



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

Convocation of the 4<sup>th</sup> World Coffee Conference  
and ICO meetings  
March 2016  
Addis Ababa, Ethiopia

### Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 4<sup>th</sup> World Coffee Conference which will take place from 6 to 8 March 2016, followed by the 116<sup>th</sup> Session of the International Coffee Council and other ICO meetings from 9 to 11 March 2016. All meetings will take place at the United Nations Conference Centre, Menelik II Ave., Addis Ababa, Ethiopia. The first plenary Session of the Council will be held on Wednesday, 9 March at 09:30.

### Paperless meetings

2. The ICO is moving towards a zero paper system for meetings. Members are encouraged to bring their tablets or notebooks to the meetings in which they are involved, rather than using hard copies of documents. **Document sets will only be available to Members and observers who request them at least 30 days before the meetings i.e. by 5 February 2016, via [icodocuments@ico.org](mailto:icodocuments@ico.org).** The Conference Centre in Addis Ababa has Wi-Fi facilities and there are adequate electrical outlets to recharge devices. Agendas and documents can be downloaded from the ICO website at: [http://www.ico.org/documents\\_e.asp](http://www.ico.org/documents_e.asp). Restricted documents can now be accessed on the ICO website with the use of a password.

### **Agendas and arrangements**

3. Draft Agendas for the Council and other meetings are attached, together with a draft schedule of meetings. The programme for the 4<sup>th</sup> World Coffee Conference will be issued separately, together with information on hotel reservation, travel arrangements and visas.

4. Members wishing to submit documents for circulation, suggest any additional matters for consideration, or make presentations during the meetings are requested to advise the Executive Director in writing no later than **5 February 2016**.

### **Members – notification of attendance**

5. Credentials for the 116<sup>th</sup> Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as outlined below.

6. Members are reminded that Rule 3 of the Rules of the Organization (document ICC-102-7) requires them to inform the Executive Director, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their credentials reach the Organization no later than **5 February 2016**. 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) and be sent to [credentials@ico.org](mailto:credentials@ico.org). The head of each delegation is requested to indicate on the credentials to whom the three free places for the 4<sup>th</sup> World Coffee Conference should be allocated (see below).

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

### **Admission of observers**

8. Invited observers from non-member countries, international organizations and private sector associations (see document [ICC-115-3](#)) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **22 January 2016** of the specific meetings they wish to attend.

9. Observer countries and organizations not included on the list in Annex II of document ICC-115-3 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 March Session (i.e. by **22 January 2016**), in accordance with Rule 5 of the Rules of the Organization.

10. Observers must also register on the 4<sup>th</sup> World Coffee Conference website even if they only plan to attend the ICO meetings. Registration will be available from Monday 21 December onwards at [www.coffee2016.com](http://www.coffee2016.com).

### **Registration**

11. All delegates and observers wishing to attend the 4<sup>th</sup> World Coffee Conference and the ICO meetings must register on the website, [www.coffee2016.com](http://www.coffee2016.com), prior to arriving at the venue. **The United Nations Conference Centre in Addis Ababa is highly secure and entry will not be granted unless registration through the website has been completed.** Registration will be available from Monday 21 December onwards. Furthermore, all delegates will also require a badge. Details on the arrangements for collecting badges will be confirmed in due course.

12. Each ICO Member country is entitled to **three free places** for entry to the World Coffee Conference on Monday 7 and Tuesday 8 March. When submitting credentials the head of delegation for each country is requested to indicate to whom the free places should be allocated. In order to obtain the free places, credentials should be received by the Secretariat before **5 February 2016**.

13. Additional delegates and non-members of the ICO will need to buy their tickets on the Conference website: [www.coffee2016.com](http://www.coffee2016.com). Early bird tickets will be available until 31 January 2016.

14. For the purposes of identification and security all participants attending the meetings are required to register and to wear the badges issued to them during all meetings.

### **Interpretation**

15. Interpretation will be available from 7 to 11 March 2016.

## Important Dates

Documents/presentations/additions to agendas	In writing to the Executive Director (via <a href="mailto:selden@ico.org">selden@ico.org</a> ) by <b>5 February 2016</b>
Request for observer status	In writing to the Executive Director (via <a href="mailto:credentials@ico.org">credentials@ico.org</a> ) by <b>22 January 2016</b>
Credentials	By <b>5 February 2016</b> to <a href="mailto:credentials@ico.org">credentials@ico.org</a>
Registration for the 4 <sup>th</sup> World Coffee Conference	By <b>5 February 2016</b> : <a href="http://www.coffee2016.com">www.coffee2016.com</a>
Document sets	By <b>5 February 2016</b> to <a href="mailto:documents@ico.org">documents@ico.org</a>

As at 18 December 2015

**ICO MEETINGS**  
**Provisional programme**  
**9 to 11 March 2016**

<b>Wednesday, 9 March 2016</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
08:30 onwards	Registration	To be advised	ICO Members and observers	Pre-accreditation/registration of ICO delegates at hotels (to be advised)
08:30 – 09:30	Briefing meeting	To be advised	Restricted	Chairmen and invited Members only
09:30 – 11:00	Council	To be advised	ICO Members and accepted observers	
11:00 – 13:00	Finance and Administration Committee	To be advised	ICO Members	
<b>13:00 – 14:30 Lunch</b>				
14:30 – 16:00	Projects Committee	To be advised	ICO Members and accepted observers	
16:00 – 17:00	Statistics Committee	To be advised	ICO Members and accepted observers	
17:00 – 18:00	<i>Coordination meetings</i>	<i>To be advised</i>	<i>ICO Members</i>	<i>Provisional</i>
<b>Thursday, 10 March 2016</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
09:30 – 11:30	PSCB	To be advised	PSCB and ICO Members	Without interpretation
11:30 – 13:00	Core Group	To be advised	ICO Members and accepted observers	
<b>13:00 – 14:30 Lunch</b>				
14:30 – 16:00	Promotion and Market Development Committee	To be advised	ICO Members and accepted observers	
16:00 – 18:00	<i>Coordination meetings</i>	<i>To be advised</i>	<i>ICO Members</i>	<i>Provisional</i>
18:00 – 20:00	<i>Chairman's reception</i>	<i>To be advised</i>	<i>ICO Members and accepted observers</i>	<i>Provisional</i>
<b>Friday, 11 March 2016</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
09:30 – 13:00	Council	To be advised	ICO Members and accepted observers	
12:30 – 13:00	Press briefing	To be advised	Press	
<b>13:00 – 14:30 Lunch</b>				
14:30 – 18:00	Council	To be advised	ICO Members and accepted observers	

**Notes:**

1. There will be one team of interpreters from 7 to 11 March – available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2015/16
3. In accordance with Article 11 of the 2007 Agreement and Rule 5 of the Rules of the Organization, the Council shall decide at each session on the admission of observers and designate the items on the Agenda of the Council open to accepted observers.

**LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2015/16****International Coffee Council****Chairman:** H.E. Mr Iván Romero-Martínez (Honduras) ■ **Vice-Chairperson:** Ms Tanya Menchi (USA)**Private Sector Consultative Board (PSCB) (2015/16 and 2016/17)****Chairman:** Mr Leman Pahlevi (Indonesia) ■ **Vice-Chairman:** Mr Ramaz Chanturiya (Rusteacoffee)**Producer representatives** (*alternates in italics*)**Colombian Milds:**

Federación Nacional de Cafeteros de Colombia (FNC),  
*Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFÉ),*  
*Asociación de Exportadores de Café de Colombia (ASOEXPORT),*  
 African Fine Coffees Association (AFCA)

**Other Milds:**

Asociación Nacional del Café de Guatemala (Anacafé),  
 Specialty Coffee Association of Panama (SCAP)

**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),*  
*International Women's Coffee Alliance (IWCA)*

**Robustas:**

Conseil du Café-Cacao (3C),  
 Indonesian 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 (2015/16)****Chairman:** Mr Juan Esteban Orduz (Colombia) (also Chairman of Core Group)**Vice-Chairman:** Mr Ódön Pálla Sagues (EU-Spain)**Core Group on the Consultative Forum (2015/16 and 2016/17)****Exporting Members:** Bolivia, Colombia, Costa Rica, Côte d'Ivoire, Ethiopia, Uganda**Importing Members:** EU, Russian Federation, Switzerland, USA**Ex-officio Member:** Executive Director**Assisted by:** Chairman of PSCB, and four advisors to be appointed in March 2016**Promotion and Market Development Committee (2014/15)****Chairman:** To be appointed in March 2016 ■ **Vice-Chairman:** To be appointed in March 2016**Exporting Members:** Bolivia, Colombia, Côte d'Ivoire, El Salvador, India, Indonesia, Kenya, Mexico**Importing Members:** European Union, Switzerland, USA**Projects Committee (2014/15)****Chairperson:** To be appointed in March 2016 ■ **Vice-Chairman:** To be appointed in March 2016**Exporting Members:** Bolivia, Cameroon, Colombia, Costa Rica, Guatemala, India, Indonesia, Tanzania**Importing Members:** European Union, Switzerland, USA**Finance and Administration Committee (2014/15)****Chairman:** To be appointed in March 2016 ■ **Vice-Chairperson:** To be appointed in March 2016**Exporting Members:** Bolivia, Colombia, India, Indonesia, Mexico, Uganda**Importing Members:** EU, Japan, Russian Federation, Switzerland, USA**Statistics Committee (2014/15)****Chairperson:** To be appointed in March 2016 ■ **Vice-Chairman:** To be appointed in March 2016**Exporting Members:** Bolivia, Colombia, El Salvador, Gabon, Ghana, India, Indonesia, Nicaragua**Importing Members:** European Union, Switzerland and the USA



**International Coffee Council**  
116<sup>th</sup> Session  
9 – 11 March 2016  
Addis Ababa, Ethiopia

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda and schedule of meetings – <i>to adopt</i></b>	ICC-116-0 Schedule of meetings
<b>2. Admission of observers – <i>to consider</i></b>  The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers.	to follow
<b>3. Votes and credentials</b>	
<b>3.1 Votes for coffee year 2015/16 – <i>to approve</i></b>  The Secretary will report.	to follow
<b>3.2 Credentials – <i>to approve</i></b>  The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal
<b>4. International Coffee Agreement (ICA) 2007 – <i>to consider</i></b>	
<b>4.1 Membership of the ICA 2007 – <i>to note</i></b>  The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2016.	to follow

**4.2 Article 48 of the ICA 2007 – to consider** [ICA 2007](#)

The Council may wish to consider a review of the ICA 2007 according to paragraph 2 of Article 48 since the 5<sup>th</sup> anniversary of the entry into force of the Agreement will occur on 2 February 2016.

**5. Annual Review 2014/15 – to note** to follow

The Executive Director will introduce the Annual Review for 2014/15.

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

The Head of Operations will introduce an analysis of the market situation and will report on other issues.

**7. Studies and reports – to consider**

As provided for in the Programme of Activities for 2015/16, the Council will consider the following studies:

- Future coffee farmers – the challenge of generational change in rural areas to follow
- Coffee value chain in selected exporting countries to follow
- Coffee value chain in selected importing countries to follow
- Guidelines for the preparation of country coffee profiles to follow

**8. World Coffee Conference – to consider** verbal

The Chairman of the 4<sup>th</sup> World Coffee Conference will report on the conclusions of the Conference. The Council will consider ideas for actions arising from the event.

**9. Programme of Activities – to consider** to follow

The Council will consider a draft Programme of proposed Activities for coffee year 2016/17 together with a final report on the implementation of the Programme of Activities for 2014/15.

**10. Strategic review of the ICO – to consider** to follow

In September 2015 the Council set up a Working Group open to all Members to undertake a strategic review of the ICO. The Executive Director will report.



**11. Consultative Forum on Coffee Sector Finance – *to consider*** verbal

The Chairman of the Core Group will report to the Council on the meeting of the Core Group on 10 March 2016, including arrangements for the 6<sup>th</sup> Forum to be held in September 2016.

**11.1 Core Group on the Consultative Forum – *to appoint*** verbal

The Council will appoint the advisors to the Core Group for 2015/16 and 2016/17. The former advisors were:

- 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.)

**12. Report by the Chairmen of ICO bodies**

**12.1 Private Sector Consultative Board (PSCB) – *to consider*** verbal

**12.2 Promotion and Market Development Committee – *to consider*** verbal

**12.2.1 International Coffee Day – *to consider*** to follow

The Chairman of the Committee will report on a theme and activities for International Coffee Day on 1 October 2016 as well as the establishment of guidelines for partnership between the ICO and other entities.

**12.2.2 Oxfam – *to note*** to follow

The Chairman of the Committee will report on the '*Caffè sospeso against poverty*' campaign

**12.3 Statistics Committee – *to consider*** verbal

**12.3.1 Compliance with Statistical Rules – *to consider*** verbal

The Chairman of the Committee will report on progress made on this matter.

**12.4 Projects Committee – *to consider*** verbal

- 13. Food safety – to consider** verbal
- The Council will consider food safety matters, including an update on the implications of Regulation (EU) No. 1169/2011 (document [ICC-111-7](#)) and other EU regulations for producing countries.
- 14. Coffee research – to consider** verbal
- Coffee and climate change:* The Executive Director will report on the results of the participation of the ICO as an observer to the Conference of the Parties of the United Nations Framework Convention on Climate Change (UNFCCC).
- 15. Cooperation with other agencies – to note** verbal
- The Head of Operations will report on cooperation with other agencies, including progress on the partnership with the 4C Association and IDH The Sustainable Trade Initiative.
- 16. 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.
- 17. Financial and administrative matters**
- 17.1 Finance and Administration Committee – to consider** to follow
- The Chairman of the Finance and Administration Committee will report on the meeting of the Committee including the financial situation and the draft Administrative Budget for the financial year 2016/17. The Council will consider the recommendations of the Committee, including proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category and proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.
- 17.2 Administrative Accounts of the Organization for the financial year 2014/15 and Report of the Auditors – to approve** to follow
- The Council will consider the Administrative Accounts of the Organization for the financial year 2014/15 and Report of the Auditors. The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members together with the Accounts of the Promotion Fund.

**17.3 Premises – to consider** to follow

The Chairman of the Finance and Administration Committee will report.

**17.4 Contract of the Executive Director – to consider** verbal

The Council will consider the matter of the Executive Director’s contract which expires on 30 September 2016.

**17.5 Review of Staff Regulations and Staff Rules – to consider** to follow

At the request of the European Union a review is being conducted into the Organization’s Staff Regulations and Staff Rules in the light of those of other international organizations. The Chairman of the Finance and Administration Committee will report to the Council on this review.

**18. Special Fund – to consider** verbal

The Executive Director will report on discussions held amongst exporting Members on the use of the Special Fund.

**19. Other business – to note** verbal

**20. Future meetings**

The next Session of the Council will take place in London, United Kingdom from 19 to 23 September 2016 – **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
<a href="#">International Coffee Agreement 2007</a>
<a href="#">Action plan for the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for Committees and advisory bodies</a>
<a href="#">Model credential letter</a>
<a href="#">Office Holders for 2015/16</a>
<a href="#">Procedures for membership of the ICA 2007</a>



**Finance and Administration Committee**

19<sup>th</sup> Meeting

9 March 2016 (11:00)

Addis Ababa, Ethiopia

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-114/15
<b>2. Chairman and Vice-Chairman for 2015/16 – to appoint</b>	verbal
The Committee will appoint a Chairman and a Vice-Chairman for 2015/16 who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.	
<b>3. Report on the meeting of 28 September 2015 – to approve</b>	<a href="#">FA-113/15</a>
<b>4. Financial situation – to note</b>	to follow
The Committee will consider a report on the financial situation.	
<b>5. Accounts for the financial year 2014/15</b>	
<b>5.1 Administrative Accounts of the Organization and Report of the Auditors – to recommend for approval</b>	to follow
Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.	

**5.2 Accounts of the Special Fund and Report of the Auditors – to follow  
to note**

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

**5.3 Promotion Fund – to note to follow**

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

**6. Draft Administrative Budget for the financial year 2016/17 – to follow  
to consider**

The Committee will consider the draft Administrative Budget for the financial year 2016/17 and a cost analysis summary.

**7. Premises – to consider verbal**

The lease of the ICO headquarters will expire in 2017. The Executive Director will report on further research undertaken into alternative locations for the ICO.

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

The Head of Finance and Administration will report on progress in recovering arrears.

**9. Appointment of registered auditors – to consider to follow**

The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors.

**10. Contract of the Executive Director – to consider verbal**

The Council will consider the matter of the Executive Director's contract which expires on 30 September 2016.

**11. Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval to follow**

The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category; and proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.

- 12. Review of Staff Regulations and Staff Rules – *to consider*** to follow

At the request of the European Union a review is being conducted of the Organization's Staff Regulations and Staff Rules in the light of those of other international organizations. A report will be given.

- 13. Other business – *to consider*** verbal

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

The next meeting will take place in London, United Kingdom, at the time of the 117<sup>th</sup> Council Session from 19 to 23 September 2016.

REFERENCE DOCUMENTS
<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee (Annex V)</a>



**Projects Committee**  
11<sup>th</sup> Meeting  
9 March 2016 (14:30)  
Addis Ababa, Ethiopia

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	PJ-94/15
2. <b>Chairman and Vice-Chairman for 2015/16 – to appoint</b>	verbal
<p>The Committee will appoint a Chairman and a Vice-Chairman for 2015/16, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.</p>	
3. <b>Challenges and strategy for ICO projects – to consider</b>	to follow
<p>The Chief Economist will report on challenges facing ICO projects.</p>	
4. <b>Coffee development projects</b>	
4.1 <b>Projects under consideration by the ICO – to consider</b>	to follow
<p>New and revised project proposals for consideration in March 2016 should reach the ICO by <b>20 December 2015</b>.</p>	
• African Coffee Facility – Concept Note	to follow
• Empowering women and youth to participate in the coffee value chain in Uganda	to follow

**4.2 Projects under consideration by donors – to note** to follow

The Chief Economist will report on projects under consideration by the CFC and other donors.

**4.3 Projects already approved – to note** to follow

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

**5. Cooperation with other agencies – to consider** verbal

The Head of Operations will report on a proposed Plan of Action for the collaboration with the 4C Association and IDH The Sustainable Trade Initiative.

The Chief Economist will report on the Design Workshop for the African Coffee Facility to be held in Abidjan, Côte d’Ivoire in February 2016.

**6. Other business – to note** verbal

*Reports by Members:* Members may wish to report on the rehabilitation of their coffee sectors, as well as progress on dealing with coffee diseases and pests.

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

The next meeting will take place in London, United Kingdom, at the time of the 117<sup>th</sup> Council Session from 19 to 23 September 2016.

REFERENCE DOCUMENTS
<a href="#">Terms of reference for the Projects Committee (Annex III)</a>
<a href="#">Terms of reference for the Virtual Screening Subcommittee (Annex VIII)</a>
<a href="#">Development strategy for coffee</a>
<a href="#">Action Plan</a>





**Private Sector Consultative Board**

42<sup>nd</sup> meeting

10 March 2016 (09:30)

Addis Ababa, Ethiopia

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	PSCB-147/15
2. <b>Report on the meeting of 2 October 2015 – to approve</b>	<a href="#">PSCB-146/15</a>
3. <b>Food safety aspects – to note</b>	verbal
4. <b>International Coffee Day – to consider</b>	verbal
The Executive Director will report on the preparations for the second International Coffee Day to be held on 1 October 2016.	
5. <b>World Coffee Conference – to consider</b>	verbal
PSCB Members will be invited to consider the outcome of the Conference in Addis Ababa from 6 to 8 March 2016, and to put forward ideas for action arising from the event.	
6. <b>Other business – to consider</b>	
<i>Conversion factors for soluble coffee</i> – The PSCB is invited to consider this matter which will be reviewed by the Statistics Committee at its meeting on 9 March 2016. <a href="#">SC-42/14</a>	
7. <b>Date of next meeting – to consider</b>	verbal
The PSCB is invited to suggest matters for consideration at the next meeting.	
The next meeting will take place in London, United Kingdom, at the time of the 117 <sup>th</sup> Council Session from 19 to 23 September 2016.	

**REFERENCE DOCUMENTS**

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



**Promotion and Market Development Committee**

11<sup>th</sup> meeting

10 March 2016 (14:30)

Addis Ababa, Ethiopia

**Draft Agenda**

**Item**

**Document**

**1. Draft Agenda – to adopt**

PM-47/15

**2. Chairman and Vice-Chairman for 2015/16 – to appoint**

verbal

The Committee will appoint a Chairman and a Vice-Chairman for 2015/16, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.

**3. International Coffee Day – to consider**

to follow

The Committee may wish to consider a theme and activities for International Coffee Day on 1 October 2016.

The Committee may also wish to consider guidelines for the establishment of partnerships between the ICO and other entities.

**4. Other business – to consider**

verbal

*Projects to promote consumption:* The representatives of exporting Members may wish to report on any projects in their countries on the promotion of consumption.

**5. Date of next meeting – to note**

verbal

The next meeting will take place in London, United Kingdom, at the time of the 117<sup>th</sup> Council Session from 19 to 23 September 2016.

<b>REFERENCE DOCUMENTS</b>
<a href="#"><u>Plan for Promotion and Market Development</u></a>
<a href="#"><u>Terms of reference for the Promotion and Market Development Committee (Annex IV)</u></a>
<a href="#"><u>Terms of reference for the Steering Group on Promotion (Annex IX)</u></a>



**Statistics Committee**

10<sup>th</sup> Meeting

9 March 2016 (16:00)

Addis Ababa, Ethiopia

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	SC-61/15
2. <b>Chairman and Vice-Chairman for 2015/16 – to appoint</b>	verbal
The Committee will appoint a Chairman and a Vice-Chairman for 2015/16, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.	
3. <b>Report on the meeting of 29 September 2015 – to approve</b>	<a href="#">SC-60/15</a>
4. <b>Compliance with statistical rules – to consider</b>	to follow
The Head of Operations will report on compliance with the Rules on Statistics.	
5. <b>Statistics Roundtable – to consider</b>	verbal
The Head of Operations will report.	

**6. Conversion factors for roasted, decaffeinated, liquid and soluble coffee – to consider** [SC-42/14](#)

Article 2 of the 2007 Agreement provides that the Council shall, as soon as possible after the entry into force of the Agreement, and at intervals of three years, review the conversion factors for roasted, decaffeinated, liquid and soluble coffee. The last review of conversion factors took place in September 2011 (see [ED-2123/11](#)). The Committee will consider this matter.

During the September 2015 meeting Members requested that the Secretariat further consult with soluble coffee manufacturers and make recommendations. The Head of Operations will report.

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

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

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

*Statistics Committee Agenda:* The Head of Operations will invite Members to review the preparation of reports and regular Agenda items considered by the Committee.

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

The next meeting will take place in London, United Kingdom, at the time of the 117<sup>th</sup> Council Session from 19 to 23 September 2016.

REFERENCE DOCUMENTS
<a href="#">Rules on Statistics – Certificates of Origin (ICC-102-9)</a>
<a href="#">Rules on Statistics – Statistical Reports (ICC-102-10)</a>
<a href="#">Rules on Statistics – Indicator Prices (ICC-105-17)</a> <a href="#">ICC-105-17 Add. 2 (Share of markets and their weightings in the calculation of group and composite prices from 1 October 2013)</a>
<a href="#">Terms of reference for the Statistics Committee (ICC-115-13 (Annex VI))</a>
<a href="#">Conversion factors for roasted, decaffeinated, liquid and soluble coffee</a>
<a href="#">List of exporting countries and their country codes, ICO Certifying Agents and registered ports of export (ICC-106-3)</a>
<a href="#">Data concepts and variables used in the statistics of the Organization (SC-59/15)</a>
<a href="#">Coffee Quality-Improvement Programme (ICC Resolution No. 420)</a>



**Core Group on the Consultative Forum**

9<sup>th</sup> meeting

10 March 2016 (11:30)

Addis Ababa, Ethiopia

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – to adopt</b>	CG-27/15
2. <b>Report of the last meeting of the Core Group – to note</b>	<a href="#">CG-26/15</a>
Document <a href="#">CG-26/15</a> contains the report on the 8 <sup>th</sup> meeting of the Core Group.	
3. <b>6<sup>th</sup> Consultative Forum on Coffee Sector Finance – to consider</b>	verbal
The Group will consider a date and the following details for the 6 <sup>th</sup> Forum:	
<ul style="list-style-type: none"><li>• <b>Topic</b> – a broad issue for discussion will be identified.</li><li>• <b>Format</b> – arrangements, facilitation and other issues.</li><li>• <b>Participants</b> – individuals or organizations who should be invited to present or participate.</li><li>• <b>Sponsorship</b> – suggestions for potential sponsors.</li><li>• <b>Materials and information</b> – how to develop materials and information to assist with Forum discussions.</li></ul>	
4. <b>Other business – to consider</b>	verbal
5. <b>Date of next meeting – to consider</b>	verbal

The next meeting will take place in London, United Kingdom at the time of the 117<sup>th</sup> Council Session from 19 to 23 September 2016.

<b>REFERENCE DOCUMENTS</b>
<a href="#"><u>Terms of reference for the Core Group for the Consultative Forum (Annex VII)</u></a>
<a href="#"><u>Terms of reference for the Consultative Forum on Coffee Sector Finance (Annex I)</u></a>
<a href="#"><u>Report of the 1<sup>st</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 2<sup>nd</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 3<sup>rd</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 4<sup>th</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 5<sup>th</sup> Consultative Forum</u></a>