



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2145/12

14 November 2012
Original: English

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

**Convocation of ICO meetings
4 to 8 March 2013
London, United Kingdom**

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the draft schedule and Agendas for the 110th Session of the International Coffee Council and other ICO meetings which will take place from 4 to 8 March 2013. All meetings will take place at the headquarters of the Organization at 22 Berners Street, London W1T 3DD (Tel.: +44 (0) 20 7612 0600, Fax: +44 (0) 20 7612 0630, email: info@ico.org, website: www.ico.org). The first plenary Session of the Council will be held on Monday, 4 March at 09:30.

Paperless meetings

2. As noted at the Council Session in March 2012, and with the aim to reduce costs within the Organization as efficiently as possible, the ICO is moving towards a paperless system for meetings. Members are encouraged to bring their own working copies with them to the meetings they are involved in. Documents can be downloaded from the ICO website at: http://dev.ico.org/documents_e.asp. Restricted documents are circulated by email and are available on request from the Secretariat.

Agendas and arrangements

3. Draft Agendas for the Council and other meetings are attached, together with a draft schedule and a Guide to meetings containing information on arrangements for meetings, hotels and a map showing the location of the ICO. The programme for the Seminar on trends in new consuming markets for coffee on 5 March 2013 will be issued separately.

4. Members wishing to submit documents for circulation or suggest any additional matters for consideration or to make presentations during the meetings are requested to advise the Executive Director in writing no later than **31 January 2013**.

Members – notification of attendance

5. Credentials for the 110th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as outlined below.

6. Members are reminded that Rule 3 of the Rules of the Organization (document ICC-102-7) requires them to inform the Executive Director, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their credentials reach the Organization no later than **31 January 2013** to facilitate preparation of the credentials report and List of Delegations in advance of the meetings. Credentials should be issued in writing by the competent authorities designated by the Member (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place).

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

Admission of observers

8. Invited observers from non-member countries, international organizations and private sector associations (see document ICC-109-6) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **31 January 2013** of the specific meetings they wish to attend.

9. Observer countries and organizations not included on the list in Annex I of document ICC-109-6 should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director at least 45 days prior to the March Session (i.e. by **17 January 2013**), in accordance with Rule 5 of the Rules of the Organization.

Registration

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

Interpretation

11. One team of interpreters will be available from 4 to 8 March 2013.

As at 13 November 2012

ICO MEETINGS
Provisional programme

4 to 8 March 2013

Monday, 4 March		Room	Open to	Note
08:30 onwards	Registration	Council lounge	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting	Meeting room (1 st floor)	Restricted	Chairpersons and invited Members only
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> 1. Draft Agenda and schedule of meetings 2. Admission of observers 3. Votes and credentials 3.1 Votes for coffee year 2012/13 4. Membership of the ICA 2007 5. Annual Review 2011/12 6. Coffee market situation 7. Studies, reports and seminars 7.1 Studies and reports 8.1 Chairperson and Vice-Chairperson of the Forum and Core Group for 2012/13 12. Cooperation with other agencies 13. World Coffee Conference
13:00 – 14:30	Lunch			
14:30 – 16:00	Coordination meetings	Council Chamber/ Committee Room	ICO Members	
14:30 – 17:30	<i>Briefings and presentations on projects</i>	<i>Meeting room (1st floor)</i>	<i>Interested Members and observers</i>	<i>As required - without interpretation</i>
16:30 – 19:00	Finance and Administration Committee	Council Chamber	ICO Members	Interpretation only until 18:00
Tuesday, 5 March		Room	Open to	Note
09:00-09:30	<i>Core Group advisors</i>	<i>Meeting room (1st floor)</i>	<i>Core Group advisors</i>	<i>If required</i>
09:30 – 12:30	Core Group	Council Chamber	ICO Members and accepted observers	
10:00 – 13:00	<i>Informal briefings and presentations on projects</i>	<i>Committee Room</i>	<i>Interested Members and observers</i>	<i>As required – without interpretation</i>
12:30 – 14:00	Lunch			
13:30 – 13:50	Seminar - briefing meeting	Committee Room	Restricted: Seminar presenters	
14:30 – 17:30	Seminar on trends in new consuming markets	Council Chamber	ICO Members and accepted observers	
Wednesday, 6 March		Room	Open to	Note
09:30 – 13:00	PSCB	Council Chamber	PSCB and Members	Without interpretation
10:00 – 13:00	<i>Briefings and presentations on projects</i>	<i>Meeting room (1st floor)</i>	<i>Interested Members and observers</i>	<i>As required - without interpretation</i>
13:00 – 14:30	<i>Finance and Administration Committee</i>	<i>Council Chamber</i>	<i>ICO Members</i>	<i>If required (without interpretation)</i>

13:00 – 14:30	Lunch				
14:30 – 17:30	Promotion and Market Development Committee	Council Chamber	ICO Members and accepted observers		
Thursday, 7 March		Room	Open to	Note	
09:30 – 13:00	Projects Committee	Council Chamber	ICO Members and accepted observers		
13:00 – 14:30	Lunch				
14:30 – 16:30	Statistics Committee	Council Chamber	ICO Members and accepted observers		
16:30 – 17:30	Council	Council Chamber	ICO Members and accepted observers	7.2 10. 10.1	Seminar on trends in new coffee consuming countries Report by Chairmen of ICO bodies Private Sector Consultative Board (PSCB)
Friday, 8 March		Room	Open to		
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	3.2 8. 8.2 9. 10. 10.2 10.3 10.4 10.4.1 10.4.2 11. 14. 15.	Credentials Consultative Forum on Coffee Sector Finance 3 rd Consultative Forum Programme of Activities for 2013/14 Report by Chairmen of ICO bodies (cont.) Statistics Committee Promotion and Market Development Committee Projects Committee Projects for approval by the Council Projects being implemented and concluded projects Food safety 50 th anniversary of the ICO National coffee policies
13:00 – 13:30	Press conference	Committee Room	Press		
13:00 – 14:30	Lunch				
14:30 – 17:30	Council	Council Chamber	ICO Members and accepted observers	16. 16.1 16.2 17. 18.	Financial and administrative matters Finance and Administration Committee Administrative Accounts of the Organization for 2011/12 and Report of the Auditors Other business Future meetings

Notes:

1. There will be one team of interpreters from 4 to 8 March– available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2012/13.
3. In accordance with Article 11 of the 2007 Agreement and Rule 5 of the Rules of the Organization, the Council shall decide at each session on the admission of observers and designate the items on the Agenda of the Council open to accepted observers.
4. * Denotes Agenda Items which are restricted to ICO Members.

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2012/13

International Coffee Council

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

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

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

Producer representatives (*alternates in italics*)

Colombian Milds: Federación Nacional de Cafeteros de Colombia, *Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFE)*, African Fine Coffees Association (AFCA)

Other Milds: Asociación Mexicana de la Cadena Productiva del Café (AMECAFE), Asociación Nacional del Café (Anacafé)

Brazilian and other Natural Arabicas: Associação Brasileira da Indústria de Café (ABIC), *Associação Brasileira da Indústria de Café Solúvel (ABICS)*, *Conselho dos Exportadores de Café do Brasil (CeCafé)*, Confederação da Agricultura e Pecuária do Brasil (CNA), *Conselho Nacional do Café (CNC)*

Robustas: Conseil du Café/Cacao (3C), Indonesia Coffee Exporters Association (GAEKI), *Uganda Coffee Trade Federation (UCTF)*

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

Consultative Forum on Coffee Sector Finance (2012/13)

Chairperson: to be appointed in March 2013

Vice-Chairperson: to be appointed in March 2013

Core Group for the Consultative Forum (2011/12 and 2012/13)

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

Importing Members: European Union, Switzerland and the USA

Ex-officio Member: Executive Director

Assisted by: Chairperson of PSCB, and four advisors: Mr Marc Sadler (World Bank), Ms Noemí Pérez (Fast), Mr Silas Brasileiro (Conselho Nacional do Café) and Mr Nicolas A. Tamari, Sucafina S.A. (September 2012 and 2012/13)

Promotion and Market Development Committee (2012/13)

Chairperson: Mr Andrea Illy (EU-Italy) – to be appointed in 2013 ■ **Vice-Chairperson:** to be appointed in March 2013

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

Importing Members: European Union, Switzerland and the USA

Projects Committee (2012/13)

Chairperson / Vice-Chairperson: to be appointed in March 2013

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

Importing Members: European Union, Switzerland and the USA

Finance and Administration Committee (2012/13)

Chairperson / Vice-Chairperson: to be appointed in March 2013

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

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

Statistics Committee (2012/13)

Chairperson / Vice-Chairperson: to be appointed in March 2013

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

Importing Members: European Union, Switzerland and the USA

Virtual Screening Subcommittee (until 2015)

Chairperson: Executive Director

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

Importing Members: European Union and the USA



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ICC 110-0

14 November 2012
Original: English

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International Coffee Council
110th Session
4 – 8 March 2013
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-110-0 Guide to meetings
2. Admission of observers – to consider The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers.	to follow
3. Votes and credentials	
3.1 Votes for coffee year 2012/13 – to approve The Secretary will report.	to follow
3.2 Credentials – to approve The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal
4. Membership of the International Coffee Agreement (ICA) 2007 – to consider The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2013. The Council will consider a report on the status of membership under the ICA 2007.	to follow
5. Annual Review 2011/12 – to note The Executive Director will introduce the Annual Review for 2011/12.	to follow

6. Coffee market situation – to note to follow

The Executive Director will introduce an analysis of the market situation.

7. Studies, reports and seminars

7.1 Studies and reports – to consider

As provided for in the Programme of Activities for 2012/13, the Council will consider the following studies:

- Coffee re-exports by Germany to follow
- Coffee in China to follow
- World trade of soluble coffee to follow

7.2 Seminar on trends in new coffee consuming countries – to consider to follow

The Chairperson of the Seminar will report on this Seminar which will be held on 5 March 2013.

8. Consultative Forum on Coffee Sector Finance

8.1 Chairperson and Vice-Chairperson of the Forum and Core Group for 2012/13 – to appoint verbal

The Council will appoint the Chairperson and Vice-Chairperson of the Forum for 2012/13.

8.2 3rd Consultative Forum – to consider verbal

The Chairperson of the Core Group will report to the Council on the meeting of the Core Group held on 5 March 2013, including the arrangements for the 3rd Consultative Forum in September 2013, progress on the typology of best practices and recommendations for Core Group advisors for 2013/14.

9. Programme of Activities for 2013/14 – to consider to follow

The Council will consider a draft programme of proposed activities in coffee year 2013/14.

- 10. Report by Chairmen of ICO bodies** verbal
- 10.1 Private Sector Consultative Board (PSCB) – to consider**
- 10.2 Statistics Committee – to consider**
- 10.3 Promotion and Market Development Committee – to consider**
- 10.4 Projects Committee – to consider**
- 10.4.1 Projects for approval by the Council – to consider and, if appropriate, to approve** to follow

The report of the Virtual Screening Subcommittee (VSS) will be circulated. The Council will consider the recommendations of the Projects Committee on new or revised project proposals, and will also consider the Committee's recommendation on the revised assessment document.

- 10.4.2 Projects being implemented and concluded projects – to note** to follow

The Council will consider reports and presentations on projects being implemented and concluded projects, including gender analysis.

- 11. Food safety – to consider** to follow

The Council will consider food safety matters, including reports on responses received from Members on details of Maximum Residue Levels (MRLs) for pesticides used in the coffee production process and the methodology used for calculating these (see document ED-2143/12), national quality standards and jute bags used in the coffee trade. As requested at the previous Session, a representative of the EU will report on implications of EC regulation 1169/2011 for producing countries.

- 12. Cooperation with other agencies – to note** verbal

The Executive Director will report on cooperation with other agencies.

- 13. World Coffee Conference – to consider** verbal

Article 30 of the 2007 Agreement provides that the Council shall appoint the Chairman of the World Coffee Conference, and decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board. The previous three Conferences took place in London (2001), Brazil (2005) and Guatemala (2010). The Council will consider this matter.

- 14. 50th anniversary of the ICO – *to consider*** verbal
- The Council will consider a report by Brazil on preparations to host the 50th anniversary meetings in September 2013.
- 15. 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.
- 16. Financial and administrative matters**
- 16.1 Finance and Administration Committee – *to consider*** to follow
- The Chairman of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation, the premises and the draft Administrative Budget for 2013/14.
- 16.2 Administrative Accounts of the Organization for the financial year 2011/12 and Report of the Auditors – *to approve*** to follow
- The Council will consider the Administrative Accounts of the Organization for the financial year 2011/12 and Report of the Auditors. The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members. The Accounts of the Promotion Fund will be circulated for information.
- 17. Other business – *to consider*** verbal
- 18. Future meetings** to follow
- Document WP-Council 231/12 contains dates of meetings in 2012/13 and 2013/14 – *to consider*
- The next Session of the Council will take place in Belo Horizonte, Brazil from 9 to 13 September 2013 – *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*



Finance and Administration Committee

11th Meeting

4 March 2013 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-52/12
2. Chairperson and Vice-Chairperson for 2012/13 – to appoint	verbal
<p>The Committee will appoint a Chairperson and a Vice-Chairperson for 2012/13, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an importing Member, and the Vice-Chairperson from an exporting Member.</p>	
3. Report on the meeting of 24 September 2012 – to approve	FA-51/12
4. Financial situation – to note	to follow
<p>A report on the financial situation will be circulated.</p>	
5. Accounts for the financial year 2011/12	
5.1 Administrative Accounts of the Organization and Report of the Auditors – to recommend for approval	to follow

Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.

- 5.2 Accounts of the Special Fund and Report of the Auditors – to note** to follow
- The Accounts of the Special Fund and Report of the Auditors will be considered by the Committee and presented for the approval of exporting Members.
- 5.3 Promotion Fund – to note** to follow
- As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.
- 6. Premises – to consider** verbal
- The Executive Director will report.
- 7. Draft Administrative Budget for the financial year 2013/14 – to consider** to follow
- The Committee will consider the draft Administrative Budget for the financial year 2013/14 and a cost analysis summary.
- 8. Salary scales**
- 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 salary scales and the basis for contributions to the Provident Fund for staff in the General Service category, and a document containing a proposal for revisions to salary scales for staff in the Professional and higher categories.
- 9. Outstanding contributions – to consider** verbal
- The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these.
- 10. Procedures for office holders – to consider** verbal
- As noted at the last meeting, the Committee will consider procedures for chairing committees where both the Chairperson and Vice-Chairperson are unavailable.
- 11. Other business – to consider** verbal
- 12. Date of next meeting – to consider** verbal
- The next meeting will take place in Belo Horizonte, Brazil at the time of the 111th Council Session from 9 to 13 September 2013.



Core Group on the Consultative Forum

3rd meeting

5 March 2012 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	CG-6/12
2. Report of the last meeting of the Core Group – to note	CF-1/12 CF-2/12 CG-5/12
The report on the 2 nd meeting of the Core Group is attached for information, together with reports of the 1 st and 2 nd Forums.	
3. 3rd Consultative Forum on Coffee Sector Finance – to consider	CG-4/12 Rev. 1
The Group will consider the following issues related to the 3 rd Forum which will take place in Brazil during the week of the 111 th Council Session from 9 to 13 September 2013 (see also document CG-4/12 Rev. 1):	
<ul style="list-style-type: none">• Topic – a broad problem for discussion will be identified.• Format – the 3rd Forum will use a force field problem-solving model. The Group will consider facilitation, break-out groups and other issues.• Participants – individuals or organizations who should be invited to present or participate.• Sponsorship – suggestions for potential sponsors.• Materials and information – how to develop materials and information to assist with Forum discussions.• Declaration – the format of an ICO declaration with recommendations for initiatives and programmes.	

4. Typology of best practices – to review verbal

As decided at the last meeting, the World Bank will develop in collaboration with the ICO, a typology of global best practices on agriculture, finance and risk management relevant to coffee, targeted at three audiences: governments, the commercial sector and producers. The representative of the World Bank will report on progress including responses received from Members.

5. Dissemination – to consider [CG-4/12 Rev. 1](#)

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

6. Considerations for future Forum events – to consider verbal

- **Format:** possibilities include workshops, engaging a professional facilitator, breakout groups and internet platforms. The Group will consider this further.
- **Topics for future Consultative Forum events:** topics that emerged from previous Forum events that the Forum should consider; other relevant and useful topics for the Forum to explore.
- **Presenters:** individuals or organizations to invite to present at future Forum events.

7. Core Group – to consider verbal

The Group will discuss the functioning of the Core Group and how best to organize future meetings and utilize its expertise.

8. Advisors for 2013/14 - to consider verbal

The term of office of the four advisors to the Group will expire in September 2013. The terms of reference for the Group provide that at the Council Session six months prior to the expiry of the term of office of advisors the Group shall recommend to the Council individuals that may be able to serve as advisors from a list of experts from intergovernmental organizations, financial institutions, the private sector, non-governmental organizations and other institutions.

9. Next steps – to consider verbal

10. Other business – to consider verbal

11. Date of next meeting – to consider verbal



Private Sector Consultative Board

36th meeting

6 March 2013 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-134/12
2. Report on the meeting of 26 September 2012 – to approve	PSCB-133/12
3. Coffee market situation – to note The Executive Director will introduce an analysis of the market situation.	to follow
4. Coffee Quality-Improvement Programme (CQP) – to consider The Executive Director will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP. The PSCB will consider a report on information on quality standards received from Members.	to follow
5. Coffee and health – to note The PSCB will consider reports on coffee and health programmes.	verbal
6. Coffee consumption – to consider The representative of the Coffee Association of Canada (CAC) will report on the impact of improved coffee quality on consumption.	verbal
7. Food safety aspects – to note The PSCB will consider updates on matters related to food safety and will also consider a report on information on Maximum Residue Levels (MRLs) in pesticides received from Members.	to follow

8. Jute bags – to consider [ED-2140/12](#)

The Executive Director will report on information received from Members on jute bags used in the coffee trade (see document ED-2140/12) and contacts with the International Jute Study Group (IJSG) with respect to the importance of using approved food grade materials in the production of jute bags.

9. Consultative Forum on Coffee Sector Finance – to consider verbal

The PSCB will consider the outcome of the meeting of the Core Group for the Consultative Forum on 5 March 2013 and preparations for the 3rd Forum to be held in Belo Horizonte, Brazil in September 2013.

10. Certification and sustainability – to consider [ICC-109-14](#)

The PSCB will continue discussions on this topic. The report of the Seminar on the economic, social and environmental impact of certification on the coffee supply chain is contained in document ICC-109-14.

11. Association Management Issues – to consider verbal

PSCB representatives will be continue to discuss the top issues facing their associations.

12. Interaction between the PSCB and the Council – to consider verbal

The PSCB will consider ways of following up suggestions to strengthen the relationship between the PSCB and the Council raised at the last meeting.

13. PSCB representatives and office holders – to consider verbal

Proposals for representation on the PSCB in 2013/14 and 2014/15 will be considered by the Council in September 2013.

14. Other business – to consider verbal

15. Future meetings – to consider verbal

The PSCB is invited to suggest matters for consideration at the next meeting.

The next meeting will take place in Belo Horizonte, Brazil at the time of the 111th Council Session from 9 to 13 September 2013.



Promotion and Market Development Committee

5th meeting

6 March 2013 (14:30)

London, United Kingdom

Draft Agenda

Item	Document
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1. Draft Agenda – to adopt	PM-20/12
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2. Chairperson and Vice-Chairperson for 2012/13 – to appoint	verbal
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The Committee will re-appoint Mr Andrea Illy of EU-Italy as Chairperson and will appoint a Vice-Chairperson for 2012/13 from the category of exporting Members.

3. Promotion and market development under the International Coffee Agreement (ICA) 2007 – to consider	ICC-109-13 to follow
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The Chairperson will report on the implementation of the Plan for Promotion and Market Development approved by the Council in September 2012 (see document ICC-109-13).

The Committee will consider draft terms of reference for a Steering Group on Promotion.

The Executive Director will report on CoffeeClub, Coffee and Health and research. As noted at the last meeting, exporting Members will consider the use of Special Fund resources for coffee and health programmes.

4. Promotion and Special Funds – to consider	FA-50/12
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In September 2012, the Finance and Administration Committee agreed that the question of potential uses of the Special Fund should be referred to the Promotion and Market Development Committee and exporting Members.

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

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

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

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

The next meeting will take place in Belo Horizonte, Brazil at the time of the 111th Council Session from 9 to 13 September 2013.



Projects Committee

5th Meeting

7 March 2013 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PJ-41/12
2. Chairperson and Vice-Chairperson for 2012/13 – to appoint	verbal
The Committee will appoint a Chairperson and a Vice-Chairperson for 2012/13, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an exporting Member, and the Vice-Chairperson from an importing Member.	
3. Coffee development projects	
3.1 Projects under consideration by the ICO – to consider	to follow
New and revised project proposals for consideration in March or September 2013 should reach the ICO by 14 December 2012 and 28 June 2013 , respectively. The Projects Officer will introduce the report of the Virtual Screening Subcommittee (VSS) on new and revised project proposals including:	
<ul style="list-style-type: none">Better Coffee Production through Pollination and BioControl of Pests: Planning Workshops and Site Inspections (Canada and Mexico)	to follow
<ul style="list-style-type: none">Kawahatu-People's Coffee: Promoting a sustainable coffee sector in Burundi (Sucafina S.A., Burundi)	to follow
<ul style="list-style-type: none">Quality and sustainability in the coffee sector of Veracruz, Mexico	to follow
<ul style="list-style-type: none">Promoting coffee sustainability through productivity increases and youth gender participation in Cameroon and the Central African Republic	to follow

3.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note to follow

The Executive Director will report on projects under consideration by the CFC, including projects considered by the CFC Project Appraisal Committee and Consultative Committee in January 2013.

3.3 Projects already approved by the CFC – to note to follow

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

4. Project activities under the International Coffee Agreement (ICA) 2007 – to consider verbal

Common Fund for Commodities (CFC): The representative of the CFC will report on the future role and mandate of the CFC. The Committee will consider updated procedures for submitting projects in the light of new CFC submission guidelines for projects. Document EB-3573/96. Rev. 4 containing basic information on the submission of applications to the CFC for financial support for activities related to coffee was approved by the Council in May 2004. Document EB-3854/03 contains information on monitoring by the ICO of coffee projects financed by the CFC.

Fundraising and communication strategies: The Projects Officer will report on progress on developing a fundraising strategy to identify alternative sources of finance for projects and a communication strategy to explore cooperation on coffee matters with international development bodies and other organizations, including the private sector, as provided for in the programme of activities for 2012/13 (see document ICC-109-12)

5. Gender analysis – to consider to follow [PJ-35/12](#)

The Committee will consider a proposal to revise the assessment document for projects to include new wording on gender, and will continue discussions on the issue of gender analysis in project proposals.

6. Cooperation with other agencies – to note verbal

Brazilian Agency for Cooperation (ABC): The Projects Officer will report on the implementation of the Memorandum of Understanding with Brazil to promote triangular technical cooperation in coffee producing countries.

- 7. **Other business – *to note*** verbal
- 8. **Date of next meeting – *to note*** verbal

The next meeting will take place in Belo Horizonte, Brazil at the time of the 111th Council Session from 9 to 13 September 2013.



Statistics Committee

5th meeting

7 March 2013 (14:30)

London, United Kingdom

Draft Agenda

Item	Document
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1. Draft Agenda – to adopt	SC-23/12
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2. Chairperson and Vice-Chairperson for 2012/13 – to appoint	verbal
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The Committee will appoint a Chairperson and a Vice-Chairperson for 2012/13, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairperson should be from an exporting Member, and the Vice-Chairperson from an importing Member.

3. Report on the meeting of 27 September 2012 – to approve	SC-22/12
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4. Compliance with statistical rules – to consider	to follow
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The Statistician will report on compliance with the Rules on Statistics. The Committee will consider the establishment of a task force including Member countries that are not complying with Statistical Rules to develop ways of improving their performance, as provided for in the Programme of Activities for 2012/13 (see document ICC-109-12).

5. Exports to exporting countries – to consider	to follow
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The Statistician will report on exports of all forms of coffee to exporting countries, including re-exports from importing countries and on the establishment of an electronic working group on the use of coffee imported by exporting countries, as proposed at the last meeting.

- 6. Exports of organic and differentiated coffees – *to consider*** to follow
- The Statistician will report on exports of organic coffee by origin and by destination and on contacts with exporting Members inviting them to provide information on trade of differentiated coffees on a voluntary basis.
- 7. Monitoring the inventories and stocks of green coffee – *to note*** to follow
- The Committee will review the results of the European Coffee Federation’s survey on inventories and stocks of green coffee. Information on inventories held in other importing countries will be provided where available. The Statistician will report.
- 8. Decaffeinated soluble coffee – *to note*** to follow
- The Statistician will report on information on the trade of decaffeinated soluble coffee in the USA. In addition, information on disaggregated data on imports of green coffee by type, will also be circulated as requested at the last meeting.
- 9. Technical assistance – *to consider*** verbal
- The Statistician will report on the following activities which are provided for in the Programme of Activities for 2012/13:
- Production of a DVD/video as a permanent manual on compliance for exporting Members.
 - Updating spreadsheets used in the ‘Quantitative tool for assessing the competitiveness of coffee-growing areas’ project to provide a standard methodology to calculate the costs of production.
 - Plans for future workshops on compliance with statistical data.
- 10. Rules on Indicator Prices – *to consider*** verbal
- The Rules on Indicator Prices 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 I of document ICC-105-17 which took effect in March 2011). The Committee will consider this matter.
- 11. Liaison with other organizations – *to consider*** verbal
- 12. Other business – *to consider*** verbal
- 13. Future meetings – *to note*** verbal
- The next meeting will take place in Belo Horizonte, Brazil at the time of the 111th Council Session from 9 to 13 September 2013.



ICO MEETINGS (March 2013)

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings open to observers to be held at the headquarters of the International Coffee Organization in London in March 2013 (please tick as appropriate):

Attendance	Yes	No
110 th Session of the Council (4 to 8 March)	<input type="checkbox"/>	<input type="checkbox"/>
Core Group on Consultative Forum (5 March)	<input type="checkbox"/>	<input type="checkbox"/>
Private Sector Consultative Board (6 March) – <i>this meeting is only open to PSCB members and ICO Members</i>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion and Market Development Committee (6 March)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (7 March)	<input type="checkbox"/>	<input type="checkbox"/>
Projects Committee (7 March)	<input type="checkbox"/>	<input type="checkbox"/>

As a member of the delegation of:
(please state name of PSCB association/observer organization or non-member country as appropriate)

Name: Surname:

Name on registration badge:

Title or official position:

Organization/company:

Address:

Country: Phone:

Fax: Email:

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