

Members are invited to suggest topics for presentations during the next meetings, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



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

WP Finance 58/08

27 June 2008
Original: English

E

Finance Committee
22 September 2008 (13:15)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance 58/08
2. Financial situation – to note The Head of Finance and Administration will report on the financial situation.	to follow
3. Draft Administrative Budget for the financial year 2008/09 – to consider and to submit a recommendation to the Board and Council The Committee will consider the Draft Administrative Budget for the financial year 2008/09.	to follow
4. Financial Regulations and Financial Rules of the ICO – to consider The Committee will consider proposals for revisions to the Financial Regulations and Financial Rules of the ICO in the light of the ICA 2007.	to follow
5. Outstanding contributions – to consider The Executive Director will report on progress in recovering arrears, including compliance by Uganda, the Democratic Republic of Congo and Nicaragua with the provisions of Resolutions 429, 430 and 437, respectively.	verbal

6. Appointment of registered auditors – *to consider* verbal

Under the provisions of Rule 62 of the Rules of the Organization, the Executive Director is required to appoint registered auditors annually in consultation with the Executive Board. In July 2007, the Committee recommended that the Executive Board should consider changing the auditors in 2009, the 10th anniversary of the appointment of the current auditors, MRI Moores Rowland, who were first appointed in 1998/99.

7. Pensionable remuneration for staff in the Professional and higher categories – *to consider* to follow

A document on the pensionable remuneration of staff in the Professional and higher categories will be circulated.

8. Other business verbal

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

The Committee will consider the date of its next meeting.



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

EB 3950/08

27 June 2008
Original: English

E

Executive Board

268th Meeting
22 and 25 September 2008
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	EB-3950/08 Guide to meetings
2. Votes and contributions	
2.1 Votes in the Council and Executive Board for coffee year 2007/08 – to approve	to follow
The Secretary will report.	
2.2 Initial distribution of votes in the Council for coffee year 2008/09 – to note	to follow
Paragraph (5) of Article 13 of the 2001 Agreement provides that the distribution of votes shall be determined by the Council at the beginning of each coffee year. Under the provisions of Article 13, the votes of exporting Members and of importing Members are based on their exports and imports respectively in the preceding four calendar years. Documents showing the statistical basis for the proposed distribution of votes, and the initial distribution of votes for coffee year 2008/09 will be circulated.	
3. Programme of activities for 2008/09 – to consider	EB-3945/08
Document EB-3945/08 containing a programme of proposed activities in coffee year 2008/09 will be revised to reflect comments received from Members by 31 July 2008. 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
- The Head of Operations will report on new project proposals and the recommendations of the Virtual Screening Committee (VSC) on projects submitted for consideration by the deadline of 27 June 2008.
- 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 July 2008.
- 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 ochratoxin A (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 22 September 2008, including the financial situation.
- 7.2 Draft Administrative Budget for the financial year 2008/09 – *to note*** to follow
- Article 19 of the 2001 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. The Board will consider the recommendation of the Finance Committee.

7.3 Appointment of registered auditors – *to consider* verbal

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

7.4 Payment of arrears – *to consider* verbal

Under the provisions of Resolutions 429 (Uganda), 430 (Democratic Republic of Congo) and 437 (Nicaragua), the Executive Director was requested to inform the Executive Board of compliance with the terms of these Resolutions. The Executive Director will report.

7.5 Finance Committee 2008/09 – *to appoint* verbal

The terms of reference of the Finance Committee (document WP-Finance 2/04) provide that the Executive Board shall appoint the representatives of the Finance Committee at its September meeting. It is suggested that the Board should appoint the representatives of the Committee for a further year, pending the entry into force of the ICA 2007. The current composition of the Committee is:

Exporting Members: Brazil, Colombia, Côte d'Ivoire, Papua New Guinea
Importing Members: EC – Spain, Japan, Switzerland, USA

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



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

PSCB 109/08

27 June 2008
English only

E

Private Sector Consultative Board
27th meeting
24 September 2008 (09:30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-109/08
2. Report on the meeting of 21 May 2008 – to approve	PSCB-108/08
3. Chairman’s report – to note	verbal
4. Statistics – to note Discussion is invited on the supply of private sector statistical data.	verbal
5. Coffee and health – to note Reports will be given on the Positively Coffee Programme and the Health Care Professions – Coffee Education Programme (HCP-CEP).	verbal
6. Food safety aspects – to note The PSCB will consider updates on ochratoxin A (OTA) legislation, the issues of acrylamide and furan and an EU review of Maximum Residue Levels of pesticides.	verbal
7. Implementation of the Coffee Quality–Improvement Programme (CQP) – to consider The Executive Director will introduce a report on the CQP.	to follow
8. International Coffee Agreement (ICA) 2007 Preparations for implementation of the ICA 2007 – to note 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.	to follow

- 9. International Coffee Genome Network (ICGN) – *to consider*** verbal
- The representative of the Institute for Scientific Information on Coffee (ISIC) or ICGN will report.
- 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. As decided by the Council in May 2008, Guatemala will host the next Conference. The Executive Director will report.
- 11. 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.
- 12. PSCB representatives and officeholders** to follow
- PSCB representatives for 2007/08 and 2008/09 – to consider*
- Proposals for representation on the PSCB will be considered.
- PSCB Chairman and Vice-Chairman for 2008/09 – to elect*
- 13. Other business – *to consider***
- 14. Future meetings – *to consider*** verbal
- The PSCB is invited to suggest matters for consideration at the next meeting and to note that the date of its next meeting will be confirmed by the Secretariat.



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

WP Statistics 127/08

27 June 2008
English only

E

Statistics Committee
25th meeting
24 September 2008 (14:30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Statistics 127/08
2. Report of the Statistics Committee on the meeting of 21 May 2008 – to approve	WP-Statistics 126/08
3. Compliance with statistical rules – to consider The Statistician will report on compliance with statistics.	to follow
4. Technical assistance – to consider 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 sources.	verbal
5. Statistical priorities under the International Coffee Agreement 2007 – to consider Proposals for revisions to Rules on Statistical Reports and Rules on Certificates of Origin will be considered by the Council in September 2008. The Committee will review proposals for revisions to the Rules on Indicator Prices contained in document WP-Statistics 122/08.	to follow WP-Statistics 122/08
6. Article 2 of the International Coffee Agreement (ICA) 2007: Conversion factors for roasted, decaffeinated, liquid and soluble coffee Article 2 of the 2007 Agreement provides that the Council shall, as soon as possible after the entry into force of the Agreement, and again three years after such date, review the conversion factors for the types of coffee listed in Annex I of the Agreement. The last review of the conversion factors took place in 2004 (no changes were	to follow

recommended). In May 2007 the Committee noted that it would review conversion factors once the ICA 2007 had been approved. The Statistics Committee may wish to make recommendations to the Council in due course.

- 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.
- 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**
- Registered ports of export and ICO Certifying Agents* to follow
- Document WP-Council 174/08 containing information on registered ports of export and ICO Certifying Agents will be revised to include additional information received from Members.
- Implementation of the ICA 2007* to follow
- The Council will consider proposals for revisions to the terms of reference for the Statistics Committee, and will also consider a draft Resolution establishing the Committee under the 2007 Agreement.
- Statistics Committee* verbal
- The two-year term of office for Members of the Statistics Committee expires in September 2008. The Council will consider this matter.
- Costs of production* verbal
- Exporting Members have been invited to send to the Secretariat information on the costs of production (see ED-2038/08).

12. Future meetings – *to consider*

Verbal

The Committee is invited to suggest matters for consideration at the next meeting and to note that the date of its next meeting will be confirmed by the Secretariat.



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

PC 50/08

27 June 2008
Original: English

E

Promotion Committee

14th meeting

25 September 2008 (11:00)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PC-50/08
2. Promotion activities and proposals	
2.1 ICO network to promote coffee consumption – to note	verbal
The consultant will report on the implementation of the ICO network to promote coffee consumption.	
2.2 Coffee and health – to consider	verbal
The Promotion Committee will consider reports on the Positively Coffee and the Health Care Professions – Coffee Education Programmes.	
3. Steering Group on Promotion – to consider	verbal
The term of office for Members of the Steering Group on Promotion established by the Promotion Committee in 2003 expires in September 2008. The Committee will review this matter in the light of progress on the International Coffee Agreement 2007.	
4. Other business – to consider	
<i>22nd ASIC Conference (Campinas, Brazil, 14 – 19 September 2008)</i>	verbal
The Executive Director will report.	
5. Date of next meeting – to note	verbal
The date of the next meeting of the Promotion Committee will be confirmed by the Secretariat.	



**ICO MEETINGS
(September 2008)**

ATTENDANCE FORM – OBSERVERS

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

	Yes*	No*	
101 st Session of the Council (22 – 26 September)	<input type="checkbox"/>	<input type="checkbox"/>	(Members & observers)
Finance Committee (22 September)	<input type="checkbox"/>	<input type="checkbox"/>	(Members)
Executive Board (22 and 25 September)	<input type="checkbox"/>	<input type="checkbox"/>	(Members)
Private Sector Consultative Board (24 September)	<input type="checkbox"/>	<input type="checkbox"/>	(PSCB)
Statistics Committee (24 September)	<input type="checkbox"/>	<input type="checkbox"/>	(Members & observers)
Promotion Committee (25 September)	<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