



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

**Convocation for the 122nd Session of the
International Coffee Council and associated
meetings: 17 to 21 September 2018
London, United Kingdom**

Advance information for participants*

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*The present document contains information concerning the 122nd Session of the International Coffee Council and associated meetings that was available at the time of drafting. While every effort has been made to check the information provided, the ICO Secretariat cannot accept responsibility for inaccuracies.

I. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents his compliments and wishes to inform ICO Members and observers that the 122nd Session of the International Coffee Council and associated meetings will be held in London, United Kingdom from 17 to 21 September 2018.

II. VENUE

2. The 122nd Session of the International Coffee Council and associated meetings will be held at the headquarters of the International Maritime Organization (IMO), 4 Albert Embankment, London SE1 7SR.

III. OPENING CEREMONY AND SEATING ARRANGEMENTS

3. The opening ceremony will be held on Monday 17 September 2018 at 11:30 in the Main Hall of the IMO. Delegates are kindly requested to be in their seats by the latest at 11:15.

4. Delegations will be seated in English alphabetical order. Each Government delegation will be assigned a seat for the Head of Delegation and seats for alternates and advisers in the row behind. Specifically identified seating will be available for other participants.

5. Delegates are reminded that mobile telephones should be either switched off or switched to silent mode during all proceedings.

6. Delegates are requested to note that no drink or food can be consumed in the Main Hall.

IV. PROVISIONAL PROGRAMME

7. 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 10 August 2018**.

8. The Thematic Workshop: Women in the Coffee Value Chain will be held on Monday 17 September 2018. The Donors' Forum on Project Development and Funding and the 8th Consultative Forum on Coffee Sector Finance on 'Harnessing technology and innovation for investments in the coffee sector' will take place on Tuesday 18 September 2018. These events will be open to the public¹, and will also be available on web streaming. Further

¹ *Prior registration is required to participate in these events.*

information will be circulated separately. A provisional programme for the week is set out in Annex I. Detailed Agendas for Committees and other bodies are attached to this document.

Side events

9. Members and observers are warmly invited to the following events/exhibitions:
- Exhibition on innovation in the coffee sector (Delegates Lounge)
 - Partnership Fair: Opportunity for delegations to meet potential donors, international organizations and partners.
 - Social and other networking opportunities are also planned. More details to follow.

V. PARTICIPATION AND COSTS

10. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

VI. CREDENTIALS

11. In accordance with Rule 3 of the Rules of the Organization, the credentials of Member delegations shall be issued in writing to the Executive Director. Each Member shall appoint one representative and one or more alternates. A Member may also designate one or more advisers to its delegation.

12. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing by and on the headed paper of 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). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

13. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 31 August 2018**. A model letter is enclosed in Annex II. Scanned copies of credentials may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter. Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

14. Members are also reminded that, if they are unable to attend, paragraph (2) of Article 13 of the 2007 Agreement provides that any exporting Member may authorize in writing any other exporting Member, and any importing Member may authorize in writing any other importing Member, to represent its interests and to exercise its right to vote at any meeting

or meetings of the Council. A model authorization is enclosed in Annex III. Letters of authorization should be sent **no later than 31 August 2018**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter.

VII. ADMISSION OF OBSERVERS

15. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-120-3](#) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director of the specific meetings they wish to attend. A Registration Form for observers is enclosed in Annex IV and should be sent to credentials@ico.org **no later than 31 August 2018**.

16. Subject to the provisions of Article 16 of the ICA 2007, non-governmental organizations not included on the list in Annex II of document [ICC-120-3](#) 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 September Session (i.e by 3 August 2018)**, in accordance with Rule 5 of the Rules of the Organization.

VIII. REGISTRATION AND LIST OF PARTICIPANTS

17. As stated in Rule 3 of the Rules of the Organization, each Member shall be represented by one representative, who may be assisted by alternates and advisers. Each delegation shall have a Head of delegation. Any alternate or adviser may act as a representative upon instruction of the Head of the delegation.

18. **For the purposes of identification and security, all participants attending the meetings are required to present an identification with photo to be able to collect their badge on arrival at the IMO Reception.** This is an IMO requirement. The Registration Desk will open from 14:00 to 18:00 on Sunday 16 September and from 08:00-18:00 on Monday 17 September 2018 until the end of the Session.

Registration of Heads of State, Ministers and Ambassadors

19. It is strongly recommended that delegations submit the names of attending Heads of State, Ministers or Ambassadors to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

List of participants

20. A provisional list of delegates will be available on the first day of the Session, to be revised at a later date.

21. Delegations are requested to notify, in writing, the staff at the Registration Desk or the ICO staff at the venue of any subsequent changes in the information in the provisional list of delegates, so that records for the final list of delegates may be kept up to date and accurate.

IX. LANGUAGES AND DOCUMENTATION

22. The official languages of the Organization are English, French, Portuguese and Spanish.

23. Simultaneous interpretation will be available (apart from the meeting of the Private Sector Consultative Board).

24. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, documents will be distributed electronically, **with only one set of documents printed per delegation**. Delegates are therefore strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

25. The IMO has free Wi-Fi facilities and there will be adequate electrical outlets for delegates to use and recharge devices. Once published, agendas and documents can be downloaded from the ICO website at: http://www.ico.org/documents_e.asp. The password for restricted documents will be provided to Members only.

26. An updated programme will be issued daily.

X. SPEAKERS

27. To facilitate the work of the interpreters and Secretariat staff, speakers are requested to submit in advance and as early as possible copies of their statements and/or presentations to the ICO Secretariat.

XI. REQUESTS FOR MEETINGS

28. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Secretariat & Communications Officer via email friend@ico.org.

29. The Partnership Fair will take place on Wednesday 19 September 2018 and the Secretariat will assist delegations to set up meetings with potential donors, international organizations and partners.

XII. EXHIBITION

30. An exhibition will be held on innovation in the coffee sector. For further information or to enquire about the availability of exhibition space, please email the Secretariat and Communications Officer, Ms Sarah Friend at: friend@ico.org.

XIII. INFORMATION AND THE MEDIA

31. Representatives of the media – print media, photo, radio, television and film, news agencies and online media – can apply for accreditation by contacting press@ico.org

32. A press briefing will take place at the close of the Council Session on Friday, 21 September 2018.

33. Highlights of the Session will be posted on social media during the week.

XIV. VISAS, ACCOMMODATION AND TRAVEL

Visas and letters of invitation

34. Delegates from certain countries will need a visa to enter the United Kingdom. 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 United Kingdom. Passports must have six 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 **as soon as possible** (friend@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.

Accommodation

35. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels, along with indicative corporate rates, are attached in Annex V. To take advantage of these corporate rates, delegates are advised to make reference to the fact they are attending a meeting at the IMO.

36. The list of hotels is not exhaustive, as alternative hotels and other accommodation options in London are available to suit a range of budgets.

XV. LIABILITY DISCLAIMER

37. Delegates are responsible for their own safety at all times.
38. Delegates are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the IMO Reception.
39. The ICO does not accept responsibility and expressly excludes liability for:
- Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel, social and cultural events venues.
 - Death or personal injury suffered at the meeting.
40. In the unlikely occurrence that the 122nd Session of the International Coffee Council and associated meetings must be cancelled or postponed due to circumstances beyond the control of the ICO, the ICO shall not be liable for any costs incurred by the event attendee.

**122nd Session of the International Coffee Council and associated meetings
September 2018, London, International Maritime Organization
Provisional programme: as of 26 June 2018**

Sunday, 16 September		Room	Open to	Notes
14:00 – 18:00	Registration opens	IMO Ground Floor	ICO Members and observers	ID with photo required
Monday, 17 September		Room	Open to	Notes
08:00 onwards	Registration	IMO Reception	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day. ID with photo required.
08:30 – 09:30	Briefing meeting	Committee Room 5 (1 st Floor)	Restricted	Chairs and invited Members
09:30 – 11:00	Coordination meetings	Main Hall (Ground Floor) Committee Room 5	Producing countries Consuming countries	Closed meetings
11:00 – 11:30	Coffee break	Delegates Lounge (1 st Floor)		
11:30 – 12:30	Opening Ceremony	Main Hall	ICO Members and observers	<i>TBC: Welcome address from representative of the Government of the United Kingdom</i>
12:30 – 12:45	Council	Main Hall	ICO Members and observers	1. Draft Agenda 2. Admission of Observers
12:45 – 13:00	Opening of exhibition on innovation in the coffee sector	Delegates Lounge	ICO Members, observers, registered external participants	
13:00 – 14:30	Lunch and exhibition	Cafeteria (4 th Floor) Delegates Lounge		IMO Cafeteria closes for serving at 14:15
14:30 – 16:00	Council	Main Hall	ICO Members and observers	3. Votes 5. ICO activities for coffee year 2017/18
16:00 – 16:30	Coffee break/exhibition	Delegates Lounge		
16:30 – 18:00	Thematic Workshop: Women in the Coffee Value Chain	Main Hall	ICO Members, observers, registered external participants	
18:00	<i>Welcome reception/ Coffee tasting</i>	<i>4th Floor/Delegates Lounge</i>	<i>ICO Members, observers, registered external participants</i>	<i>TBC: Coffee tasting with local provider.</i>
Tuesday, 18 September		Room	Open to	Notes
08:30 – 09:30	<i>IACO Board meeting</i>	<i>Committee Room 5</i>	<i>IACO Board Members</i>	<i>TBC. No interpretation</i>
09:30 – 11:30	Consultative Forum: Harnessing technology and innovation for investments in the coffee sector	Main Hall	ICO Members, observers, registered external participants	
11:30 – 12:00	Coffee break/exhibition	Delegates Lounge		
12:00 – 13:30	Consultative Forum cont.	Main Hall	ICO Members, observers, registered external participants	
13:30 – 14:30	Lunch and exhibition	Cafeteria (4 th Floor) Delegates Lounge		
14:30 – 16:30	Projects Committee: Donors' Forum: project development and funding	Main Hall	ICO Members, observers, registered external participants	Speakers from donors, international organizations and IFIs
16:30 – 17:00	Coffee break/exhibition	Delegates Lounge		

17:00– 18:00	Projects Committee	Main Hall	ICO Members and observers	
18:00 – 19:00	<i>Coffee event</i>		<i>Registered participants</i>	<i>TBC</i>
Wednesday, 19 September		Room	Open to	Notes
09:30 – 12:30	Partnership Fair: Delegations meet donors/international organizations/partners	Committee Room 5 (1 st Floor)	Delegations upon pre-registration	Parallel event: bilateral meetings of delegations with donors/ international organizations/ partners (pre-registration required)
09:30 – 11:00	Finance and Administration Committee	Main Hall	ICO Members only	
11:00 – 11:30	Coffee break/exhibition	Delegates Lounge		
11:30 – 12:30	Finance and Administration Committee	Main Hall	ICO Members only	
12:30 – 14:00	Lunch and exhibition	Cafeteria (4 th Floor) Delegates Lounge		
14:00 – 15:30	Statistics Committee	Main Hall	ICO Members and observers	
15:30 – 16:00	Coffee break/exhibition	Delegates Lounge		
16:00 – 17:00	Private Sector Consultative Board	Main Hall	ICO and PSCB Members	No interpretation
17:00 – 18:00	Promotion and Market Development Committee	Main Hall	ICO Members and observers	
18:00 – 19:30	<i>Coffee event</i>	<i>Delegates Lounge</i>	<i>Registered participants</i>	<i>TBC: Book launch event</i>
Thursday, 20 September		Room	Open to	Notes
09:30 – 11:00	Council	Main Hall	ICO Members and observers	
11:00 – 11:30	Coffee break/exhibition	Delegates Lounge		
11:30 – 13:00	Council	Main Hall	ICO Members and observers	
13:00 – 14:30	Lunch and exhibition	Cafeteria (4 th Floor) Delegates Lounge		
14:30 – 17:00	Council	Main Hall	ICO Members and observers	
19:30	Farewell reception hosted by the Chair of the Council	Delegates Lounge or external location	ICO Members, observers and invited guests	
Friday, 21 September		Room	Open to	Notes
09:30 – 11:00	Council	Main Hall	ICO Members and observers	
11:00 – 11:30	Coffee and exhibition	Delegates Lounge		
11:30 – 13:00	Council	Main Hall	ICO Members and observers	
13:00 – 13:30	Press briefing		Press	
14:00	<i>Visit to coffee roaster</i>	<i>London</i>	<i>Registered participants</i>	<i>TBC</i>

Notes:

Parts in green are events also open to public (registered participants) and in streaming
Parts in yellow are social events to be confirmed based on sponsorships.

MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 31 August 2018.

The original can be submitted as soon as possible thereafter

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

Dear Mr Sette,

122nd Session of the International Coffee Council and associated meetings
(London, 17 to 21 September 2018)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 122nd Session of the International Coffee Council and associated meetings taking place in London from 17 to 21 September 2018:

[Name] Representative (one person only please)

[Title]

[Organization]

[Name] Alternate(s)

[Title]

[Organization]

[Name] Adviser(s)

[Title]

[Organization]

Yours sincerely,

[Signature]*

[Name]

[Title]

** To be signed by a representative of the competent authorities of the Member country (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).*

**MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS
AND EXERCISE ITS VOTING RIGHTS**

**Please send your authorization as an attachment to
credentials@ico.org by 31 August 2018.**

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

Dear Mr Sette,

122nd Session of the International Coffee Council and associated meetings
(London, 17 to 21 September 2018)

I have the honour to inform you that my Government will not be represented at the 122nd Session but has authorised *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 122nd Session of the International Coffee Council from 17 to 21 September 2018.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

* To be signed by a representative of the competent authorities of the Member country.

REGISTRATION FORM FOR OBSERVERS
122nd Session of the International Coffee Council and associated meetings
17 to 21 September 2018, London

Please return this form to credentials@ico.org by 31 August 2018

Category of Observer (please tick as appropriate)	
<ul style="list-style-type: none"> • Non-member country <input type="checkbox"/> • International Organization <input type="checkbox"/> 	<ul style="list-style-type: none"> • PSCB association <input type="checkbox"/> • Other (please specify) <input type="checkbox"/> <p style="text-align: center;">-----</p>

Attendance: I will attend the following meetings/events to be held in London, in September 2018 (please tick as appropriate):	
• 122 nd Session of the International Coffee Council	
• Thematic Workshop: Women in the Coffee Value Chain	
• 8 th Consultative Forum on Coffee Sector Finance on 'Harnessing technology and innovation for investments in the coffee sector'	
• Donors' Forum on Project Development and Funding	
• Projects Committee	
• Partnership Fair with donors, international organizations and partners	
• Statistics Committee	
• Private Sector Consultative Board – <i>this meeting is only open to PSCB members and ICO Members</i>	
• Promotion and Market Development Committee	
• Visit to coffee roaster	

Exhibition: I am interested in booking exhibition space	
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Dr / Mr / Mrs / Ms: First name:.....

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Email:

**IMO CORPORATE RATES FOR LONDON HOTELS
June 2018**

The following hotels are situated within a 10-minute walking distance from the IMO

<p align="center">At the time of booking, please quote: 'company ID SC227093192' Tel: +44 (0) 20 7793 0202 Reservations: www.accorhotels.com Bespoke webpage: www.accorhotels.com/business-imo-gb Email: H1785@accor.com Rates valid until 31 December 2018</p>			
NOVOTEL London Waterloo 4* 113 Lambeth Road London SE1 7LS	Superior Room – 1 bed	£156.00 (Inc. VAT)	Free Wi-Fi Breakfast included Free access to fitness facilities, sauna and steam rooms
	Superior Room – 2 beds	£166.00 (Inc. VAT)	
<p align="center">Reservations: +44 (0) 20 7769 2415 Landing page for bookings: www.parkplaza.com/imo Email: pppires@pphe.com Rates valid until 30 December 2018</p>			
Park Plaza Riverbank London 4* 18 Albert Embankment London SE1 7TJ	Superior Single/Double: May to December 2018	£159.00/£172.00 (+VAT)	Free Wi-Fi Breakfast included
	Executive Single/Double: May to December 2018	£184.00/£197.00 (+VAT)	
<p align="center">Reservations: +44 (0) 20 7769 2525 Landing page for bookings: www.parkplaza.com/imo Email: guestrelations@plazaontheriver.co.uk Rates valid until 30 December 2018</p>			
Plaza on the River – Club & Residence 5* 18 Albert Embankment London SE1 7TJ	Studio Single/Double	£190.00/£203.00	
	Deluxe Single/Double	£200.00/£213.00	
	Deluxe River View Single/Double	£215.00/£228.00	
	1 Bed Suite – Restricted View Single/Double	£255.00/£268.00	
	1 Bed Suite – River View Single/Double	£325.00/£338.00	
<p align="center">Reservations: +44 (0) 20 7798 6888 www.dolphinsquare.co.uk/house Email: dh@dolphinsquare.co.uk/ Rates valid until 31 December 2018</p>			
Dolphin House Dolphin Square London SW1V 3LX Dolphin house is situated within a 20 to 25-minute distance from the IMO using public transport	1 Bedroom Apartment	£158.00	Free Wi-Fi/Use of Sports & Fitness Club/Access to laundry rooms £168.00 B&B

**ICO CORPORATE RATES FOR LONDON HOTELS
June 2018**

<p align="center">Central Reservations for Grange hotels: At the time of booking, please quote: 'International Coffee Organization "Ref C00004F7"' Tel.: +44 (0) 20 7630 2000 Fax: +44 (0) 20 7835 1888 Email: reservations@grangehotels.com Rates valid until 28 February 2019 Grange hotels are situated within a 30 to 40-minute distance from the IMO using public transport</p>			
Grange Fitzrovia Hotel 4* 20 – 28 Bolsover Street London W1P 5NB Tel.: +44 (0) 20 7467 7000	Double Superior, Double Superior A/C, Single Superior, Twin Superior, Twin Superior A/C	£139.00 (+VAT)	Continental breakfast included.
	Double Executive, Double Executive A/C, Twin Executive, Twin Executive A/C	£169.00 (+VAT)	
Grange Langham Court Hotel 4* 31 – 35 Langham Street London W1W 6BU Tel.: +44 (0) 20 7436 6622	SB Superior, Double Superior, Twin Superior, Twin Hollywood	Sun, Fri, Sat £125.00 (+VAT)	Continental breakfast included.
	SB Superior, Double Superior, Twin Superior, Twin Hollywood	Mon, Tue, Wed, Thu £129.00 (+VAT)	
	Double Executive, Single Executive, Twin Executive, Triple	£159.00 (+VAT)	Continental breakfast included
Grange Holborn Hotel 5* 50-60 Southampton Row London WC1B 4AR Tel: +44 (0) 20 7242 1800	Double Superior, King Superior, Twin Superior	£169.00 (+VAT)	Continental breakfast included.
	Double Executive, Double Superior, King Executive	£199.00 (+VAT)	
Grange Blooms Hotel 4* 7 Montague Street London WC1B 5BP Tel: +44 (0) 20 7323 1717	Double, Single	£139.00 (+VAT)	Continental breakfast included.
	4 Poster, Junior Suite, Pickwick, King, Dickens Lords Room	£169.00 (+VAT)	
Grange Buckingham Hotel 4* 39-40 Bedford Place London WC1B 5JT Tel: +44 (0) 20 7636 2474	Single Studio	£139.00 (+VAT)	Continental breakfast included.
	Superior Studio	£139.00 (+VAT)	
	Deluxe Studio	£169.00 (+VAT)	
Grange Portland Hotel 4* 31-32 Bedford Place London WC1B 5JH Tel: +44 (0) 20 7580 7088	Single Studio	£139.00 (+VAT)	Continental breakfast included.
	Double Studio	£139.00 (+VAT)	
	Deluxe Double Studio	£169.00 (+VAT)	
Grange Clarendon Hotel 4* 34-37 Bedford Place London WC1B 5JR Tel: +44 (0) 20 7307 1575	Superior Double Room, Standard Single Room	£139.00 (+VAT)	Continental breakfast included.
	Deluxe Double Room, Twin Executive Room	£169.00 (+VAT)	
Grange Beauchamp Hotel 4* 24-27 Bedford Pl, Bloomsbury London WC1B 5JH Tel: +44 (0) 20 7016 2540	Superior Double, Superior Single	£150.00 (+VAT)	Continental breakfast included.
	Double Executive, Twin Executive	£180.00 (+VAT)	
Grange White Hall Hotel 4* 2-5 Montague St, Bloomsbury London WC1B 5BU Tel: +44 (0) 20 7580 2224	Double Superior, Single Superior, Twin Superior	£139.00 (+VAT)	Continental breakfast included.
	4 Poster, Double Executive, King Size, Single Executive, Twin Executive	£169.00 (+VAT)	



International Coffee Council
122th Session
17 – 21 September 2018
London, United Kingdom

Draft Agenda

Item	Document
1. Opening of the Council	
2. Draft Agenda – <i>to adopt</i>	ICC-122-0 Schedule of Meetings
3. Admission of observers – <i>to consider</i>	to follow
The Council will decide on the acceptance of observers and designate the items on the Agenda open to them.	
4. Votes – <i>to consider and, if appropriate, to approve</i>	
4.1 Redistribution of votes for coffee year 2017/18	to follow
The Head of Operations will report.	
4.2 Initial distribution of votes for coffee year 2018/19	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 2018/19 will be considered by the Council.	
5. ICO activities for coffee year 2017/18 – <i>to note</i>	verbal
5.1 Progress in relation to the Five-Year Action Plan	
The Executive Director will present an update on the work of the ICO Secretariat for the current coffee year and progress in relation to the Five-Year Action Plan	

5.2 **ICO Report on Women and Coffee**

The Executive Director will present the ICO Report on Women and Coffee.

6 **International Coffee Agreement (ICA) 2007**

6.1 **Report on membership of the ICA 2007 – to note** to follow

The Executive Director will report on the current situation, including the outcome of the mission of the high-level ICO delegation which met with officials of the Executive Branch of the Government of the United States of America.

6.2 **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 28 September 2018. The Council will consider a draft Resolution extending the deadline for the deposit of instruments.

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

The Head of Operations will present an analysis of the market situation.

8. **Understanding the Coffee Value Chain: past and future – to consider** verbal

The Council will consider a progress report on the implementation of the study being conducted by Prof. Jeffrey Sachs: Economic and Policy Analysis for Improving Smallholder Coffee Producers' Incomes.

9. **Studies, reports and Country Coffee Profiles – to consider**

As provided for in the programme of activities for 2017/18, the following studies, reports and Country Coffee Profiles will be considered by the Council:

- International coffee prices – causes of high volatility to follow
- Emerging coffee markets: South-East Asia to follow
- Mixtures and Substitutes to follow
- Coffee Profile: Ghana to follow

- Coffee Profile: Kenya to follow
 - Coffee Profile: Japan (tbc) to follow
- 10. Food safety – to consider** to follow
- The Council will consider food safety matters, including a report on responses received from Members on details of Maximum Residue Limits (MRLs) for pesticides used in the coffee production process and the methodology used.
- 11. International Coffee Day – to note** verbal
- The Executive Director will report on the preparations for International Coffee Day to be held on 1 October 2018.
- 12. World Coffee Conference – to note** verbal
- The representative of India will report on preparations for the 5th World Coffee Conference, which will take place in Bengaluru, India in April 2020.
- 13. National coffee policies – to note** verbal
- Members are invited to report on changes in coffee policies in their countries.
- 14. Cooperation with other agencies**
- 14.1 Cooperation with other agencies – to note**
- The Executive Director will report on cooperation with other agencies, including the following meetings held at the ICO in May 2018:
- ICO-led meeting of International Commodity Bodies (ICBs) verbal
 - Common Fund for Commodities-led meeting with ICBs verbal
- The Head of Operations will report on cooperation with bilateral and multilateral organizations. verbal
- 14.2 Report on the implementation of Memorandums of Understanding (MoUs) – to note**
- The Executive Director will also report on the implementation of Memorandas of Understanding (MoUs) and other initiatives. The representatives of the following respective organizations/initiatives will report on the:
- MoU with Global Coffee Platform (GCP), including the implementation of the Delta Project verbal

- MoU with the African Fine Coffees Association (AFCA) verbal
 - MoU with the Sustainable Coffee Challenge (SCC) verbal
- 14.3 New MoU – to consider and, if appropriate, to approve**
- The Council will consider the following proposed MoU:
- International Women’s Coffee Alliance (IWCA) to follow
- 15. Reports from the Chairs of the ICO Bodies** verbal
- 15.1 Private Sector Consultative Board (PSCB) – to note** verbal
- 15.2 Promotion and Market Development Committee – to note** verbal
- 15.3 Statistics Committee – to note** verbal
- 15.4 Projects Committee**
- 15.4.1 Project proposal on ‘Building a sustainable coffee sector in Uganda’ – to consider and, if appropriate, to approve** to follow
- 16. Consultative Forum on Coffee Sector Finance – to note** verbal
- The Chair of the Consultative Forum on Coffee Sector Finance will report on the outcome of the 8th Forum held on Tuesday 18 September 2018.
- 17. Financial and administrative matters – to consider and, if appropriate, to approve**
- 17.1 Finance and Administration Committee** to follow
- The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation, recommendations of the Committee with regards to proposals for the implementation of Key Performance Indicators (KPIs) and the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category and other items requiring approval by the Council.
- 17.2 Draft Administrative Budget for the financial year 2018/19** to follow
- The Chair of the Finance and Administration Committee will report.
- 17.3 Programme of Activities for coffee year 2018/19** to follow
- The Chair of the Finance and Administration Committee will report.

17.4 Guides to hosting meetings of the ICO to follow

The Chair of the Finance and Administration Committee will report on the development of two new publications:

- *Guide to hosting meetings of the International Coffee Organization*
- *Guide to hosting the World Coffee Conference.*

18. Special Fund – to note verbal

Following the decision made at the 117th Session, the producers' spokesperson will report on progress made regarding the use of the Special Fund.

19. Office holders and committees

19.1 Composition of committees – to consider and, if appropriate, to approve to follow

The Council will consider the composition of the following committees for 2018/19:

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

19.2 Chair and Vice-Chair of the Council – to elect verbal

According to Article 10 of the 2007 Agreement, the Chair and the Vice-Chair for coffee year 2018/19 should be elected from among the representatives of importing and exporting Members, respectively.

19.3 Chair and Vice-Chair of the committees for 2018/19 – to elect verbal

Rule 34 of the Rules of the Organization stipulates that the Chair and Vice-Chair of the committees shall normally be decided during the last regular session of the Council during the coffee year. The Council will elect the office holders for the following committees:

- Finance and Administration Committee
- Projects Committee

- Promotion and Market Development Committee
- Statistics Committee

19.4 Chair and Vice-Chair of the Forum and Core Group for 2018/19 – to elect verbal

The Council will elect the Chair and Vice-Chair of the Forum and the Core Group for 2018/19.

The Council will also consider the appointment of advisors to the Core Group for 2018/19.

20. Credentials – to consider and, if appropriate, to approve verbal

The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.

21. Other business – to consider verbal

22. Future meetings verbal

The next Session of the Council will take place in Nairobi, Kenya from 8 to 12 April 2019 – **to note**

As decided by the Council at its 121st Session, the annual theme for the ICO's work for coffee year 2018/19 would be 'Climate change' – **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**

23. Closing remarks verbal

REFERENCE DOCUMENTS
International Coffee Agreement 2007
Five-Year 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 2017/18



Finance and Administration Committee

30th Meeting

19 September 2018 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-185/18
2. Report of the intersessional meeting held on 28 June 2018 – to consider and, if appropriate, to approve	to follow
3. Financial situation – to note	to follow
The Committee will consider a report on the financial situation.	
4. Programme of Activities for coffee year 2018/19 – to consider and, if appropriate, to recommend for approval	to follow
The Head of Operations will present the Programme of Activities for coffee year 2018/19.	
5. Draft Administrative Budget for the financial year 2018/19 – to consider and, if appropriate, to recommend for approval	to follow
The Committee will consider the draft Administrative Budget for the financial year 2018/19.	
6. Outstanding contributions – to consider	verbal
The Head of Finance and Administration will report on the payment of contributions.	
7. 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.	

8. Proposals for Key Performance Indicators (KPIs) – to consider to follow

The Committee will consider proposals for the implementation of Key Performance Indicators in the Five-Year Action Plan and Programme of Activities for the Organization.

9. Coffee Sustainability Projects Trust Fund – to consider verbal

The Head of Operations will present an update on the implementation of the Coffee Sustainability Projects Trust Fund.

10. Consolidation of advisory bodies – to consider verbal

The Executive Director will report on the joint work/consolidation of advisory bodies.

11. Guides to hosting meetings of the ICO – to consider and, if appropriate, to recommend for approval to follow

The Head of Finance and Administration will report on the development of two new publications:

- *Guide to hosting meetings of the International Coffee Organization*
- *Guide to hosting the World Coffee Conference.*

12. Appointment of Member countries to the Finance and Administration Committee for coffee year 2018/19 – to consider to follow

The Committee will consider and submit for Council approval the appointment of Member countries to serve on the Committee for coffee year 2018/19.

13. Appointment of the Chair and Vice-Chair for 2018/19 – to consider verbal

The Committee will consider and submit for Council approval the appointment of the Chair who shall be from and exporting Member country, and the Vice-Chair who shall be from an importing Member country for coffee year 2018/19.

14. Other business – to consider verbal

15. Date of next meeting – to consider verbal

The next meeting will take place in Nairobi, Kenya, at the time of the 123rd Council Session.



Private Sector Consultative Board

47th Meeting

19 September 2018 (16:00)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-157/18
2. Report on the meeting of 11 April 2018 – to consider and, if appropriate, to approve	PSCB-156/18
3. Proposal for enhancing efficiency of private sector initiatives on coffee sustainability – to note	verbal
The PSCB will consider presentations from representatives of private sector-led coffee sustainability initiatives and a proposal identifying mechanisms for enhancing harmonization and efficiency.	
4. European Coffee Federation (ECF) contract – to note	verbal
A representative of the ECF will make a presentation on the implications of the new European Coffee Contract.	
5. National coffee quality standards – to note	to follow
The PSCB will consider a report on information received from Members on national coffee quality standards.	
6. Appointment of the Chair and Vice-Chair for 2018/19 – to consider	verbal
The Committee will appoint a Chair and a Vice-Chair for 2018/19 who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that this year the Chair should be from an importing Member, and the Vice-Chair from an exporting Member.	
7. Other business – to consider	verbal

8. Date of next meeting – to note

verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in Nairobi, Kenya at the time of the 123rd Council Session from 8 to 12 April 2019.

REFERENCE DOCUMENTS

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



Projects Committee
16th Meeting
18 September 2018 (17:00)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PJ-123/18
2. Report of the meeting held on 10 April 2018 – to consider and, if appropriate, to approve	PJ-122/18
3. Monitoring and evaluation of projects	
3.1 Current coffee development projects and strategy – to note	to follow
The Head of Operations will present a report on the assessment of coffee development projects and funding.	
3.2 Project proposal by Uganda – to consider and, if appropriate, to recommend for approval	to follow
The Chief Economist will introduce a new project proposal on building a sustainable coffee sector in Uganda.	
3.3 Identifying coffee sector challenges in selected countries in Asia and Oceania – to consider	to follow
The Chief Economist will provide a preliminary report on the challenges affecting the coffee sector in selected countries in Asia and Oceania.	

3.4 Identifying coffee sector challenges in selected Central American countries and Mexico – to consider to follow

The Chief Economist will provide an update on the challenges affecting the coffee sector in selected Central American countries and Mexico.

4. Cooperation activities

4.1 Delta Project: Bridging the Gap in Measuring Real-Time Sustainability Performance: Establishment of a Subcommittee – to consider and, if appropriate, to approve to follow

A progress report will be made on the implementation of the Delta Project. The Secretariat has prepared the terms of reference for the establishment of the Subcommittee and Members are invited to participate in this Subcommittee.

4.2 Coffee Global Adaptation Plan (C-GAP) – to note verbal

A presentation on the evolution of C-GAP will be made.

5. Appointment of Member countries to the Projects Committee for coffee year 2018/19 – to consider to follow

The Committee will consider and submit for Council approval the appointment of Member countries to serve on the Committee for coffee year 2018/19.

6. Appointment of the Chair and Vice-Chair for 2018/19 – to consider verbal

The Committee will consider and submit for Council approval the appointment of the Chair who shall be from and importing Member country, and the Vice-Chair who shall be from an exporting Member country for coffee year 2018/19.

7. Other business – to consider verbal

Members are invited to suggest matters for consideration at the next meeting.

8. Date of next meeting – to consider verbal

The next meeting will take place in Nairobi, Kenya, at the time of the 123rd Council Session in April 2019.



Promotion and Market Development Committee
16th Meeting
19 September 2018 (17:00)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PM-57/18
2. Report on the meeting of 11 April 2018 – to consider and, if appropriate, approve	PM-56/18
3. Promoting consumption – to consider	
3.1 International Coffee Day	verbal
<p>Members will receive a presentation on the 2018 International Coffee Day campaign which, as well as celebrating the role of women in the coffee value chain this year, is designed to promote coffee consumption.</p> <p>Members will be invited to share what activities they have planned at a national level in support of International Coffee Day 2018.</p>	
3.2 Sharing best practices	verbal
<p>Members will receive a presentation from a Member country on efforts to promote coffee consumption at a national/international level.</p>	

3.3 Dissemination Workshop on Coffee and Health: April 2018, Mexico to follow

Members will be invited to consider the outcomes from the Dissemination Workshop on Coffee and Health held as part of the 121st Session of the International Coffee Council in Mexico on 10 April 2018, and to agree on any relevant action.

4. Supporting market development – to consider verbal

The Committee will be invited to explore and consider the use of digital platform business models to promote greater communication and engagement between producers and consumers.

5. Appointment of Member countries to the Promotion and Market Development Committee for coffee year 2018/19 – to consider to follow

The Committee will consider and submit for Council approval the appointment of Member countries to serve on the Committee for coffee year 2018/19.

6. Appointment of the Chair and Vice-Chair for 2018/19 – to consider verbal

The Committee will consider and submit for Council approval the appointment of the Chair who shall be from and exporting Member country, and the Vice-Chair who shall be from an importing Member country for coffee year 2018/19.

7. Other business – to consider verbal

8. Date of next meeting – to note verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in Nairobi, Kenya, at the time of the 123rd Council Session from 8 to 12 April 2019.

REFERENCE DOCUMENTS

[Terms of reference for the Promotion and Market Development Committee \(Annex IV\)](#)



Statistics Committee

15th Meeting

19 September 2018 (14:00)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	SC-85/18
2. Report on the meeting of 11 April 2018 – to consider and, if appropriate, to approve	SC-84/18
3. Compliance with Statistical Rules	
3.1 Report on compliance constraints and actions to improve – to note	to follow
The Chief of the Statistics Section will present a report on constraints faced by Members to achieving full compliance and actions taken to address poor compliance.	
3.2 Report on compliance with the Rules on Statistics and new compliance indicator – to consider and, if appropriate, approve	to follow
The Chief Economist will present a report on Member compliance with the Rules on Statistics and the framework for a new compliance indicator and, if appropriate, to approve.	
3.3 Training for Members for Rules on Statistics – to note	verbal
Members will be invited to note the outcomes of training on the Rules on Statistics that have taken place since the last meeting.	

4. Proposal for new data management system – *to consider* verbal

The Committee will consider a proposal for a new statistical data management system.

5. Statistics Roundtable – *to note* verbal

Members will be invited to note the outcomes of the Statistics Roundtable events held in the second half of coffee year 2017/18.

6. Appointment of Member countries to the Statistics Committee for coffee year 2018/19 – *to consider* to follow

The Committee will consider and submit for Council approval the appointment of Member countries to serve on the Committee for coffee year 2018/19.

7. Appointment of the Chair and Vice-Chair for 2018/19 – *to consider* verbal

The Committee will consider and submit for Council approval the appointment of the Chair who shall be from an importing Member country, and the Vice-Chair who shall be from an exporting Member country for coffee year 2018/19.

8. Other business – *to consider* verbal

The next meeting will take place in Nairobi, Kenya, at the time of the 123rd Council Session from 8 to 12 April 2019.