



- International Coffee Council
- Finance and Administration Committee
- Projects Committee
- Promotion and Market Development Committee
- Statistics Committee
- Private Sector Consultative Board

Convocation of ICO meetings  
19 to 23 September 2016  
London, United Kingdom

### Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the draft schedule and Agendas for the 117<sup>th</sup> Session of the International Coffee Council and other ICO meetings which will take place from 19 to 23 September 2016. 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,). The first plenary Session of the Council will be held on Thursday, 22 September at 09:30.

### Paperless meetings

2. 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 tablets or notebooks to the meetings they are involved in, 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 19 August 2016, via [icodocuments@ico.org](mailto:icodocuments@ico.org).** The Council Chamber 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 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 6<sup>th</sup> Consultative Forum during the week of 19 to 23 September will be issued separately.

4. Members wishing to submit documents for circulation or suggest any additional matters for consideration or to make presentations during the meetings are requested to advise the Executive Director in writing no later than **19 August 2016**.

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

5. Credentials for the 117<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 **19 August 2016** 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) and be sent to [credentials@ico.org](mailto:credentials@ico.org).

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 **19 August 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 via [credentials@ico.org](mailto:credentials@ico.org) at least 45 days prior to the September Session (i.e. by **4 August 2016**), in accordance with Rule 5 of the Rules of the Organization.

### Visas and letters of invitation

10. The UK visas website ([UK Visas and Immigration](#)) contains an [online enquiry form](#) which can be used to determine whether you need to apply for a visa before travelling to the UK. Passports must have 6 months validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas to attend the meetings should request this in writing by **19 August 2016** ([info@ico.org](mailto:info@ico.org)), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the British Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

### Registration

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

### Interpretation

12. One team of interpreters will be available from 19 to 23 September 2016.

### Important dates

New requests for observer status	In writing to the Executive Director (via <a href="mailto:credentials@ico.org">credentials@ico.org</a> ) by <b>4 August 2016</b>
Documents/presentations/additions to agendas	In writing to the Executive Director (via <a href="mailto:selden@ico.org">selden@ico.org</a> ) by <b>19 August 2016</b>
Registration for existing observers	By <b>19 August 2016</b> to <a href="mailto:credentials@ico.org">credentials@ico.org</a>
Credentials	By <b>19 August 2016</b> to <a href="mailto:credentials@ico.org">credentials@ico.org</a>
Visa support letters	By <b>19 August 2016</b> to <a href="mailto:info@ico.org">info@ico.org</a>
Document sets	By <b>19 August 2016</b> to <a href="mailto:icodocuments@ico.org">icodocuments@ico.org</a>

As at 16 August 2016

**ICO MEETINGS**  
**Provisional programme**  
**19 to 23 September 2016**

<b>Monday, 19 September</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
08:30 onwards	Registration	Lobby	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
09:30 – 12:00	Finance & Administration Committee	Council Chamber	ICO Members	
12:00 – 13:00	Projects Committee	Council Chamber	ICO Members and accepted observers	
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 16:00	Promotion & Market Development Committee	Council Chamber	ICO Members and accepted observers	
16:00 – 18:00	Working Group on the Strategic Review	Council Chamber	ICO Members	
18:00 – 19:30	<i>Coordination meetings/Other</i>			
<b>Tuesday, 20 September</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
08:30 – 09:30	IACO Board Meeting	Board Room	African Group	
09:30 – 11:30	Statistics Committee	Council Chamber	ICO Members and accepted observers	
11:30 – 12:30	<i>Finance &amp; Administration Committee</i>	<i>Council Chamber</i>	<i>ICO Members</i>	<i>If required</i>
12:30 – 13:00	<i>Coordination Meetings/Other</i>	<i>Council Chamber</i>		
<b>13:00 – 14:30</b>	<b>Lunch</b>			
14:30 – 16:00	Private Sector Consultative Board	Council Chamber	PSCB and Members	Without interpretation
16:00 – 18:00	Vision 2020		ICO Members and accepted observers	
<b>Wednesday, 21 September</b>		<b>Room</b>	<b>Open to</b>	<b>Note</b>
08:00 – 09:00	<i>Forum – briefing meeting</i>	<i>Board Room</i>	<i>Forum speakers and moderators</i>	
08:30 – 09:00	Coffee and Registration		Forum participants	
09:00 – 12:30	6 <sup>th</sup> Consultative Forum	Council Chamber	Forum participants	
<b>12:30 – 14:00</b>	<b>Lunch</b>			
14:00 – 16:30	6 <sup>th</sup> Consultative Forum	Council Chamber	Forum participants	
16:30 – 17:30	Press Briefing	Board Room	Forum moderators, panellists and members of the press	
17:00 – 18:00	Networking event	Delegates' Lounge	Forum participants	

Thursday, 22 September		Room	Open to	Note
08:30 – 09:30	Briefing meeting	Board Room	Restricted	Chairmen and invited Members only
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	1. Draft Agenda 2. Admission of Observers 3.1 Votes for coffee year 2015/16 3.2 Initial distribution of votes 2016/17 4.1. Report on membership of the ICA 2007 4.2. Extension for the deposit of instruments 5. Coffee market situation 6. World Coffee Conference 7. Studies
<b>13:00 – 14:30 Lunch</b>				
14:30 – 17:30	Council	Council Chamber	ICO Members and accepted observers	8. National coffee policies 9. International Coffee Day 10. Session of the Council in Côte d'Ivoire 11. Cooperation with other agencies 16.1 Interim report on the Programme of Activities 2015/16
18:00 – 19:00	Chairman's Reception	Delegates' Lounge	ICO Members and accepted observers	
Friday, 23 September		Room	Open to	Note
09:30 – 12:30	Council	Council Chamber	ICO Members and accepted observers	12. Reports from the Chairpersons of ICO bodies 12.1 Private Sector Consultative Board (PSCB) 12.2 Promotion and Market Development Committee 12.3 Statistics Committee 12.4 Projects Committee 13. Consultative Forum on Coffee Sector Finance 14. Financial and administrative matters* 14.1 Finance and Administration Committee 14.2 Contract of the Executive Director 14.3 Premises 14.4 Appointment of registered auditors 14.5 Review of Staff Rules & Staff Regulations
<b>13:00 – 14:30 Lunch</b>				
14:30 – 18:00	Council	Council Chamber	ICO Members and accepted observers	3.3 Credentials 15. Strategic Review of the ICO 16.2 Programme of Activities 2016/17 17. Special Fund 18. Office holders & committees 18.1 Chairman and Vice-Chairman of the Council 18.2 Chairman and Vice-Chairman of the Forum for 2016/17 18.3 Composition of Committees 19. Other business 20. Future meetings

**Notes:**

1. There will be one team of interpreters from 19 September to 23 September– available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2016/17
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 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: Noemí Pérez (Fast), Roy Parizat (World Bank), Silas Brasileiro (Conselho Nacional do Café, Brazil) and Nicolás Tamari, Sucafina SA (2015/16)

---

**Promotion and Market Development Committee (2015/16)**

**Chairperson:** Ms Vera Espíndola Rafael (Mexico) ■ **Vice-Chairman:** Amy Diggs (USA)

**Exporting Members:** Bolivia, Colombia, Côte d'Ivoire, El Salvador, India, Indonesia, Kenya, Mexico

**Importing Members:** European Union, Switzerland, USA

---

**Projects Committee (2015/16)**

**Chairperson:** Mr Primus Kimarayo (Tanzania) ■ **Vice-Chairman:** Mr Conradin Rasi (Switzerland)

**Exporting Members:** Bolivia, Cameroon, Colombia, Costa Rica, Guatemala, India, Indonesia, Tanzania

**Importing Members:** European Union, Switzerland, USA

---

**Finance and Administration Committee (2015/16)**

**Chairperson:** Ms Amy Diggs (USA) ■ **Vice-Chairperson:** Mr Felipe Robayo (Colombia)

**Exporting Members:** Bolivia, Colombia, India, Indonesia, Mexico, Uganda

**Importing Members:** EU, Japan, Russian Federation, Switzerland, USA

---

**Statistics Committee (2015/16)**

**Chairperson:** Mr Piotr Krawczyk (EU-Poland) ■ **Vice-Chairman:** To be appointed in September 2016

**Exporting Members:** Bolivia, Colombia, El Salvador, Gabon, Ghana, India, Indonesia, Nicaragua

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

---

**Virtual Screening Subcommittee**

**Chairman:** Executive Director

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

**Importing Members:** European Union and the USA



**International Coffee Council**  
117<sup>th</sup> Session  
19 – 23 September 2016  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda and Schedule of Meetings – <i>to adopt</i></b>	ICC-117-0 <a href="#">Schedule of Meetings</a>
<b>2. Admission of observers – <i>to consider</i></b>	to follow
The Council will decide on the acceptance of observers and designate the items on the Agenda open to them.	
<b>3. Votes and credentials</b>	
<b>3.1 Votes for coffee year 2015/16 – <i>to consider and, if appropriate, to approve</i></b>	to follow
The Secretary will report.	
<b>3.2 Initial distribution of votes for coffee year 2016/17 – <i>to consider and, if appropriate, to approve</i></b>	to follow
Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members and the initial distribution of votes for coffee year 2016/17 will be circulated for approval.	
<b>3.3 Credentials – <i>to consider and, if appropriate, to approve</i></b>	verbal
The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	



- 4. International Coffee Agreement (ICA) 2007**
- 4.1 Report on membership of the ICA 2007 – to consider** to follow
- The Executive Director will report.
- 4.2 Extension for the deposit of instruments – to consider and, if appropriate, to approve** to follow
- The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2016. The Council will consider a draft Resolution extending the deadline for the deposit of instruments.
- 5. Coffee market situation – to note** to follow
- The Head of Operations will present an analysis of the market situation.
- 6. World Coffee Conference – to consider** [ICC-117-5](#)
- The Executive Director will report on the Conference which took place in Ethiopia from 6 to 8 March 2016. Document [ICC-117-5](#) contains a report on the main messages arising out of the Conference and suggestions on how they might be incorporated into the work of the Organization.
- 7. Studies – to consider**
- The Council will consider the following studies:
- **Assessing the economic sustainability of coffee growing** to follow
  - **Coffee Profile: El Salvador** to follow
- 8. 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.
- 9. International Coffee Day – to consider** verbal
- The Head of Operations will report on the preparations for International Coffee Day to be held on 1 October 2016.

- 10. Session of the Council in Côte d'Ivoire – to consider and, if appropriate, to approve** verbal

The Council is requested to approve the proposal from the Minister of Trade for Côte d'Ivoire to hold the 119<sup>th</sup> Session of the Council in Abidjan in September 2017.

The representative of Côte d'Ivoire will report on the preparations made to date.

- 11. Cooperation with other agencies – to consider** verbal

The Head of Operations will report on cooperation with other agencies, including progress on Vision 2020 – the partnership with the Global Coffee Platform. The Head of Operations will also outline to Members how the ICO would like to collaborate with the World Bank's Enabling the Business of Agriculture project.

- 12. Reports from the Chairpersons of the ICO Bodies** verbal

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

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

- 12.3 Statistics Committee – to consider**

- 12.4 Projects Committee – to consider**

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

The Chairman of the Core Group on the Consultative Forum on Coffee Sector Finance will report on the 6<sup>th</sup> Forum.

- 14. Financial and administrative matters**

- 14.1 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.

- 14.2 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.

**14.3 Premises – to consider** to follow

The Chairman of the Finance and Administration Committee will report.

**14.4 Appointment of registered auditors – to consider and, if appropriate, to approve** to follow

The Council will consider the recommendation of the Committee on the appointment of registered auditors.

**14.5 Review of Staff Regulations and Staff Rules – to consider and, if appropriate, to approve** to follow

The Council will consider a revised draft of the Staff Regulations and Staff Rules which have been reviewed by the Executive Director and ICO staff.

**15. Strategic Review of the ICO – to consider and, if appropriate, to approve** to follow

The Chairman of the Working Group on the Strategic Review will report the outcomes of this process. The Council will consider and, if appropriate, approve them for implementation by the Secretariat.

**16. Programme of Activities**

**16.1 Interim report on the Programme of Activities 2015/16 – to consider** to follow

The Council will consider this report.

**16.2 Programme of Activities 2016/17 – to consider and, if appropriate, to approve** to follow

The Head of Operations will present a revised version of the Programme of Activities for 2016/17 based on the outcomes of the Strategic Review. The Council will consider and, if appropriate, approve it for implementation by the Secretariat.

**17. Special Fund – *to consider*** to follow

The spokesperson for the Producers will report on discussions held amongst exporting Members on the use of the Special Fund.

**18. Office holders and committees**

**18.1 Chairman and Vice-Chairman of the Council – *to elect*** verbal

According to Article 10 of the 2007 Agreement, the Chairman and the Vice-Chairman for coffee year 2016/17 should be elected from among the representatives of importing and exporting Members, respectively.

**18.2 Chairman and Vice-Chairman of the Forum for 2016/17 – *to appoint*** verbal

The Council will appoint the Chairman and Vice-Chairman of the Forum for 2016/17.

**18.3 Composition of Committees – *to consider and, if appropriate, to approve*** to follow

The Council will consider the composition of the following Committees for 2016/17:

- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Projects Committee (8 exporting, 3 importing Members)
- Finance and Administration Committee (6 exporting, 5 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)
- Core Group (6 exporting, 4 importing Members)

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

**20. Future meetings**

to follow

The Council will consider dates of meetings in 2017/18 and 2018/19 – ***to consider and, if appropriate, to approve***

The next Session of the Council will take place in London, United Kingdom from 13 to 17 March 2017 – ***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**  
20<sup>th</sup> Meeting  
19 September 2016 (09:30)  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-130/16
<b>2. Report on the meetings of 9, 10 and 11 March 2016 – to consider and, if appropriate, to approve</b>	<a href="#">FA-128/16</a>
<b>3. Financial situation – to note</b>  The Committee will consider a report on the financial situation.	to follow
<b>4. Premises – to consider</b>  The lease of the ICO headquarters will expire in 2017. The Executive Director will report on the status of the search for alternative locations for the ICO and on any current negotiations.	to follow
<b>5. Outstanding contributions – to consider</b>  The Head of Finance and Administration will report on progress in recovering arrears.	verbal
<b>6. Appointment of registered auditors – to consider</b>  The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors.	to follow
<b>7. Contract of the Executive Director – to consider</b>  The Committee will consider the matter of the Executive Director's contract which expires on 30 September 2016.	verbal

**8. Post of the Head of Finance and Administration – to consider** verbal

The Head of Finance and Administration is due to retire in early 2017. The Committee is requested to consider proposals for his successor.

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

The Committee will consider a revised draft of the Staff Regulations and Staff Rules which have been reviewed by the Executive Director and ICO staff.

**10. Strategic Review – to consider** to follow

Members are invited to comment on the outcome of the Strategic Review with a particular focus on the recommendations pertaining to finance and administration.

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

*Chairman and Vice-Chairman for 2016/17:* The Council will approve the composition of the Committee for 2016/17 during its 117<sup>th</sup> Session. At its first meeting in March 2017, the Committee will appoint a Chairman and Vice-Chairman for 2016/17.

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

The next meeting will take place in London, United Kingdom, at the time of the 118<sup>th</sup> Council Session from 13 to 17 March 2017.

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**

12<sup>th</sup> Meeting

19 September 2016 (12:00)

London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	PJ-102/16
<b>2. Report of the meeting held on 9 March 2016 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">PJ-101/16</a>
<b>3. Coffee development projects</b>	
<b>3.1 Projects under consideration by donors – <i>to note</i></b>	to follow
The Chief Economist will report on projects under consideration by the CFC and other donors.	
<b>3.2 Projects already approved – <i>to note</i></b>	to follow
A progress report on the implementation of projects approved by the CFC and other donors will be circulated.	
<b>3.3 Africa Coffee Facility – <i>to note</i></b>	to follow
The Chief Economist will report.	
<b>4. Cooperation with other agencies – <i>to consider</i></b>	verbal
The Head of Operations will present a briefing note on Vision 2020. The Head of Operations will also report on a possible collaboration with the World Bank's Enabling the Business of Agriculture project.	
Mr Tim Schilling from World Coffee Research will present the Crop Trust initiative.	



**5. Strategic Review – to consider** to follow

Members are invited to comment on the outcome of the Strategic Review with a particular focus on the recommendations pertaining to projects.

**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.

*Chairman and Vice-Chairman for 2016/17:* The Council will approve the composition of the Committee for 2016/17 during its 117<sup>th</sup> Session. At its first meeting in March 2017, the Committee will appoint a Chairman and Vice-Chairman for 2016/17.

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

The next meeting will take place in London, United Kingdom, at the time of the 118<sup>th</sup> Council Session from 13 to 17 March 2017.

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>



**Promotion and Market Development Committee**  
12<sup>th</sup> meeting  
19 September 2016 (14:30)  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	PM-49/16
<b>2. Report on the meeting of 10 March 2016 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">PM-48/16</a>
<b>3. International Coffee Day – <i>to consider</i></b>	verbal
The Head of Operations will report on the theme, activities and promotion of International Coffee Day 2016.	
<b>4. National Coffee Drinking Trends Survey 2016 – <i>to note</i></b>	verbal
A representative from the National Coffee Association (NCA) of the USA will present the results of the latest national coffee drinking survey.	
<b>5. Coffee industry events and initiatives – <i>to note</i></b>	verbal
A representative from Allegra Strategies will present its three coffee festivals and its World Coffee Portal.	
A representative from Speciality Coffee Association of Europe (SCAE) will report on the World of Coffee held from 21 to 25 June 2016 in Dublin, Ireland.	
The Head of Operations will report on the coffee education events co-hosted by the ICO and the SCAE entitled 'The Coffee Sessions'.	

**6. Strategic Review – to consider** to follow

Members are invited to comment on the outcome of the Strategic Review with a particular focus on the recommendations pertaining to promotion and market development.

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

*Chairman and Vice-Chairman for 2016/17:* The Council will approve the composition of the Committee for 2016/17 during its 117<sup>th</sup> Session. At its first meeting in March 2017, the Committee will appoint a Chairman and Vice-Chairman for 2016/17.

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

The next meeting will take place in London, United Kingdom, at the time of the 118<sup>th</sup> Council Session from 13 to 17 March 2017.

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



**Statistics Committee**

11<sup>th</sup> Meeting  
20 September 2016 (09:30)  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	SC-66/16
<b>2. Report on the meeting of 9 March 2016 – to consider and, if appropriate, to approve</b>	<a href="#">SC-65/16</a>
<b>3. Coffee Market Report – to note</b>	verbal
The Head of Operations will present a Coffee Market Report covering the regular market variables and a current topic of particular interest to Members.	
<b>4. Assessing the economic sustainability of coffee growing – to note</b>	to follow
The Head of Operations will present the conclusions of this study.	
<b>5. Country Coffee Profiles – to note</b>	to follow
Members are requested to take note of document <a href="#">WP-Council 264/16</a> which contains the guidelines for the preparation of Country Coffee Profiles.	
The Head of Operations will present the profile for El Salvador.	

6. **Summary of recently published academic studies on coffee – to note** verbal
- The Chief Economist and the Senior Economist will report on recently published studies on coffee.
7. **Compliance with Statistical Rules – to consider** to follow
- The Head of Operations will report on compliance with the Rules on Statistics.
8. **Strategic Review – to consider** to follow
- Members are invited to comment on the outcomes of the Strategic Review with particular focus on the recommendations pertaining to the statistics work of the ICO.
9. **Other business – to consider** verbal
- Chairman and Vice-Chairman for 2016/17:* The Council will approve the composition of the Committee for 2016/17 during its 117<sup>th</sup> Session. At its first meeting in March 2017, the Committee will appoint a Chairman and Vice-Chairman for 2016/17.
10. **Date of next meeting – to note** verbal
- The next meeting will take place in London, United Kingdom, at the time of the 118<sup>th</sup> Council Session from 13 to 17 March 2017.

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="#">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>



**Private Sector Consultative Board**

43<sup>rd</sup> meeting  
20 September 2016 (14:30)  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	PSCB-149/16
<b>2. Report on the meeting of 10 March 2016 – to approve</b>	<a href="#">PSCB-148/16</a>
<b>3. International Coffee Day – to consider</b>	verbal
The Head of Operations will report on the preparations for International Coffee Day to be held on 1 October 2016.	
<b>4. Coffee and Health – to note</b>	verbal
A representative from the European Coffee Federation (ECF) will report.	
A representative from the Institute for Scientific Information on Coffee (ISIC) will report on the outcomes of the meeting of the International Agency for Research on Cancer (IARC) held in France from 24 to 31 May 2016 on the Evaluation of Carcinogenic Risks to Humans with regards to Coffee.	
<b>5. The Crop Trust initiative – to note</b>	verbal
Mr Tim Schilling, Director of World Coffee Research will present the work carried out thus far by the The Crop Trust initiative.	
<b>6. Strategic Review of the ICO – to consider</b>	to follow
Members of the Board are invited to comment on the outcomes of the Strategic Review with particular focus on the recommendations pertaining to the ICO's engagement with the private sector.	

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

PSCB Members will be invited to discuss any new developments relating to coffee and food safety.

**8. Date of next meeting – *to consider*** 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 118<sup>th</sup> Council Session from 13 to 17 March 2017.

**REFERENCE DOCUMENTS**

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



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**REGISTRATION FORM FOR OBSERVERS**  
**117<sup>th</sup> SESSION OF THE INTERNATIONAL COFFEE COUNCIL AND OTHER MEETINGS**  
 (19 to 23 September 2016, London, U.K.)

Please return this form to [credentials@ico.org](mailto:credentials@ico.org)

Category of delegation:

Observer invited by the Council (see ICC-117-3)	PSCB association <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Non-member country <input type="checkbox"/></li> <li>• International Organization <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul>	

I will attend the following meetings to be held in London, United Kingdom in September 2016 (please tick as appropriate):

Attendance	Yes	No
117 <sup>th</sup> Session of the Council (22 and 23 September)		
Projects Committee (19 September)		
Promotion and Market Development Committee (19 September)		
Statistics Committee (20 September)		
Private Sector Consultative Board (20 September) – <i>this meeting is only open to PSCB members and ICO Members</i>		

Mr / Mrs / Ms: ..... First name: .....

Surname: .....

Name to be entered on registration badge: .....

Title or official position: .....

Organization / Company: .....

Address: .....

Country: ..... Telephone: .....

Fax: ..... Email: .....