



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

Convocation for the 124th Session of the International Coffee Council and associated meetings: 25 to 29 March 2019 in Nairobi, Kenya

Advance information for participants*

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*The present document contains information concerning the 124th 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 124th Session of the International Coffee Council and associated meetings will be held in Nairobi, Kenya from 25 to 29 March 2019.

2. In the wake of the tragic events in Nairobi on 15 January 2019, the ICO wishes to inform Members and observers that the safety and security of ICO delegates is of utmost concern to the Government of Kenya. H.E. Ms Monica Juma, Cabinet Secretary at the Ministry of Foreign Affairs has issued a [diplomatic briefing](#), and a further verbal update has been provided by the Kenyan High Commissioner to the United Kingdom, H.E. Mr Manoah Esipisu. Kenya remains united and resilient, and we are all encouraged to actively engage with Kenya to further international collaboration.

II. VENUE AND THEME

3. The 124th Session of the International Coffee Council and associated meetings will be held at the: Kenyatta International Convention Centre, Harambee Avenue, Nairobi, Kenya 30746-00100. Tel: 00 254 20 3261000.

4. The theme of the session is 'Profitability: Consumption and Productivity'.

III. SUSTAINABILITY SEMINAR, OPENING CEREMONY AND SEATING ARRANGEMENTS

5. A Sustainability Seminar, '*Coffee: How sustainable is our future?*' hosted jointly by the ICO, Government of Kenya and Global Coffee Platform and featuring eminent speakers from the international coffee sector and beyond, will take place on **Monday 25 March 2019**. This event will also be open to the public, and broadcast live via social media.

6. The Opening Ceremony, open only to Members, observers and invited guests, will be held in the morning of Tuesday 26 March 2019.

7. For the Opening Ceremony, Council session and Committee meetings, 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.

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

IV. PROVISIONAL PROGRAMME

9. 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 22 February 2019**. An updated programme for the week is set out in Annex I, together with detailed agendas for Council, Committees and other bodies.

Side events

10. Members and observers are warmly invited to a Welcome Reception on the evening of Monday 25 March 2019, along with a Closing Dinner later in the week. Additional side-events are planned, as well as visit to a coffee plantation on Saturday 30 March 2019.

11. More information will be provided on the dedicated website for the week hosted by the Government of Kenya: <http://iconairobimeeting.com>.

V. PARTICIPATION AND COSTS

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

13. Please note that lunch will not be provided free of charge to delegates. Instead a number of restaurants/catering outlets are available in and near the meeting venue.

VI. CREDENTIALS

14. 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.

15. 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.

16. Members are requested to ensure that their complete list of credentials reaches the Organization **no later than 22 February 2019**. A model letter is enclosed in Annex II. Scanned copies of credentials may be sent by email to the Secretariat (credentials@ico.org). Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

17. Members are also reminded that, if they are unable to attend, paragraph (2) of Article 13 of the International Coffee Agreement (ICA) 2007 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 letter is enclosed in Annex III. Letters of authorization should be sent **no later than 22 February 2019**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org).

VII. ADMISSION OF OBSERVERS

18. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-122-3](#) 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 by **no later than 22 February 2019**.

19. We regret that the deadline has now passed for non-governmental organizations not included on the list in Annex II of document [ICC-122-3](#) to submit requests for observer status.

VIII. REGISTRATION AND LIST OF PARTICIPANTS

20. 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.

21. The Registration Desk will open from 14:00 to 18:00 on Sunday 24 March and from 08:00 to 18:00 on Monday 25 March 2019 until the end of the Session.

22. Please note that in addition to submitting credentials to the ICO, for security reasons all delegates must register their presence in advance with the Government of Kenya in order to be permitted access to the Kenyatta International Convention Centre. Registration is at: <https://accreditationkenya.com/ico>. The username and password to access this area of the site was provided to Members and observers in the ICO's email communication of 8 February 2019.

Registration of Heads of State, Ministers and Ambassadors

23. Delegations are strongly recommended to submit the names of attending Heads of State, of Government and Ministers to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

List of participants

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

25. 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

26. The official languages of the Organization are English, French, Portuguese and Spanish, with simultaneous interpretation available.

27. 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.**

28. The Kenyatta International Convention Centre has free Wi-Fi facilities and adequate electrical outlets will be available 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.

29. An updated programme will be issued daily.

X. SPEAKERS

30. 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

31. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to hold meetings. Requests for such meetings should be made to Mrs Sarah Friend, Secretariat & Communications Officer, as soon as possible via email friend@ico.org

XII. INFORMATION AND THE MEDIA

32. 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

33. A press briefing will take place at the close of the Council Session on Friday, 29 March 2019.

34. Highlights of the Session will be posted on social media during the week, using #124ICOKenya.

XIII. VISAS, ACCOMMODATION AND TRAVEL

Travelling to Kenya

31. Delegates are responsible for obtaining their visas for entry into Kenya. The information provided herein acts only as guidance. A valid passport, not expiring for at least six months from the date of arrival, is required for entry into Kenya. A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission in the delegate's country of residence. For more information, please visit: <http://www.immigration.go.ke>. Please note that Kenya is discontinuing issuance of visas on arrival; delegates requiring visas are therefore encouraged to apply for a visa online via <http://evisa.go.ke>. If needed, but under exceptional circumstances, visas upon arrival can be obtained at Jomo Kenyatta International Airport in Nairobi. The fee is US\$50 for a one-time (single) entry.

32. Please note that visas are not required for citizens of: The Bahamas, Barbados, Belize, Botswana, Brunei Darussalam, Burundi, Cyprus, Dominica (not to be confused with Dominican Republic), Fiji Island, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia (for less than 30 day stay), Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, Seychelles, Sierra Leone, Singapore, St. Kitts & Nevis, St. Lucia, St. Vincent and the Grenadines, Solomon Islands, Swaziland, South Africa (for less than 30 days stay), Tanzania, Trinidad and Tobago, Tonga, Tuvalu, Uganda, Vanuatu, Zambia and Zimbabwe. Please see Category 1: <http://www.immigration.go.ke>

33. Nationals of the following countries require a referred visa¹ acquired in advance through a Kenyan Embassy/High Commission: Afghanistan, Armenia, Azerbaijan, Democratic People's Republic of Korea, Eritrea, Iraq, Kosovo, Lebanon, Libya, State of Palestine, Somalia, Syria, Tajikistan and Stateless persons. Please see Category 3: <https://www.immigration.go.ke>

Accommodation

34. Delegates are responsible for making their own arrangements for accommodation.

35. The Government of Kenya has negotiated corporate rates for ICO delegates with six hotels, the details of which are available in Annex V. Delegates should quote the fact they are attending the 124th Session of the International Coffee Council when making the reservation.

¹ A referred visa is whereby the International Coffee Organization writes a letter to the Embassy/High Commission of Kenya/Government of Kenya specifically for the invitee, in order to be provided with a visa. Nationals of these countries may not have sufficient diplomatic relations with Kenya, hence this stipulation made by the Government of Kenya.

36. Please note that free transport from/to the airport is provided to delegates staying at the hotel listed in Annex V only. A wider selection of hotels to suit a range of budgets is available to download from: <http://iconairobimeeting.com/accommodation>.

Travel to and from the airport

37. Jomo Kenyatta International Airport (JKIA) in Nairobi is located in the Embakasi suburb, 15 kilometres from Nairobi's central business district.

38. Transport from/to the airport will be provided **only for delegates staying at the hotels listed in Annex V**. Regrettably, transportation will not be provided for delegates staying at alternative hotels.

Vaccinations

39. A yellow fever vaccination certificate is required only if delegates are arriving in Kenya from a country with risk of yellow fever transmission. Useful information can be obtained from the dedicated event website: <http://iconairobimeeting.com/vaccinations/>.

XIV. LIABILITY DISCLAIMER

40. Delegates are responsible for their own safety at all times.

41. Delegates are advised not to leave briefcases and other personal items unattended.

42. The ICO does not accept responsibility and expressly excludes liability for:

- Loss or damage to valuables or personal belongings lost/left while attending as a delegate.
- Death or personal injury suffered while attending as a delegate.

43. In the unlikely occurrence that the 124th 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.

XV. SAFETY AND SECURITY

44. Delegates are reminded to consult with their respective Governments for latest travel advice for Kenya.

XVI. MEETING PREMISES AND SERVICES

45. The following facilities are available at the meeting venue:

- Business centre
- Parking facilities
- Catering services.

XVII. VISITORS TO KENYA

General information

46. The Republic of Kenya is located on the Eastern coast of Africa, and is bisected by the Equator. It is a land of striking landscapes, ranging from snow-capped Mount Kenya to rich farmlands, barren deserts in the north and tropical sandy beaches on the western Indian Ocean coast and the shores of lakes Turkana and Victoria. Kenya borders Somalia to the North East, Ethiopia and South Sudan to the North, Uganda to the West, Tanzania to the South, and the Indian Ocean to the East. Kenya's capital city is Nairobi with a population of about 4 million. Other major cities are Mombasa, the main seaport on the Indian Ocean, and Kisumu on the shore of Lake Victoria. Kenya is one of the world's most popular tourism destinations, attracting millions of tourists over the past years. The country offers many attractive tourist sites, a rich culture, biological diversity, striking geographical diversity and landscapes ranging from beautiful beaches, to wildlife reserves and archaeological sites.

Time Zone

47. Kenya is GMT + 03:00 hours.

Weather

48. The average temperature in the capital, Nairobi, in March is 21°C, with highs of 27°C and lows of 14°C after dark.

Electricity

49. The electrical currents in Kenya are 220 - 240 Volts, 50 Hertz. Please note that Kenya uses the 13A 3 [square] wall switch socket outlet.

Official Languages

50. The official language of the Republic of Kenya is English and the national language is Swahili.

Money and Banking

51. The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are approximately: 1 US Dollar = KES 102, 1 EUR = KES 116. For more information see: <https://www.centralbank.go.ke/rates/forex-exchange-rates>. Foreign currency can be changed at the airport, which has 24hr service, banks and foreign currency exchange bureaux.

52. Banks with ATM services in major centres across the city are open from 09:00 to 16:00 Monday to Friday and from 09:00 to 12:00 on Saturdays. There are some malls that have banks that operate on Sunday and public holidays. However, ATM services are more widely available at designated booth locations in the various malls, selected convenience stores at gas/petrol stations.

53. Travellers' cheques are accepted at most banks, foreign currency exchange bureaux, hotels and stores in major malls.
54. Tipping is appreciated, however, most hotels/restaurants include a service charge.

124th Session of the International Coffee Council and associated meetings
March 2019, Nairobi, Kenya
Provisional programme: as of 8 February 2019

Sunday, 24 March		Room	Open to	Notes
14:00 – 18:00	Registration opens	Kenyatta International Convention Centre	ICO Members and observers	
Monday, 25 March		Room	Open to	Notes
08:00 onwards	Registration	Reception	ICO Members and registered participants	Accreditation/registration of delegates throughout the day.
08:30 – 09:30	Briefing meeting		Restricted	Chairs and invited Members
09:30 – 11:00	Sustainability Seminar		ICO Members, and registered participants	
11:00 – 11:30	Coffee break/exhibition			
11:30 – 13:00	Sustainability Seminar		ICO Members and registered participants	
13:00 – 14:30	Lunch and exhibition			A selection of restaurants/catering outlets are available in and near the venue
14:30 – 17:00	Sustainability Seminar		ICO Members and registered participants	
19:00 –	Welcome reception			
Tuesday, 26 March		Room	Open to	Notes
08:00 onwards	Registration	Reception	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day.
09:00 – 10:30	Coordination meetings		Exporting countries Importing countries	
10:30 – 11:00	Coffee break			
11:00 – 13:00	Opening Ceremony		ICO Members and observers	<i>Including welcome address from the President of Kenya</i>
13:00 – 14:30	Lunch and exhibition			
14:30 – 16:00	Council		ICO Members and observers	1. Draft Agenda 2. Admission of Observers 3. Votes and credentials 4. Membership of the ICA 2007 5. Programme of Activities
16:00 – 16:30	Coffee break			
16:30 – 18:00	Finance and Administration Committee		ICO Members only	

Wednesday, 27 March		Room	Open to	Notes
09:30 – 11:00	Finance and Administration Committee		ICO Members only	
11:00 – 11:30	Coffee break/exhibition			
11:30 – 13:00	Statistics Committee		ICO Members and observers	
13:00 – 14:30	Lunch and Exhibition			
14:30 – 15:30	Projects Committee		ICO Members and observers	
15:30 – 16:00	Coffee break/exhibition			
16:00 – 17:00	Promotion and Market Development Committee		ICO Members and observers	
17:00 – 18:00	Private Sector Consultative Board		ICO and PSCB Members	No interpretation
Thursday, 28 March		Room	Open to	Notes
09:30 – 11:00	Council		ICO Members and observers	6. Coffee Market Report 7. Implementation of Resolution 465 on coffee price levels
11:00 – 11:30	Coffee break/exhibition			
11:30 – 13:00	Council		ICO Members and observers	8. Studies and reports
13:00 – 14:30	Lunch and Exhibition			
14:30 – 17:00	Council		ICO Members and observers	9. National coffee policies 10. Report on the implementation of MOUs
17:00 – 18:00	Core Group			
19:00 -	Closing Dinner			To be confirmed
Friday, 29 March		Room	Open to	Notes
09:30 – 11:00	Council		ICO Members and observers	11. Report of Chairs of ICO bodies 12. Outcome from the Sustainability Seminar
11:00 – 11:30	Coffee and exhibition			
11:30 – 13:00	Council		ICO Members and observers	13. Finance & Admin. Matters 14. Special Fund 15. World Coffee Conference 16. 125 th Session of the ICC 17. Other business
13:00 – 13:30	Press briefing		Press	
13:00 – 14:30	Lunch			
19:00 -	Closing Dinner			To be confirmed
Saturday 30 March				
Times to be confirmed	Visit to Coffee Plantation		ICO Members and observers	To be confirmed

Notes:

Parts in green are events also open to public (registered participants) and through live streaming where possible.

MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 22 February 2019

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

[Date]

Dear Mr Sette,

124th Session of the International Coffee Council and associated meetings
(Nairobi, 25 to 29 March 2019)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 124th Session of the International Coffee Council and associated meetings taking place in Nairobi from 25 to 29 March 2019:

[Name] Representative (one person only please)

[Title]

[Organization]

[Email]

[Name] Alternate(s)

[Title]

[Organization]

[Email]

[Name] Adviser(s)

[Title]

[Organization]

[Email]

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 22 February 2019**

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

[Date]

Dear Mr Sette,

124th Session of the International Coffee Council and associated meetings
(Nairobi, 25 to 29 March 2019)

I have the honour to inform you that my Government will not be represented at the 124th Session but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 124th Session of the International Coffee Council from 25 to 29 March 2019.

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
124th Session of the International Coffee Council and associated meetings
25 to 29 March 2019, Nairobi

Please return this form to credentials@ico.org by 22 February 2019

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

Attendance: I will attend the following meetings/events to be held in Nairobi, in March 2019 (please tick as appropriate):	
<ul style="list-style-type: none"> • Sustainability workshop – <i>ICO members, observers and registered participants</i> • 124th Session of the International Coffee Council – <i>ICO Members and accredited observers</i> • Statistics Committee – <i>ICO Members and observers</i> • Projects Committee – <i>ICO Members and observers</i> • Promotion and Market Development Committee – <i>ICO Members and observers</i> • Private Sector Consultative Board – <i>PSCB members and ICO Members</i> • Core Group for the Consultative Forum on Coffee Sector Finance – <i>ICO Members and observers</i> 	

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

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Email:

ANNEX V

LIST OF HOTELS

All prices reflect corporate rates for ICO delegates

Please note that transport is provided to delegates staying at the following hotels only

Name of Hotel	Classification	Room Type	Rate	Meeting Room(s)	Distance from Venue
Inter-Continental	★★★★★	Superior Single	US\$200	11 Conference Rooms	0.55km
		Superior Double	US\$230		
		Single Club	US\$260		
		Superior Suite	US\$450		
		Deluxe Suite	US\$650		
		Executive Suite	US\$250		
Sarova Stanley	★★★★★	Standard Single	US\$150	2 Conference Rooms	0.5km
		Standard Double	US\$180		
		Club Room Single	US\$190		
		Club Room Double	US\$220		
The Panafric		Standard Single	US\$140		3.4km
		Standard Double	US\$175		
		Executive Single	US\$170		
		Executive Double	US\$210		
The Hilton Nairobi	★★★★★	Standard Single	US\$115	6 Conference Rooms	0.1km
		Standard Double	US\$155		
Nairobi Safari Club	★★★★★	Executive Suite	US\$150	6 Conference Rooms	1km
		Panorama Suite	US\$150		
The Serena Hotel		The Serena	US\$255	2 Conference Rooms	2.1km



International Coffee Council

124th Session
25 – 29 March 2019
Nairobi, Kenya

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	ICC-124-0 Rev. 1
2. Admission of observers – to decide The Council will decide on the acceptance of observers and designate the items of the Council, and other ICO bodies, open to approved observers.	ICC-124-2
3. Votes and credentials – to consider and, if appropriate, to approve	
3.1 Votes for coffee year 2018/19 The Executive Director will report.	ICC-124-1
3.2 Credentials The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal
4. Membership of the International Coffee Agreement (ICA) 2007 – to note The Executive Director will present an update on membership, including engagement with non-members and implementation of Resolution 466.	ICC-124-3
5. Programme of Activities – to note The Executive Director will introduce the Annual Review 2017/18 and present an update on the Programme of Activities 2018/19.	verbal
6. Coffee Market Report – to note The Chief Economist will present an analysis of the market situation.	Coffee Market Report – February 2019

7. Implementation of Resolution 465 on coffee price levels – to note FA-206/19

The Head of Operations will report on the implementation of Resolution 465 on coffee price levels.

Professor Jeffrey Sachs will present an update on his research: 'Economic and Policy Analysis for Improving Smallholder Coffee Producers' Incomes'. verbal

8. Studies and reports – to consider

As provided for in the Programme of Activities for 2018/19, the Council will consider the following studies and reports:

- Impact of low coffee prices on exporting Members ICC-124-4
- Coffee futures markets: Role of non-commercial traders ICC-124-5
- Profitability of coffee farming in selected Latin American countries ICC-124-6
- Country Coffee Profile: Kenya ICC-124-7
- Country Coffee Profile: Uganda ICC-124-8
- Country Coffee Profile: Vietnam ICC-124-9

9. 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.

Mr Hugo Hernández, Executive Director of the Coffee Council of El Salvador, will give a presentation on the resurgence of coffee growing in El Salvador.

10. Report on the implementation of Memorandums of Understanding – to note verbal

The Executive Director, with contributions from partner representatives, will report on actions emanating from the Memorandums of Understanding with the:

- Global Coffee Platform, including the implementation of the Delta Project
- African Fine Coffees Association
- Sustainable Coffee Challenge, under the auspices of the Conservation International Foundation
- International Women's Coffee Alliance

11. Report by the Chairs of the following ICO bodies – to note

11.1 Projects Committee verbal

11.1.1 Projects for endorsement by the Council – to consider and, if appropriate, to endorse

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

- Improvement of small scale farmers' access to finance for building a sustainable coffee sector in Vietnam PJ-134/19

11.2 Statistics Committee verbal

11.2.1 Share of markets and their weightings in the calculation of group and composite prices from 1 October 2019 SC-90/19

11.3 Promotion and Market Development Committee verbal

11.3.1 International Coffee Day verbal

This report will include an overview of the theme, activities and promotion for International Coffee Day 2019.

11.4 Private Sector Consultative Board verbal

11.5 Core Group for the Consultative Forum

12. Outcome from the Sustainability Seminar – to note verbal

The Executive Director, with contributions from partner representatives, will report on the outcome of the ICO's Sustainability Seminar held on Monday, 25 March 2019.

13. Financial and administrative matters

13.1 Finance and Administration Committee – to consider FA-198/19
FA-203/19

The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation of the Organization and the draft Administrative Budget for the financial year 2019/20.

13.2 Administrative Accounts of the Organization for the financial year 2017/18 and Report of the Auditors – to consider and, if appropriate, to approve FA-199/19

**13.3 Accounts of the Special Fund and Report of the Auditors –
to consider and, if appropriate, to approve** FA-200/19

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

13.4 Promotion Fund – to note FA-201/19

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

**13.5 Salary scales and the basis for contributions to the Provident
Fund for staff in the General Services and Professional and higher
categories – to consider and, if appropriate to approve** FA-204/19
FA-205/19

13.6 Future of the ICA 2007 – to consider FA-206/19

Article 48 of the ICA 2007 provides that the Council may examine the possibility of extending the 2007 Agreement or negotiating a new Agreement. The Chair of the Finance and Administration Committee will outline the main options for the future of the 2007 Agreement.

14. Special Fund – to note verbal

The spokesperson of exporting Members will report on progress made regarding use of the Special Fund to promote domestic consumption in exporting countries.

15. World Coffee Conference – to note verbal

A representative from India will present an update on preparations for the 5th World Coffee Conference, and 127th Session of the International Coffee Council, taking place from 11 to 17 September 2020 in Bengaluru, India.

16. 125th Session of the International Coffee Council – to consider verbal

The Executive Director will present an overview of the structure and focus of the 125th Session of the International Coffee Council and associated meetings, taking place from 23 to 27 September 2019 at the International Maritime Organization in London, United Kingdom.

17. Other business – to note verbal

Close



Finance and Administration Committee
33rd Meeting
26 and 27 March 2019
Nairobi, Kenya

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-197/19
2. Report of the intersessional meeting held on 24 January 2019 – to consider and, if appropriate, to approve	FA-196/19
3. Financial situation – to note	FA-198/19
The Head of Finance and Administration will report on the current financial situation.	
4. Accounts for the financial year 2017/18	
4.1 Administrative Accounts of the Organization and Report of the Auditors – to consider and, if appropriate to recommend for approval	FA-199/19
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.	
4.2 Accounts of the Special Fund and Report of the Auditors – to consider and, if appropriate, to recommend for approval	FA-200/19
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.	
4.3 Promotion Fund – to note	FA-201/19
As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.	

5. **Review of the International Coffee Agreement (ICA) 2007 – to consider** FA-202/19

Under the provisions of paragraph 1 of Article 48 of the International Coffee Agreement (ICA) 2007, the Agreement is due to expire on 2 February 2021. Paragraph 3 of the same Article provides that the Council may decide to extend this Agreement beyond its expiry date for one or more successive periods not to exceed eight years in total while paragraph 4 stipulates that the Council may at any time decide to terminate this Agreement. The Executive Director will outline the main options for the future of the 2007 Agreement.

6. **Draft Administrative Budget for the financial year 2019/20 – to consider** FA-203/19

The Committee will consider the draft Administrative Budget for the financial year 2019/20.

7. **Report on the implementation of Resolution 465 on Coffee Price Levels – to note** FA-206/19

The Head of Operations will report.

8. **Report on the implementation of Resolution 466 on Members in persistent arrears – to consider** verbal

The Executive Director will report.

9. **Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval** FA-204/19
FA-205/19

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 Professional and higher categories.

10. **Manual for members of the Finance and Administration Committee – to consider and, if appropriate, to approve** FA-207/19

The Head of Finance and Administration will report.

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

12. **Next meeting – to note** verbal

Members are 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 125th Council Session from 23 to 27 September 2019.



Statistics Committee
16th Meeting
27 March 2019 (11:30)
Nairobi, Kenya

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	SC-89/19 Rev. 1
2. Report on the meeting of 19 September 2018 – <i>to consider and, if appropriate, to approve</i>	SC-88/18
3. Estimating global coffee farmer populations by origin – <i>to note</i>	verbal
The representative of Enveritas, Mr David Browning, will make a presentation on the estimates of global coffee farmer populations by origin.	
4. Rules on Statistics – Indicator Prices – <i>to consider and, if appropriate, approve</i>	SC-90/19
The Rules on Statistics provide that the weighting of each group of coffee in the calculation of the ICO composite indicator price shall be reviewed every two years (see Annex 1 of document ICC-105-17 Add. 2).	
5. Article 2 of the 2007 Agreement: Conversion factors for roasted, decaffeinated, liquid and soluble coffee – <i>to consider</i>	SC-91/19
Article 2 of the 2007 Agreement provides that the Council shall, as soon as possible after the entry into force of the Agreement, and again at intervals of three years, review the conversion factors for the types of coffee listed in Annex I of the 2007 Agreement. The last review of conversion factors took place in March 2016 (see SC-42/14). The Head of Operations will report.	

6. **Report on compliance with the Rules on Statistics and new compliance indicators – to consider and, if appropriate, approve** SC-92/19

The Chief of Statistics will present a report on Members' compliance with the Rules on Statistics for coffee year 2017/18 using the new framework for compliance indicators.

7. **Coffee sector data: Rules on statistics and best practices – to note** verbal

The Committee will receive a presentation from Kenya on their coffee sector data with regards to complying with the Rules on Statistics.

8. **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.

9. **Statistics Roundtable – to note** verbal

Members will be invited to note the outcomes of the Statistics Roundtable events held in the first half of coffee year 2018/19.

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

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

The next meeting will take place in London, United Kingdom, at the time of the 125th Session of the International Coffee Council.



Projects Committee

17th Meeting

27 March 2019 (14:30)

Nairobi, Kenya

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PJ-130/19
2. Report of the meeting held on 18 September 2018 – to consider and, if appropriate, to approve	PJ-129/18
3. Monitoring and evaluation of projects	verbal
The Chief Economist will report on the implementation of the following project, sponsored by Sucafina S.A.:	
<ul style="list-style-type: none">• Promoting a sustainable coffee sector in Burundi	
3.1 Implementation of Resolution 465 – to consider	verbal
The Head of Operations will present three project briefs prepared to mobilize resources to implement the decisions contained in Resolution 465 on Coffee Price Levels and report on ongoing negotiations with public and private sector potential donors.	
3.1.1 Project brief: Structured sector-wide dialogue to address the coffee price crisis	to follow
A proposal to identify and implement innovative proposals to minimize the negative impact of low coffee prices on smallholder farmers and foster long-term sustainability of the sector.	

3.1.2 Project brief: Global benchmarking of coffee production to follow

A proposal to gather and process independent, objective and internationally comparable data on coffee production cost and production systems.

3.1.3 Project brief: Global communication plan to follow

A proposal for designing and implementing a global communication plan on the economic reality of the coffee sector from the producer to the final consumer.

3.2 Project proposal by Vietnam – *to consider and, if appropriate, to recommend for approval* to follow

The Chief Economist will introduce a new project proposal on “Improvement of small scale farmers’ access to finance for building a sustainable coffee sector in Vietnam”.

3.3 PROMECAFE – *to note* verbal

A presentation will be made by the representative of PROMECAFE on the status of the ongoing project on domestic consumption financed by the Special Fund.

3.4 Inter-African Coffee Organization – Promoting coffee consumption in Africa – *to note* to follow

The Secretary General of the Inter-African Coffee Organization will provide an outline of the project designed to increase coffee consumption in selected African countries that will be financed by the Special Fund.

4. Cooperation activities

4.1 Delta Project: Bridging the Gap in Measuring Real-Time Sustainability Performance – *to note* to follow

A progress report will be made on the implementation of the Delta Project.

5. Other business – *to consider* verbal

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

6. Date of next meeting – *to note*

verbal

The next meeting will take place in London, United Kingdom, at the time of the 125th Council Session.

REFERENCE DOCUMENTS

[Terms of reference for the Projects Committee \(Annex III\)](#)



Promotion and Market Development Committee
17th Meeting
27 March 2019 (16:00)
Nairobi, Kenya

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PM-60/19 Rev. 1
2. Report on the meeting of 19 September 2018 – to consider and, if appropriate, approve	PM-59/18
3. International Coffee Day – to note	verbal
The Head of Operations will report on the theme, activities and promotion for International Coffee Day 2019.	
4. Promoting consumption and market development	
4.1 Innovation and integrative marketing, the engine for a sustainable coffee market growth. The <i>Colombia Toma Café</i> case – to note	verbal

Members will receive an interactive presentation from Ms Ana Sierra – owner and head of *Integrative Marketing* – on the experience and lessons learned from *Colombia Toma Café*, the Colombian Coffee Consumption Programme.

Between 2009 and 2016, Ms Sierra was the full-time consultant and leader of Colombia Toma Café. This coalition, founded by the National Coffee Growers Federation of Colombia, Nestlé, Colcafé, Casa Luker, Café OMA, Café Diamante and 25 other roasters, boosted the development of the coffee market, which grew 36.1% in volume from 2009 to 2015.

4.2 The ICO's *Step-by-Step Guide to Promote Coffee Consumption in Producing Countries* in practice: lessons and recommendations – to note verbal

Members will receive a presentation from Dr Carlos Brando – Director of P & A Marketing and current Chair of the Global Coffee Platform.

Dr Brando is a well-known figure in the coffee industry who trained as a civil engineer and has a PhD in Urban and Regional Studies. His experience of the coffee sector has led him to work as a consultant including for the International Coffee Organization, Sustainable Trade Initiative, World Bank and many other companies and institutions. He has coordinated coffee projects in more than 50 countries across five continents, including all the main coffee growing areas of Brazil. He has sat on the boards of UTZ and Ipanema Coffees, is a member of the Coffee Quality Institute's Board of Trustees, and in 2017 received a Lifetime Achievement Award from the African Fine Coffees Association. He also led on the development and implementation of the ICO's *Step-by-Step Guide to Promote Coffee Consumption in Producing Countries*.

4.3 Proposal to establish a working group to update the *Step-by-Step Guide – to consider and, if appropriate, to recommend for approval* verbal

To promote consumption, in line with its terms of reference, and also Resolution 465 on coffee price levels, Members of the Promotion and Market Development Committee will be invited to join a working group to contribute to the revision and enhancement of the ICO's *Step-by-Step Guide to Promote Coffee Consumption in Producing Countries*, initially launched in 2004. This working group could meet as an intersessional meeting of the Committee between the 124th and 125th Sessions of the International Coffee Council, with representation from other key parties including the private sector.

This initiative to update the *Step-by-Step Guide* will also be considered by the Finance and Administration Committee and International Coffee Council as part of a package of measures in need of additional resources to implement Resolution 465.

5. **Recommendations to the 124th Session of the International Coffee Council – *to consider*** verbal

The Committee will agree key actions to advise and make recommendations to Council on the promotion of consumption and market development matters.

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

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

The next meeting will take place in London, United Kingdom, at the time of the 125th Session of the International Coffee Council.

REFERENCE DOCUMENTS

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



Private Sector Consultative Board
48th Meeting
27 March 2019 (16:00)
Nairobi, Kenya

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-159/19
2. Report on the meeting of 19 September 2018 – to consider and, if appropriate, to approve	PSCB-158/18
3. Efforts of the ICO to involve the Private Sector in the implementation of Resolution 465 – to note	verbal
The Executive Director will report on the measures taken to mobilize and establish partnerships with the private sector in the implementation of Resolution 465 on coffee price levels.	
3.1 Role of the Private Sector in the implementation of Resolution 465 – to consider	verbal
The Board will consider the following presentations on strategies and actions that the private sector can take to address coffee price volatility and contributions to the implementation of Resolution 465 on coffee price levels.	
<ul style="list-style-type: none">• African Fine Coffees Association (AFCA)• Global Coffee Platform (GCP)• International Women’s Coffee Alliance (IWCA)• Sustainable Coffee Challenge (SCC)• Specialty Coffee Association (SCA) and World Coffee Research (WCR).	

4. Consultation on conversion factors for roasted, decaffeinated, liquid and soluble coffee – to consider [SC-91/19](#)

The Head of Operations will consult the Board on the reviewing of the conversion factors for roasted, decaffeinated, liquid and soluble coffee, as stipulated in Article 2 of the 2007 Agreement.

5. Recommendations to the Council – to note verbal

The Chair will summarize any recommendations agreed by the PSCB at this meeting to be conveyed to the Council for consideration or approval.

6. Other business – to consider verbal

7. 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 London, United Kingdom at the time of the 125th Council Session from 23 to 27 September 2019.

REFERENCE DOCUMENTS

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



Core Group for the Consultative Forum
12th Meeting
28 March 2019 (17:00)
Nairobi, Kenya

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	CG-34/19
2. Report of the last meeting of the Core Group – to consider and, if appropriate, to approve	CG-33/18
Document CG-33/18 contains the report on the 11 th meeting of the Core Group.	
4. 8th Consultative Forum on Coffee Sector Finance – to review	CF-16/18
The Group will review the outcomes of the 8 th Forum held on 18 September 2018, and consider ways of following up ideas raised.	
5. 9th Consultative Forum on Coffee Sector Finance – to consider	CG-35/19
The Group will consider the following details for the 9 th Forum, to be held during the 125 th Session of the International Coffee Council from 23 to 27 September 2019:	
<ul style="list-style-type: none">• Topic – a broad issue for discussion will be identified• Format – arrangements, facilitation and other issues• Participants – individuals or organisations who should be invited to present or participate• Sponsorship – suggestions for potential sponsors• Materials and information – how to develop materials and information to assist with Forum discussions	

6. **Other business – *to consider*** verbal
7. **Date of next meeting – *to note*** verbal

The next meeting will take place at the time of the 126th Council Session from 20 to 24 April 2020.

REFERENCE DOCUMENTS
Terms of reference for the Core Group for the Consultative Forum (Annex VII)
Terms of reference for the Consultative Forum on Coffee Sector Finance (Annex I)
Report of the 1st Consultative Forum
Report of the 2nd Consultative Forum
Report of the 3rd Consultative Forum
Report of the 4th Consultative Forum
Report of the 5th Consultative Forum
Report of the 6th Consultative Forum
Report of the 7th Consultative Forum
Report of the 8th Consultative Forum