

50
years



**INTERNATIONAL
COFFEE
ORGANIZATION**

ED 2153/13

13 May 2013
Original: English

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- **International Coffee Council**
- **3rd Consultative Forum on Coffee Sector Finance**
- **Core Group on the Consultative Forum**
- **Private Sector Consultative Board**
- **Promotion and Market Development Committee**
- **Projects Committee**
- **Finance and Administration Committee**

**Convocation of ICO 50th anniversary meetings
9 to 12 September 2013
Belo Horizonte, Brazil**

Introduction

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers that the 50th anniversary meetings of the ICO will be held in Brazil from 9 to 12 September 2013. The Opening Ceremony will take place on 9 September at 09:00. The 3rd Consultative Forum on Coffee Sector Finance will take place on 10 September at 10:00. Information about the Forum will be circulated separately. A preliminary schedule of meetings is attached as Annex I.

Meetings venue

2. All meetings will be held at the Expominas Conference Centre, Avenida Amazonas, 6030, Gameleira, Belo Horizonte, Minas Gerais, 30510-000, Brazil, tel: +55 31 3334-5145, website: www.expominas.com.br. Additional information, including the programme, venue and other arrangements, is available in the Manual for Delegates prepared by Brazil which will be posted on the ICO website.

3. The following Annexes are included in this document:

| | |
|-----------|--|
| Annex I | Preliminary schedule of meetings |
| Annex II | Registration form (includes transportation request form) |
| Annex III | Hotels and rates |
| Annex IV | Request for accommodation, tours and technical visit |
| Annex V | Optional medical form |

Information on ICO 50th anniversary meetings in Brazil

Minas Gerais Secretariat for Agriculture, Livestock and Food Supply

Name: Pollyanna Sales

Title: Public Entrepreneur

Tel: +55 31 3915-8808

Email: ois@agricultura.mg.gov.br

Name: João Ricardo Oliveira Júnior

Title: International Relations Advisor

Tel: +55 31 3915-8432

Email: ois@agricultura.mg.gov.br

Contact for information about hotels, visas, tours and other arrangements

Name: Lucas Condurú Davis

Title: Manager Master Receptivo

Travel Agency: Master Turismo

Address: Avenida Afonso Pena 981, 3.º andar, 30130-002, Belo Horizonte, Brazil

Tel: +55 31 3505-3672

Fax: +55 31 3505-2677

Email: lucas.davis@masterreceptivo.com.br

Hotel reservations

4. Delegates are responsible for reserving their hotel accommodation. This can be done through Master Turismo or online at www.50ico.com.br to obtain discounted rates (higher rates will apply if reservations are made through the hotels). Details of hotels and rates are attached as Annex III. Please note that there is considerable demand for hotel rooms in Belo Horizonte at this time of year and Delegates are advised to make their reservations as soon as possible. Special rates are available until **24 July 2013**. After that date normal peak season rates will apply.

Travel arrangements

5. As reservations for flights to and from Brazil can rapidly become fully booked at this time of year, Delegates should make their travel arrangements as soon as possible. There are direct international flights to Tancredo Neves International Airport in Belo Horizonte from Lisbon, Miami and Panama operated by the following airlines: American Airlines, TAM Linhas Aéreas, TAP and Copa Airlines. In addition to connections with international destinations, the capital of Minas Gerais has flight connections with all other state capitals in the country as well as with many other cities.

6. The main international airports in Brazil are in São Paulo and Rio de Janeiro where participants can make flight connections to Belo Horizonte. Flights between São Paulo or Rio de Janeiro and Belo Horizonte take around one hour.

Transportation: airport arrivals and departures

7. Tancredo Neves International Airport is located 38 kilometres north of Belo Horizonte, 45 minutes from the town centre and 1 hour and 15 minutes from the Conference Centre. Special transportation will be available on arrival and departure for ICO Delegates. Delegates should provide details of arrival and departure dates, times and flight numbers by completing the transportation form online at www.50ico.com.br, or if Internet access is not available, by completing and returning the transportation request form attached to this document (Annex II (C)). A departure tax of BRL30 (approximately US\$38) is usually included in the fare.

Transportation: between hotels and meeting venue

8. Transportation will be available to and from the official hotels and meeting venue. Buses and bus stops at the hotels will be clearly identified.

Visas and passports

9. Visas for entry of foreign nationals into Brazil are issued by Brazilian Embassies/Consulates in the country of origin, except in the case of bilateral agreements with the countries concerned. It is recommended that Delegates consult the Manual for Delegates or the Brazilian Embassy/Consulate in their country of origin to check the situation.

10. In the case of holders of diplomatic passports, official or service passports Delegates are advised to check entry requirements with the Brazilian Consulate or Embassy in their countries. Further information concerning visa and passport requirements can be obtained from the local Brazilian Embassy or Consulate or websites such as www.brazil.org.uk.

11. In the case of Delegates with travel connections or transfers via the USA, visas for this country will be required. Further information can be obtained through the US Embassies in individual countries.

12. Delegates requiring visas must follow the required administrative procedures, including completion of relevant forms and provision of passport photographs. The Brazilian

Government has decided that visas for participants in the International Coffee Council Session will be issued free of charge. Delegates need only inform the Visa Officer at the Brazilian Embassies/Consulates that they will be participating in the Session.

Vaccinations

13. Yellow fever vaccination is advisable for foreign nationals travelling to Brazil. Up-to-date information on vaccinations can be obtained from the World Health Organization at www.who.int and the Brazilian Consulate-General in London <http://cglondres.itamaraty.gov.br/en-us/vaccinations.xml>.

Technical visit

14. The technical visit will be to Sul de Minas, visiting the Samambaia coffee farm in Santo Antônio do Amparo, where the Cambraia coffee is produced. The visit is free of charge subject to prior booking. Eighty (80) places will be available. Transport and meals are included. The journey from Belo Horizonte to Santo Antônio do Amparo takes around 2 hours. The distance from Belo Horizonte is approximately 190 km. The visit is programmed for Friday 13 September. Transport to the Samambaia coffee farm will be by minibus. For further information or to reserve a place, please go to the technical visit section of the website www.50ico.com.br or contact Lucas Condurú Davis on +55 31 3505-3672 or at lucas.davis@masterreceptivo.com.br. Reservations should be made by **16 August 2013**.

Tours

15. The following tours are available for Delegates. For further information or to reserve a place, please go to the tours section of the website www.50ico.com.br or contact Lucas Condurú Davis on +55 31 3505-3672 or at lucas.davis@masterreceptivo.com.br. Reservations should be made by **16 August 2013**.

| Tour options | Date | Cost |
|---|---|--------|
| Visit to the Cachaçaria Vale Verde (Distillery) | Monday 9 September | R\$235 |
| Visit to the grottos of Maniqué and Rei do Mato | Tuesday 10 September | R\$235 |
| Visit to the historic towns of Ouro Preto and Mariana | Wednesday 11 September | R\$235 |
| Visit to the Serra do Cipó National Park | Thursday 12 September | R\$235 |
| Visit to the Inhotim Museum | Friday 13 September | R\$235 |
| City Tour of Belo Horizonte (available daily) | Data preferred ___/ September | R\$185 |
| Visit to the historic town of Tiradentes | Weekend Departure: Saturday 14 September Return: Sunday 15 September | R\$375 |

Note: Tours will only take place if at least two people have made bookings.

Agendas and arrangements

16. Draft Agendas for the Council and other meetings are attached, together with a draft programme. The programme for the 3rd Consultative Forum on Coffee Sector Finance on 10 September 2013 will be issued separately.

17. Members wishing to submit documents for circulation, to 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 **1 July 2013**.

Paperless meetings

18. In order to reduce costs for the Organization as efficiently as possible, and as recommended by the Council, the ICO is moving towards a zero paper system for meetings. Members are encouraged to bring their laptops to the meetings they are involved in, rather than using hard copies of documents. The Conference Centre in Belo Horizonte has broadband facilities and all delegates will have access to electrical outlets for their laptops. Agendas and documents can be downloaded from the ICO website at: http://dev.ico.org/documents_e.asp. Restricted documents are circulated by email and are available on request from the Secretariat.

Members – Notification of attendance

19. Credentials for the 111th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as indicated below.

20. 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 **24 July 2013** 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).

21. 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

22. Invited observers from non-member countries, international organizations and private sector associations (see document ICC-109-6) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **24 July 2013** of the specific meetings they wish to attend.

23. Observer countries and organizations not included on the list in Annex II of document ICC-109-6 should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director at least 45 days prior to the September Session (i.e. by **24 July 2013**), in accordance with Rule 5 of the Rules of the Organization.

Registration

24. Participants wishing to register online should enter their email contact details for reception of ICO communications by designated persons in the registration box in the website www.50ico.com.br and then proceed to create a password. A confirmation email will be sent to the participant to complete registration procedures and provide access to all relevant forms. In the case of ICO Members, letters of credentials are also required (see paragraphs 18 and 19).

25. For the purposes of identification and security all participants attending the meetings are required to register on arrival at the Registration Desk available in the official hotels, and to wear the registration badges issued to them during all meetings. If participants encounter some unforeseen contingency, they may also register at the meeting venue on the first day of the meetings.

Interpretation

26. One team of interpreters will be available from 9 to 12 September 2013.

GENERAL INFORMATION ON BRAZIL

| | |
|---|---|
| Population | Brazil (2012): 198.360.943 Minas Gerais: 19.597.330 Belo Horizonte (2010): 2.375.151 |
| Area of Brazil | 8.515,767,049 km ² |
| Area of Minas Gerais | 586,522,122 km ² |
| Area of Belo Horizonte | 331,401 km ² |
| Language | Portuguese |
| Local time | GMT -3 hours |
| Electricity | 220VAC 60 Hz in Brasília 110VAC 60 Hz in Belo Horizonte |
| International direct dialing code | +55 (Brazil) +31 (Belo Horizonte) |
| Currency | The local currency is the Real (1 real = 100 centavos). R\$1 is equivalent to approximately US\$0.50 (as at April 2013) A universal currency converter can be found at www.xe.com/ucc |
| Climate | The average temperature in Belo Horizonte in September is 16° C (minimum) and 27° C (maximum). Weather forecasts for Brazilian cities can be obtained from the website Weather Channel www.weather.com . |
| Travel/medical insurance | Delegates should ensure that they are covered by travel and medical insurance. |
| Health requirements for entry into Brazil | Compulsory vaccinations: Yellow fever Recommended immunisations: Check website http://www.who.int/ If there is any doubt about the need for vaccinations, please contact the local Consulate General or Embassy of Brazil. |
| Useful links | Conference venue: www.expominas.com.br State of Minas Gerais: www.mg.gov.br Belo Horizonte: www.portalpbh.pbh.gov.br/pbh Visas: http://www.portalconsular.mre.gov.br/estrangeiros/quadro-de-regime-de-vistos-simplificado-ingles.pdf Or www.brazil.org.uk Event website: www.50ico.com.br |

| As at 3 May 2013 | | | | |
|---|--|-------------------------------------|--|--|
| ICO MEETINGS Provisional programme 9 to 13 September 2013 | | | | |
| Sunday 8 | September | Room | Open to | Note |
| All day | Arrival in Belo Horizonte | | | |
| All day | Registration | Hotels | | |
| 17:00 | Colonial coffee with Governor Anastasia | Palácio da Liberdade | ICO Members and accepted observers | |
| Monday 9 | September | Room | Open to | Note |
| 08:00 – 09:00 | Registration | Entrance foyer | ICO Members and accepted observers | |
| 08:00 – 09:00 | Briefing meeting | Meeting room | Restricted | |
| 09:00 – 11:00 | Official opening | Plenary room | ICO Members and accepted observers | |
| 11:00 – 13:00 | Council Session | Plenary room | ICO Members and accepted observers | <ol style="list-style-type: none"> 1. Draft Agenda 2. Admission of observers 3. Votes and credentials 3.1 Votes for coffee year 2012/13 3.2 Initial distribution of votes for 2013/14 4. Membership of the ICA 2007 5. Coffee market situation 6. Studies and reports 7. Coffee and climate toolbox |
| 13:00 – 14:30 | Lunch break | Conference Centre restaurant | ICO Members and accepted observers | |
| 14:30 – 16:30 | Promotion and Market Development Committee | Committee Room 1 | ICO Members and accepted observers | |
| 16:30 – 18:00 | Coordination meetings | Plenary room / Committee | Exporting Members Importing Members | |
| 18:30 – 20:00 | Welcome cocktail reception | Expominas | ICO Members and accepted observers | |
| Tuesday 10 | September | Room | Open to | Note |
| 08:30 – 09:00 | Briefing meeting | Committee | Forum presenters | <i>If required</i> |
| 09:00 – 13:00 | 3 rd Consultative Forum | Plenary room | ICO Members and accepted observers | |
| 13:00 – 14:30 | Lunch break | Conference Centre restaurant | ICO Members and accepted observers | |
| 14:30 – 17:30 | 3 rd Consultative Forum | Breakout rooms | ICO Members and accepted observers | |
| 20:00 – 21:30 | Cultural event | Venue to be confirmed | ICO Members and accepted observers | |
| Wednesday 11 | September | Room | Open to | Note |
| 09:30 – 13:00 | PSCB | Committee Room 1 | PSCB and Members | Without interpretation |
| 09:30 – 11:30 | Finance and Administration Co. | Committee Room 2 | ICO Members | |
| 13:00 – 14:30 | Lunch break | Conference Centre restaurant | ICO Members and accepted observers | |
| 14:30 – 17:30 | Projects Committee | Committee Room 1 | ICO Members and accepted observers | |
| 19:00 – 21:00 | Optional gastronomic visit | Venue to be confirmed | ICO Members and accepted observers | |

| Thursday 12 | September | Room | Open to | Note |
|----------------------|--------------------------------------|-------------------------------------|------------------------------------|--|
| 09:00 – 10:30 | Core Group | Committee Room 1 | ICO Members and accepted observers | |
| 10:30 – 13:00 | Council | Plenary room | ICO Members and accepted observers | 8. Programme of Activities for 2013/14 9. Consultative Forum on Coffee Sector Finance 9.1 3 rd Consultative Forum 9.2 Chairperson and Vice-Chairperson of the Forum and Core Group for 2013/14 10. Report by Chairpersons of ICO bodies 10.1 Private Sector Consultative Board 10.2 Promotion and Market Development 10.3 Projects Committee 10.3.1 Projects for approval by the Council 10.3.2 Projects being implemented and concluded projects 11. Food safety 12. Cooperation with other agencies 13. World Coffee Conference |
| 13:00 – 14:00 | Press conference | Press room | Press | |
| 13:00 – 14:30 | Lunch break | Conference Centre restaurant | ICO Members and accepted observers | |
| 14:30 – 17:00 | Council | Plenary room | ICO Members and accepted observers | 3.1 Votes for coffee year 2012/13 3.2 Initial distribution of votes for 2013/14 3.3 Credentials 14. National coffee policies 15. Financial and administrative matters* 15.1 Finance and Administration Committee* 15.2 Draft Administrative Budget for the financial year 2013/14* 16. Office holders and committees 16.1 Chairperson and Vice-Chairperson of the Council 16.2 Composition of Committees 17. Other business 18. Future meetings |
| 19:00 – 21:00 | 50 th anniversary banquet | Location to be confirmed | ICO Members and accepted observers | |
| Friday 13 | September | Room | Open to | Note |
| All day | Technical visit | Samambaia Farm | ICO Members and accepted observers | Limited places. Prior registration required |

Notes:

1. There will be one team of interpreters from 9 to 12 September available from 09:00 to 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2012/13.
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 2012/13

International Coffee Council

Chairperson: Mr David Braun (Switzerland) ■ **Vice-Chairperson:** H.E. Mr José Angel López Camposeco (Guatemala)

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

Chairperson: Mr Ricardo Villanueva (*Anacafé*) ■ **Vice-Chairperson:** Mr Ric Rhinehart (SCAA)

Producer representatives (*alternates in italics*)

Colombian Milds: Federación Nacional de Cafeteros de Colombia (FNC), *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 Federation (UCF)*

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

Consultative Forum on Coffee Sector Finance (2012/13)

Chairperson: Ms Mary Estelle Ryckman (USA) (also Chairperson of Core Group)

Vice-Chairperson: Mr Rodolfo Trampe (Mexico) (also Vice-Chairperson of Core Group)

Core Group on 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: Chairperson of PSCB, and four advisors: Marc Sadler (World Bank), Noemi Perez (Fast), Silas Brasileiro (Conselho Nacional do Café) and Nicolas Tamari, Sucafina S.A. (September 2012 and 2012/13)

Promotion and Market Development Committee (2012/13)

Chairperson: Mr Andrea Illy (EU-Italy) ■ **Vice-Chairperson:** Mr Rodolfo Trampe (Mexico)

Exporting Members: Brazil, Cameroon, Colombia, Costa Rica, India, Indonesia, Mexico and Tanzania

Importing Members: European Union, Switzerland and the USA

Projects Committee (2012/13)

Chairperson: Mr Juan Diego Stacey Chiriboga (Ecuador) ■ **Vice-Chairperson:** Ms Anna Tofftén (EU-Sweden)

Exporting Members: Brazil, Colombia, Ecuador, Guatemala, Kenya, Indonesia, Uganda and Vietnam

Importing Members: European Union, Switzerland and the USA

Finance and Administration Committee (2012/13)

Chairperson: Ms Ina Grohmann (EU-Germany) ■ **Vice-Chairperson:** Mr Aly Touré (Côte d'Ivoire)

Exporting Members: Brazil, Colombia, Côte d'Ivoire, India, Mexico and Vietnam

Importing Members: European Union, Switzerland, USA (fourth consuming Member to be confirmed in March 2013)

Statistics Committee (2012/13)

Chairperson: Mr Jawaid Akhtar (India) ■ **Vice-Chairperson:** Ms Mary Estelle Ryckman (USA)

Exporting Members: Angola, Brazil, Colombia, Ecuador, Ghana, Guatemala, India and Indonesia

Importing Members: European Union, Switzerland and the USA

Virtual Screening Subcommittee (until 2015)

Chairperson: Executive Director

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

Importing Members: European Union and the USA

REGISTRATION FORM
50th ANNIVERSARY OF THE INTERNATIONAL COFFEE ORGANIZATION
 (9 to 13 September 2013, Belo Horizonte, Brazil)

A. REGISTRATION

Registration can also be completed online at www.50ico.com.br.

Category of Delegation (indicate a category)

| | |
|--|---|
| ICO Member Country <input type="checkbox"/> | PSCB association <input type="checkbox"/> |
| Observer invited by the Council (see ICC-109-6) | Observer invited by the Executive Director <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Non-member country <input type="checkbox"/> • International Organization <input type="checkbox"/> • Other <input type="checkbox"/> | |

I will attend the following meetings to be held in Belo Horizonte, Brazil, in September 2013 (please tick as appropriate):

| Attendance | Yes | No |
|---|-----|----|
| 111 th Session of the Council (9 to 12 September) | | |
| Promotion and Market Development Committee (9 September) | | |
| 3 rd Consultative Forum on Coffee Sector Finance (10 September) | | |
| Private Sector Consultative Board (11 September) – <i>this meeting is only open to PSCB members and ICO Members</i> | | |
| Projects Committee (11 September) | | |
| Core Group on Consultative Forum (12 September) | | |

First name: Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address: Country:

Telephone: Fax:

Email: Passport number:

B. DOCUMENTS

Members are encouraged to bring their laptops to the meetings they are involved in, rather than using hard copies of documents.

I will bring my laptop and will not require hard copies Yes No

I will require a set of documents Yes No

C. TRANSPORTATION REQUEST

Transportation requests can also be completed online at www.50ico.com.br.

Shuttle by minibus or van between airport and hotel and hotel to airport (free of charge) Yes No

I wish to book the private shuttle service between the airport and the hotel in executive car (cost: US\$60) Yes No

Arrival in Belo Horizonte

Date: Time:

Airline: Flight number:

Hotel in Belo Horizonte:

Departure from Belo Horizonte

Date: Time:

Airline: Flight number:

Hotel in Belo Horizonte:

Pick up point for travel to the airport:

(Confirm that it will be the hotel indicated above)

Pick up times:

Please tick shoe size below:

| International shoe size comparison chart | | | | | | | | | | | | | | | | |
|--|---|-------------------|------------------|------------------|-------------------|------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Brazil | | 33/ 34 | 33/ 34 | 35/ 36 | 35/ 36 | 35/ 36 | 37/ 38 | 37/ 38 | 37/ 38 | 39/ 40 | 39/ 40 | 41/ 42 | 41/ 42 | 41/ 42 | 43/ 44 | 43/ 44 |
| Europe | M | 35 ^{1/2} | 36 | 37 | 37 ^{1/2} | 38 | 38 ^{1/2} | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 ^{1/2} | 48 |
| UK | M | 3 ^{1/2} | 4 | 4 ^{1/2} | 5 | 5 ^{1/2} | 6 | 6 ^{1/2} | 7 | 7 ^{1/2} | 8 | 8 ^{1/2} | 9 | 10 | 11 | 12 |
| | W | 3 | 3 ^{1/2} | 4 | 4 ^{1/2} | 5 | 5 ^{1/2} | 6 | 6 ^{1/2} | 7 | 7 ^{1/2} | 8 | 9 | 10 | 11 | 12 |
| USA | M | | | | | 6 | 6 ^{1/2} | 7 | 7 ^{1/2} | 8 | 8 ^{1/2} | 9 | 10 ^{1/2} | 11 ^{1/2} | 12 ^{1/2} | 14 |
| | W | | 6 | 6 ^{1/2} | 7 | 7 ^{1/2} | 8 | 8 ^{1/2} | 9 | 9 ^{1/2} | 10 | 10 ^{1/2} | 12 | 13 | 14 | 15 ^{1/2} |

Please return to:

Name: Lucas Condurú Davis

Title: Manager Master Receptivo

Travel Agency: Master Turismo

Address: Avenida Afonso Pena 981, 3.º andar, 30130-002, Belo Horizonte, Brazil

Tel.: +55 31 3505-3672

Fax: +55 31 3505-2677

Email: lucas.davis@masterreceptivo.com.br

HOTELS AND RATES

Participants should make their reservations through the Official Tourist Agency, Master Turismo, or online at www.50ico.com.br. If they so wish, they may also contact the hotel directly. To ensure the special rates agreed with the hotel, Delegates must identify themselves as participants in the 50th anniversary meetings of the ICO. Since many events are programmed for September in Belo Horizonte, reducing the availability of hotel accommodation, it is suggested that **reservations should be made as soon as possible**. Special rates for participants will be available only until **24 July 2013**. Full rates will be charged after that.

Official hotel chain for the event: Accor Hotels

The agreed rates indicated below are available only until **24 July 2013**. We suggest that Delegates make their reservations as soon as possible since the meetings will be held during the peak season in Belo Horizonte.

Mercure Lourdes – 4 stars

Total number of rooms: 389

Address: Avenida do Contorno 7315, Lourdes, 30110-047, Belo Horizonte, Brazil

Telephone: +55 31 3298-4100

Fax: +55 31 3298-4105

Website: <http://www.mercure.com/pt-br/hotel-3575-mercure-belo-horizonte-lourdes-hotel/index.shtml>

| | | AGREED RATES – R\$ | | AGREED RATES – US\$ | |
|--------|----------------|--------------------|---------|---------------------|---------|
| Quant. | | Single* | Double* | Single* | Double* |
| 102 | Standard room | R\$432 | R\$505 | US\$234 | US\$273 |
| 61 | Luxury room | R\$450 | R\$525 | US\$243 | US\$284 |
| 57 | Executive room | R\$504 | R\$578 | US\$272 | US\$312 |

* Breakfast not included

Distance: Hotel Mercure Lourdes / Expominas – 5.9km

Map: See Manual for Delegates

Mercure Life Center – 4 stars

Total number of rooms: 81

Address: Rua Cicero Ferreira 10, Serra, 30220-040, Belo Horizonte, Brazil

Telephone: +55 31 3280-3700

Fax: +55 31 3280-3735

Website: <http://www.mercure.com/pt-br/hotel-3050-mercure-belo-horizonte-lifecenter-hotel/index.shtml>

| | | AGREED RATES – R\$ | | | AGREED RATES – US\$ | | |
|--------|---------------|--------------------|---------|---------|---------------------|---------|---------|
| Quant. | | Single* | Double* | Triple* | Single* | Double* | Triple* |
| 60 | Standard room | R\$338 | R\$395 | R\$448 | US\$183 | US\$214 | US\$240 |

* Breakfast not included

Distance: Hotel Life Center / Expominas – 8.3km

Map: See Manual for Delegates

IBIS Liberdade – 3 stars

Total number of rooms: 130

Address: Avenida João Pinheiro 602, Lourdes, 30130-180, Belo Horizonte, Brazil

Telephone: +55 31 2111-1500

Fax: +55 31 2111-1505

Website: <http://www.ibis.com/gb/hotel-5298-ibis-belo-horizonte-liberdade/index.shtml>

| | | AGREED RATES – R\$ | | AGREED RATES – US\$ | |
|--------|---------------|--------------------|--------|---------------------|---------|
| Quant. | | Single | Double | Single | Double |
| 60 | Standard room | R\$260 | R\$278 | US\$141 | US\$150 |

Distance: Hotel IBIS Liberdade / Expominas – 10.6km

Map: See Manual for Delegates

IBIS Savassi – 3 stars

Total number of rooms: 208

Address: Avenida Contorno 6180, Lourdes, 30110-042, Belo Horizonte, Brazil

Telephone: +55 31 3888-4300

Fax: +55 31 3888-4301

Website: <http://www.accorhotels.com/gb/hotel-7021-ibis-bh-savassi/index.shtml>

| | | AGREED RATES – R\$ | | AGREED RATES – US\$ | |
|--------|---------------|--------------------|--------|---------------------|---------|
| Quant. | | Single | Double | Single | Double |
| 80 | Standard room | R\$260 | R\$278 | US\$141 | US\$150 |

Distance: Hotel IBIS Savassi / Expominas – 6.4km

Map: See Manual for Delegates

REQUEST FOR ACCOMODATION, TOURS AND TECHNICAL VISIT

ICO Meetings (9 to 12 September 2013)

Provide the details indicated below to request reservations for hotels, tours and technical visit. **Reservations may also be made online via website www.50ico.com.br.**

A. HOTEL RESERVATION

| | | | | |
|--|--------|--------------------------|--------|--------------------------|
| I shall make my own reservation | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Please make a hotel reservation in my name | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Official Hotel – Single / Double room | Single | <input type="checkbox"/> | Double | <input type="checkbox"/> |

ICO Member country / PSCB association:

Name: Surname:

Title: Organization:

Country: Telephone:

Fax: Email:

Companion

Name: Surname:

Check-in: **Check-out:**

| Hotel Chosen | Type of room (Single / Double) |
|---------------------------|--------------------------------|
| Hotel Mercure Lourdes | |
| Hotel Mercure Life Center | |
| Ibis Liberdade | |
| Ibis Savassi | |

Method of payment

Credit card: AMEX/VISA/Master Card/Other:

Cardholder name: Credit card number:

Expiry date: Security code:

Signature:

Note: Once reservation is made, you will be notified by email or fax of total cost, including taxes, for approval.

B. OPTIONAL TOURS FOR COMPANIONS

Participants should indicate interest up to 72 hours before the tour. Master Turismo should be notified of cancellations at least 24 hours before the tour. No refunds will be made if cancellations are not notified within the period indicated. Tour prices do not include meals. Tour departures will take place only if there is a minimum of 2 (two) participants.

Name: Surname:

Passport number:

| Tour options | Date | Wish to book the following tour(s) | Cost |
|---|---|---|-------------|
| Visit to the Cachaçaria Vale Verde (Distillery) | Monday 9 September | | R\$235 |
| Visit to the grottos of Maniqué and Rei do Mato | Tuesday 10 September | | R\$235 |
| Visit to the historic towns of Ouro Preto and Mariana | Wednesday 11 September | | R\$235 |
| Visit to the Serra do Cipó National Park | Thursday 12 September | | R\$235 |
| Visit to the Inhotim Museum | Friday 13 September | | R\$235 |
| City Tour of Belo Horizonte (available daily) | Data preferred ___/September | | R\$185 |
| Visit to the historic town of Tiradentes | Weekend Departure: Saturday 14 September Return: Sunday 15 September | | R\$375 |

Note: The form of payment must be agreed directly with Master Turismo.

C. TECHNICAL VISIT

The technical visit will be to Sul de Minas, visiting the Samambaia coffee farm in Santo Antônio do Amparo, where the Cambraia coffee is produced. The visit is free of charge subject to prior booking. Eighty (80) places will be available. Transport and meals are included. The journey from Belo Horizonte to Santo Antônio do Amparo takes around 2 hours. The distance from Belo Horizonte is approximately 190 km. The visit is programmed for Friday 13 September. Transport to the Samambaia coffee farm will be by minibus.

I wish to reserve a place for the technical visit on
13 September 2013 (free of charge) Yes No

Do you have any dietary restrictions?
.....

Please return to:

Name: Lucas Condurú Davis

Title: Manager Master Receptivo

Travel Agency: Master Turismo

Address: Avenida Afonso Pena 981, 3.º andar, 30130-002, Belo Horizonte, Brazil

Tel.: +55 31 3505-3672

Fax: +55 31 3505-2677

Email: lucas.davis@masterreceptivo.com.br

OPTIONAL MEDICAL FORM

Medical details to be provided in case of an emergency. The data may be provided online at website www.50ico.com.br.

Name: Surname:

Date of birth: Blood group and RH:

In case of emergency contact: Telephone:

Do you have any special needs? Yes No

Specify:

Medical history (tick appropriate box)

Allergy: Environment Food Medication

Give details:

Cardiovascular problems Cardiac Arrhythmia

High blood pressure Diabetes Type I

Diabetes Type II Gastroduodenal ulcer

Asthma Chronic migraine

Metabolic coagulation or endocrinological problems

Other:

Surgical history:

Do you have any current health problems? Yes No

Specify:

50
years



INTERNATIONAL
COFFEE
ORGANIZATION

ICC 111-0

13 May 2013
Original: English

E

International Coffee Council
111th Session
9 – 12 September 2013
Belo Horizonte, Brazil

Draft Agenda

| Item | Document |
|---|---|
| 1. Draft Agenda – to adopt | ICC-111-0 Schedule Manual for delegates (to follow) |
| 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. | ICC-111-3 (to follow) |
| 3. Votes and credentials | |
| 3.1 Votes for coffee year 2012/13 – to approve The Secretary will report. | ICC-111-1 (to follow) |
| 3.2 Initial distribution of votes for coffee year 2013/14 – to approve Document ED-2156/13 contains the statistical basis for the proposed distribution of votes for exporting and importing Members. The initial distribution of votes for coffee year 2013/14 will be circulated. | ED-2156/13 (to follow) ICC-111-2 (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** ICC-111-4 (to follow)
WP-Council 237/13 (to follow)
- The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2013. The Council will consider a report on membership and a draft Resolution extending the deadline for deposit of instruments.
- 5. Coffee market situation – to note** Monthly Coffee Market Report – August 2013 (to follow)
ED-2155/13 (to follow)
[ED-2157/13](#)
- The Head of Operations will introduce an analysis of the market situation and will also give an update on the impact of coffee leaf rust on production and actions taken by the ICO with respect to this issue following the adoption of Resolution 451 in March 2013.
- 6. Studies and reports – to consider**
- As provided for in the Programme of Activities for 2012/13, the Council will consider the following studies:
- World Coffee Outlook: 2020 and beyond – this study will include supply/demand analysis, coffee stocks and their relationship with prices, shares of types of coffee in world production and trade, and challenges to the coffee industry. ICC-111-5 (to follow)
 - Coffee in China ICC-111-11 (to follow)
 - Obstacles to consumption ICC-111-6 (to follow)
 - Mixtures and substitutes verbal
 - Country Coffee Profile – Timor-Leste Country Profile (to follow)
- 7. Coffee and climate toolbox – to consider** verbal
- The representative of Hanns R. Neumann Stiftung will present a coffee and climate toolbox developed with CABI and propose ways of disseminating this initiative in collaboration with Members.
- 8. Programme of Activities for 2013/14 – to consider** WP-Council 232/12 Rev. 1 (to follow)
- The Council will consider a revised draft Programme of proposed Activities in coffee year 2013/14.

9. Consultative Forum on Coffee Sector Finance

9.1 3rd Consultative Forum – to consider

CG-12/13 (to follow)

The Chairperson of the Forum will report to the Council on the outcome of the 3rd Consultative Forum on 10 September 2013 including a draft Declaration, the Core Group meeting on 12 September and an interim report on the World Bank/ICO joint studies on risk and finance in the coffee sector.

9.2 Chairperson and Vice-Chairperson of the Forum and Core Group for 2013/14 – to appoint

verbal

The Council will appoint the Chairperson and Vice-Chairperson of the Forum for 2013/14.

The Council will re-appoint the following as advisors to the Core Group for 2013/14:

- Marc Sadler (Team Leader, Agricultural Finance and Risk Management Unit, Agriculture and Rural Development Department, The World Bank)
- Noemí Pérez (Executive Director, Finance Alliance for Sustainable Trade)
- Silas Brasileiro (Executive Chairman, National Coffee Council, Brazil)
- Nicolas Tamari (Chief Executive Officer, Sucafina S.A.)

10. Report by Chairpersons of ICO bodies

verbal

10.1 Private Sector Consultative Board (PSCB) – to consider

10.2 Promotion and Market Development Committee – to consider

10.3 Projects Committee – to consider

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

PJ-53/13 (to follow)

The Council will consider the recommendations of the Projects Committee on the following revised project proposal:

- **Valorization of the Ethiopian coffee origins for marketing improvement** – revised proposal submitted by the United Nations Industrial Development Organization (UNIDO) and illycaffè

PJ-46/13 Rev. 1 (to follow)

10.3.2 Projects being implemented and concluded projects – to note PJ-52/13 (to follow)

The Council will consider the following reports on concluded projects and also on projects being implemented:

- **Access to finance for the development of diversification crops in coffee producing areas** ICC-111-8 (to follow)
- **Developing the potential of Gourmet Robusta coffee in Gabon and Togo** ICC-111-9 (to follow)
- **Increasing the resilience of coffee production to Leaf Rust and other diseases in India and four African countries** ICC-111-10 (to follow)
- **Robusta quality and marketing improvement by optimal use of coffee terroirs** ICC-111-12 (to follow)

11. Food safety – to consider PM-29/13 (to follow)
ICC-111-7 (to follow)

The Council will consider food safety matters, including Maximum Residue Limits (MRLs) for pesticides used in the coffee production process, national quality standards (document PM-29/13) and the implications of Regulation (EU) No. 1169/2011 and other EU regulations for producing countries (document ICC-111-7). As suggested at the last Session, the Head of Operations will report on contacts with the World Trade Organization and Codex Alimentarius on this issue.

12. Cooperation with other agencies – to note verbal

The Executive Director will report on cooperation with other agencies.

13. World Coffee Conference – to consider verbal

Article 30 of the 2007 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. The previous three Conferences took place in London (2001), Brazil (2005) and Guatemala (2010). The Council will consider this matter.

14. 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.

15. Financial and administrative matters

15.1 Finance and Administration Committee – *to consider* FA-70/13 (to follow)

The Chairperson of the Finance and Administration Committee will report on the meeting of the Committee including the financial situation and the premises. The Council will consider the recommendations of the Committee.

15.2 Draft Administrative Budget for the financial year 2013/14 – *to approve* FA-57/13 Rev. 1 (to follow)
FA-58/13 Rev. 1 (to follow)

The Chairperson of the Finance and Administration Committee will report.

16. Office holders and committees

16.1 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 2013/14 should be elected from among the representatives of exporting and importing Members, respectively.

16.2 Composition of Committees – *to consider and approve* WP-Council 238/13 (to follow)
WP-Council 239/13 (to follow)

The Council will consider the composition of the following Committees:

- Private Sector Consultative Board (8 exporting, 8 importing associations) – for 2013/14 and 2014/15
- Promotion and Market Development Committee (8 exporting, 3 importing Members) – for 2013/14
- Projects Committee (8 exporting, 3 importing Members) – for 2013/14
- Core Group (4 exporting, 3 importing Members) – for 2013/14 and 2014/15
- Finance and Administration Committee (6 exporting, 4 importing Members) – for 2013/14
- Statistics Committee (8 exporting, 3 importing Members) – for 2013/14

17. **Other business – *to consider*** verbal
18. **Future meetings** verbal

The next Session of the Council will take place in London from 3 to 7 March 2014 – ***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***

| REFERENCE DOCUMENTS |
|---|
| International Coffee Agreement 2007 |
| Strategic action plan for the International Coffee Organization |
| Rules of the International Coffee Organization |
| Terms of reference for Committees and advisory bodies |
| Model credential letter |
| Office Holders for 2012/13 |
| Procedures for membership of the ICA 2007 |

**Core Group on the Consultative Forum**4th meeting

12 September 2013 (09:00)

Belo Horizonte, Brazil

Draft Agenda**Item****Document****1. Draft Agenda – to adopt**

CG-11/13

2. Report of the last meeting of the Core Group – to note

CG-10/13

Document CG-10/13 contains the report on the 3rd meeting of the Core Group.

3. 3rd Consultative Forum on Coffee Sector Finance – to review

verbal

The Group will review challenges highlighted during the 3rd Forum held on 10 September and outcomes including an ICO Declaration.

4. Studies on risk and finance in the coffee sector – to review

CG-12/13 (to follow)

As decided at the last meeting, the World Bank will develop in collaboration with the ICO, studies on risk and finance in the coffee sector, targeted at three audiences: governments, the commercial sector and producers. The representative of the World Bank will report on progress (see document CG-12/13).

5. Dissemination – to considerCG-4/12 Rev. 1

The Group will consider how best to disseminate the results of the Forum and to message/position the Forum in a way that generates interest and participation.

6. **Considerations for future Forum events – *to consider*** verbal

- **Format:** possibilities include workshops, engaging a professional facilitator, breakout groups and Internet platforms. The Group will consider this further.
- **Topics for future Consultative Forum events:** topics that emerged from previous Forum events and other relevant and useful topics for the Forum to explore.
- **Presenters:** individuals or organizations to be invited to present at future Forum events.
- **Participants:** individuals or organizations who should be invited to present or participate.
- **Sponsorship:** suggestions for potential sponsors.
- **Materials and information:** how to develop materials and information to assist with Forum discussions.

7. **Core Group – *to consider*** verbal

The Executive Director will organize video-conferencing meetings with the Chairperson and Core Group experts.

8. **Next steps – *to consider*** verbal

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

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

The next meeting will take place in London at the time of the 112th Council Session from 3 to 7 March 2014.

| REFERENCE DOCUMENTS |
|--|
| Terms of reference for the Core Group for the Consultative Forum (Annex VII) |
| Terms of reference for the Consultative Forum on Coffee Sector Finance (Annex I) |
| Report of the 1st Consultative Forum |
| Report of the 2nd Consultative Forum |

**Private Sector Consultative Board**37th meeting

11 September 2013 (09:30)

Belo Horizonte, Brazil

Draft Agenda

| Item | Document |
|---|---|
| 1. Draft Agenda – to adopt | PSCB-136/13 |
| 2. Report on the meeting of 6 March 2013 – to approve | PSCB-135/13 |
| 3. Coffee market situation – to note The Head of Operations will introduce an analysis of the market situation. | Monthly Coffee Market Report – August 2013 ED-2155/13(to follow) ED-2157/13 |
| 4. Coffee leaf rust – to consider The Executive Director will report on the situation of coffee leaf rust and actions taken by the ICO with respect to this issue following the adoption of Resolution 451 in March 2013. | verbal |
| 5. 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. The PSCB will consider a report on information on national quality standards received from Members. | PM-27/13 (to follow) PM-28/13 (to follow) PM-29/13 (to follow) |
| 6. Coffee and health – to note The PSCB will consider reports on coffee and health programmes. | verbal |
| 7. Coffee consumption – to consider The representative of the Coffee Association of Canada (CAC) will report on the impact of improved coffee quality on consumption. | verbal |

- 8. Food safety aspects – *to note*** verbal
- The PSCB will consider updates on food safety matters.
- 9. Consultative Forum on Coffee Sector Finance – *to consider*** verbal
- The PSCB will consider the outcome of the 3rd Forum held on 10 September.
- 10. Certification and sustainability – *to consider*** verbal
- The PSCB will continue discussions on this topic.
- 11. Association Management Issues – *to consider*** verbal
- The PSCB will continue discussions on this topic.
- 12. Interaction between the PSCB and the Council – *to consider*** verbal
- The PSCB will consider ways of following up suggestions to strengthen the relationship between the PSCB and the Council raised at the last meeting.
- 13. PSCB representatives and office holders** WP-Council 238/13 (to follow)
- PSCB representatives for 2013/14 and 2014/15 – to consider*
- Proposals for representation on the PSCB for the next two coffee years will be considered by the Council in September 2013.
- PSCB Chairperson and Vice-Chairperson for 2013/14 – to elect*
- 14. Other business – *to consider*** verbal
- 15. Future meetings – *to consider*** verbal
- The PSCB is invited to suggest matters for consideration at the next meeting.
- The next meeting will take place in London at the time of the 112th Council Session from 3 to 7 March 2014.

REFERENCE DOCUMENTS

[Terms of reference for the Private Sector Consultative Board \(Annex II\)](#)

**Promotion and Market Development Committee**6th meeting

9 September 2013 (14:30)

Belo Horizonte, Brazil

Draft Agenda**Item****Document****1. Draft Agenda – to adopt**

PM-26/13

2. Promotion and market development under the International Coffee Agreement (ICA) 2007 – to consider[ICC-110-13](#) (Annex IX)

The Chairperson will report on intersessional consultations with Committee Members on the implementation of the Plan for Promotion and Market Development.

The Committee will consider the composition of a Steering Group on Promotion for 2013/14 and 2014/15 (see Annex IX of document ICC-110-13).

The Executive Director will report on CoffeeClub, Coffee and Health and research.

3. Promotion and Special Funds – to consider

verbal

In September 2012, the Finance and Administration Committee agreed that the question of potential uses of the Special Fund should be referred to this Committee and to exporting Members. The Chairperson will report on the outcome of further consultations with exporting Members on proposals for promotion activities.

The Committee will also consider the use of the remaining balance for the Positively Coffee programme contributed by ISIC and the Promotion Fund.

- 4. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider** PM-27/13 (to follow)
PM-28/13 (to follow)
PM-29/13 (to follow)

The Head of Operations will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP, and will also introduce a report on information received from Members on national coffee quality standards.

- 5. Other business – to consider** verbal

Chairperson and Vice-Chairperson for 2013/14: The Council will approve the composition of the Committee for 2013/14 during its 111th Session in September 2013. At its first meeting in March 2014, the Committee will appoint a Chairperson and Vice-Chairperson for 2013/14.

- 6. Date of next meeting – to note** verbal

The next meeting will take place in London at the time of the 112th Council Session from 3 to 7 March 2014.

| REFERENCE DOCUMENTS |
|--|
| Plan for Promotion and Market Development |
| Terms of reference for the Promotion and Market Development Committee (Annex IV) |
| Terms of reference for the Steering Group on Promotion (Annex IX) |
| Coffee Quality-Improvement Programme (ICC Resolution No. 420) |

**Projects Committee**6th Meeting

11 September 2013 (14:30)

Belo Horizonte, Brazil

Draft Agenda**Item****Document**

- | | | |
|-----|--|----------------------|
| 1. | Draft Agenda – to adopt | PJ-50/13 |
| 2. | Coffee development projects | |
| 2.1 | Projects under consideration by the ICO – to consider | PJ-53/13 (to follow) |

New and revised project proposals for consideration in September 2013 or March 2014 should reach the ICO by **28 June 2013** and **13 December 2013**, respectively. The Secretariat will introduce the report of the Virtual Screening Subcommittee (VSS) on new and revised project proposals including:

- **Valorization of the Ethiopian coffee origins for marketing improvement** – revised proposal submitted by the United Nations Industrial Development Organization (UNIDO) and illycaffè PJ-46/13 Rev. 1 (to follow)

- | | | |
|-----|---|----------------------|
| 2.2 | Projects under consideration by donors – to note | PJ-52/13 (to follow) |
|-----|---|----------------------|

The Head of Operations will report on projects under consideration by the Common Fund for Commodities CFC and other donors, including the pipeline projects submitted to the CFC in March 2013 in response to the Call for Proposals announced by the CFC in February 2013.

- | | | |
|-----|--|----------------------|
| 2.3 | Projects already approved – to note | PJ-54/13 (to follow) |
|-----|--|----------------------|

Document PJ-54/13 contains a progress report on the implementation of projects approved by the CFC and other donors.

- 3. Project activities under the International Coffee Agreement (ICA) 2007**
- 3.1 Fundraising and communication strategies – to consider** PJ-55/13 (to follow)
PJ-56/13 (to follow)
- The Head of Operations will introduce a fundraising strategy to identify alternative sources of finance for projects and a communication strategy to explore cooperation on coffee matters with other organizations, as provided for in the Programme of Activities for 2012/13 (see document [ICC-109-12](#)).
- 3.2 Seminar on alternative sources of finance - to consider** verbal
- The Committee will consider preparations for a Seminar on alternative sources of finance for projects to be held in 2013/14, including participants and the format of the event.
- 4. Gender analysis – to consider** [PJ-35/12](#)
- The Committee will continue discussions on the issue of gender analysis in project proposals.
- 5. Cooperation with other agencies – to note** verbal
- Brazilian Agency for Cooperation (ABC):* The representative of Brazil will report on the implementation of the Memorandum of Understanding with Brazil to promote triangular technical cooperation in coffee producing countries.
- 6. Other business – to note** verbal
- Chairperson and Vice-Chairperson for 2013/14:* The Council will approve the composition of the Committee for 2013/14 during its 111th Session in September 2013. At its first meeting in March 2014, the Committee will appoint a Chairperson and Vice-Chairperson for 2013/14.
- 7. Date of next meeting – to note** verbal
- The next meeting will take place in London at the time of the 112th Council Session from 3 to 7 March 2014.

| REFERENCE DOCUMENTS |
|---|
| Terms of reference for the Projects Committee (Annex III) |
| Terms of reference for the Virtual Screening Subcommittee |
| Development strategy for coffee |

**Finance and Administration Committee**13th Meeting

11 September 2013 (09:30)

Belo Horizonte, Brazil

Draft Agenda**Item****Document**

1. **Draft Agenda – to adopt** FA-69/13
2. **Report on the meetings of 4 March and 5 April 2013 – to approve** FA-62/13
FA-67/13
3. **Financial situation – to note** FA-70/13 (to follow)
The Committee will consider a report on the financial situation.
4. **Premises – to consider** verbal
The Executive Director will report.
5. **Draft Administrative Budget for the financial year 2013/14 – to consider** FA-57/13 Rev. 1 (to follow)
FA-58/13 Rev. 1 (to follow)
The Committee will consider the revised draft Administrative Budget for the financial year 2013/14 and a cost analysis summary.
6. **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.

7. 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.

8. Other business – to consider verbal

Chairperson and Vice-Chairperson for 2013/14: The Council will approve the composition of the Committee for 2013/14 during its 111th Session in September 2013. At its first meeting in March 2014, the Committee will appoint a Chairperson and Vice-Chairperson for 2013/14.

9. Date of next meeting – to consider verbal

The next meeting will take place in London at the time of the 112th Council Session from 3 to 7 March 2014.

REFERENCE DOCUMENTS

[Financial Rules and Financial Regulations of the International Coffee Organization](#)