



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

Convocation of ICO meetings
22 to 26 September 2014
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 113th Session of the International Coffee Council and other ICO meetings which will take place from 22 to 26 September 2014. 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, 22 September at 09:30.

Paperless meetings

2. In order to reduce costs for the Organization as efficiently as possible, and as recommended by the Council, the ICO is moving towards a zero paper system for meetings. Members are encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents. **Document sets will only be available to Members and observers who request them at least 30 days before the meetings, at icodocuments@ico.org.** The Council Chamber has Wi-Fi facilities and there are adequate electrical outlets to recharge devices. Agendas and documents can be downloaded from the ICO website at: http://dev.ico.org/documents_e.asp. Restricted documents can now be accessed on the ICO website with the use of a password.

Agendas and arrangements

3. Draft Agendas for the Council and other meetings are attached, together with a draft schedule 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 4th Consultative Forum during the week of 22 to 26 September will be issued separately.
4. Members wishing to submit documents for circulation or suggest any additional matters for consideration or to make presentations during the meetings are requested to advise the Executive Director in writing no later than **7 August 2014**.

Members – notification of attendance

5. Credentials for the 113th 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 **7 August 2014** 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-112-2](#)) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **7 August 2014** of the specific meetings they wish to attend.

9. Observer countries and organizations not included on the list in Annex I of document [ICC-112-2](#) 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 **7 August 2014**), in accordance with Rule 5 of the Rules of the Organization.

Visas and letters of invitation

10. The UK visas website ([UK Visas and Immigration](#)) contains an [online enquiry form](#) which can be used to determine whether you need to apply for a visa before travelling to the UK. Passports must have 6 months validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas to attend the meetings should request this in writing by **31 July 2014** (info@ico.org), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the British Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

Registration

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

Interpretation

12. One team of interpreters will be available from 22 to 26 September 2014.

As at 26 August 2014

ICO MEETINGS
Provisional programme
22 to 26 September 2014

Monday, 22 September		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	1. Draft Agenda and schedule of meetings 2. Admission of observers 3. Votes and credentials 3.1 Votes for coffee year 2013/14 3.2 Initial distribution of votes for coffee year 2014/15 3.3 Credentials 4. Membership of the ICA 2007 5. Coffee market situation 6. Studies and reports 7. Global Coffee Forum 8. World Coffee Conference 14. Coffee research Presentation on Arabica Genome Sequencing project: Professor Graziosi
13:00 – 14:30	Lunch			
14:30 – 16:30	Projects Committee	Council Chamber	ICO Members and accepted observers	Presentations: CFC policies and coffee projects: Parvinder Singh, Managing Director a.i. Microinsurance Catastrophe Risk Organisation (MiCRO): Paula Pagniez, Global Partnerships team, Swiss Re
16:30 – 17:30	Finance and Administration Committee	Council Chamber	ICO Members	
16:30 - 18.00	Projects meeting	Committee Room		
17:30 – 19:00	Coordination meetings	Council Chamber/ Committee Room	ICO Members	Interpretation only available until 18:00
Tuesday, 23 September		Room	Open to	Note
08:00 – 09:30	IACO consultative meeting	1 st floor meeting room	Africa Group	<i>Without interpretation</i>
08:30 – 09:15	Forum – briefing meeting	Council Chamber	Forum presenters	
09:30 – 14:30	Reserved	Committee Room	Catering	
09:30 – 13:00	4 th Consultative Forum	Council Chamber	ICO Members and accepted observers	
13:00 – 14:00	Lunch			
14:00 – 18:00	4 th Consultative Forum	Council Chamber	ICO Members and accepted observers	
14:30 – 20:00	Reserved	Committee Room	Catering	
15:00 – 18:00	4 th Consultative Forum Networking session	Council Chamber and Council lounge	ICO Members and accepted observers	
18:00 – 20:00	Reception hosted by the Chairman of the Council	Council lounge	ICO Members and observers	
Wednesday, 24 September		Room	Open to	Note
08:00 – 09:30	IACO Board meeting	1 st floor meeting room	IACO Board Members	<i>Without interpretation</i>
09:30 – 13:00	PSCB	Council Chamber	PSCB and Members	Presentation by Coffee Quality Institute Without interpretation
10:30 – 13:00	Briefings and presentations on projects	Meeting room (1 st floor)	Interested Members and observers	As required – without interpretation

13:00 – 14:30	Lunch				
14:30 – 16:00	Promotion and Market Development Committee	Council Chamber	ICO Members and accepted observers		
16:00 – 17:30	Statistics Committee	Council Chamber	ICO Members and accepted observers		
Thursday, 25 September					
		Room	Open to	Note	
09:30 – 11:00	Core Group	Council Chamber	ICO Members and accepted observers		
11:00 – 12:00	Finance and Administration Committee	Council Chamber	ICO Members		If required
12:00 – 13:00	Coordination meetings	Council Chamber/ Committee Room	ICO Members		If required
13:00 – 14:30	Lunch				
14:30 – 18:00	Council	Council Chamber	ICO Members and accepted observers	9.	Programme of Activities
				10.	Consultative Forum on Coffee Sector Finance
				11.	Strategic review of the ICO
				12.	Report by Chairpersons of ICO bodies
				12.1	Private Sector Consultative Board (PSCB)
				12.2	Promotion and Market Development Committee
				12.3	Statistics Committee
				12.4	Projects Committee
				12.4.1	Projects for approval by the Council
				12.5	Finance and Administration Committee*
Friday, 26 September					
		Room	Open to	Note	
09:30 – 13:00	Coffee and climate change	Council Chamber	ICO Members and accepted observers		
13:00 – 13:30	Press briefing	1 st floor meeting room	Press		
13:00 – 14:30	Lunch				
14:30 – 18:00	Council	Council Chamber	ICO Members and accepted observers	3.3	Credentials
				13.	Food safety
				15.	Cooperation with other agencies
				16.	Office holders and committees
				16.1	Chairperson and Vice-Chairperson of the Council
				16.2	Chairperson and Vice-Chairperson of the Forum for 2014/15
				16.3	Core Group
				16.4	Composition of Committees
				17.	National coffee policies
				18.	Other business
				19.	Future meetings

Notes:

1. There will be one team of interpreters from 22 to 26 September – available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2013/14
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 2013/14**International Coffee Council**

Chairperson: Mr Jawaid Akhtar (India) ■ **Vice-Chairperson:** Mr Conradin Rasi (Switzerland)

Private Sector Consultative Board (PSCB) (2013/14 and 2014/15)

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 (EXPOCAFÉ)*, African Fine Coffees Association (AFCA)

Other Milds: Asociación Nacional del Café (Anacafé), Coffee Exporters Association of India

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

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

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), Russian Association of Tea and Coffee Manufacturers (Rustecoffee), Specialty Coffee Association of America (SCAA), Speciality Coffee Association of Europe (SCAE)

Consultative Forum on Coffee Sector Finance (2013/14)

Chairperson: Mr Juan Esteban Orduz (Colombia) (also Chairperson of Core Group)

Vice-Chairperson: Mr Manfred Brandt (European Union)

Core Group on the Consultative Forum (2013/14 and 2014/15)

Exporting Members: Brazil, Colombia, Costa Rica, Côte d'Ivoire

Importing Members: European Union, Switzerland and the USA

Ex-officio Member: Executive Director

Assisted by: Chairperson of PSCB, and four advisors: Marc Sadler (World Bank), Noemí Pérez (Fast), Silas Brasileiro (Conselho Nacional do Café) and Nicolas Tamari, Sucafina SA (2013/14)

Promotion and Market Development Committee (2013/14)

Chairperson: Mr Andrea Illy (EU-Italy) ■ **Vice-Chairperson:** Mr Belisario Domínguez Méndez (Mexico)

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

Importing Members: European Union, Switzerland and the USA

Projects Committee (2013/14)

Chairperson: Ms Ina Grohmann ■ **Vice-Chairperson:** Mr Oke Nurwan (Indonesia)

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

Importing Members: European Union, Switzerland and the USA

Finance and Administration Committee (2013/14)

Chairperson: Mr Aly Touré ■ **Vice-Chairperson:** Mr Brendan Lynch

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

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

Statistics Committee (2013/14)

Chairperson: Mr Brendan Lynch ■ **Vice-Chairperson:** Mr José Cassule Mahinga (Angola)

Exporting Members: Angola, Brazil, Colombia, Ghana, Honduras, India, Indonesia and Nicaragua

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



International Coffee Council
113th Session
22 – 26 September 2014
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-113-0 Rev. 1 Schedule 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.	ICC-113-3 ICC-113-3 Add. 1
3. Votes and credentials	
3.1 Votes for coffee year 2013/14 – to approve The Secretary will report.	ICC-113-1
3.2 Initial distribution of votes for coffee year 2014/15 – to approve Document ED-2184/14 Rev. 1 contains the statistical basis for the proposed distribution of votes for exporting and importing Members. The initial distribution of votes for coffee year 2014/15 will be circulated.	ED-2184/14 Rev. 1 ICC-113-2
3.3 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** ICC-113-4
[WP-Council 246/14](#)
- The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2014. The Council will consider a report on membership and a draft Resolution extending the deadline for deposit of instruments.
- 5. Coffee market situation – to note** Monthly Coffee Market Report – August 2014
ED-2186/14
- The Head of Operations will introduce an analysis of the market situation and will report on other issues such as coffee leaf rust.
- 6. Studies and reports – to consider**
- The Council will consider the following studies and reports:
- **Factors to achieve a balanced market** ICC-113-6
 - **Obstacles to consumption** ICC-113-7
 - **Mixtures and substitutes** ICC-113-8
- 7. Global Coffee Forum – to consider** verbal
- The representative of the EU-Italy will report on preparations to host the Global Coffee Forum in Milan in September 2015 on the occasion of EXPO MILANO.
- 8. World Coffee Conference – to consider** verbal
- Ethiopia will host the 4th World Coffee Conference which will take place in Addis Ababa, in March 2016. In accordance with Article 30 of the ICA 2007, the Council will appoint the Chairperson of the Conference, and decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board.
- 9. Programme of Activities – to consider** [WP-Council 242/13 Rev. 1](#)
[WP-Council 242/13 Add. 1](#)
- The Council will consider reports on the programme of activities for 2013/14, the financial aspects of the Seminar held in March 2014, and a topic for a Seminar in 2014/15. The Programme of Activities for 2014/15 has been revised to include outputs and measurable indicators.

10. Consultative Forum on Coffee Sector Finance – to consider ED-2183/14 Rev. 1

The Chairperson of the Forum will report to the Council on the outcome of the 4th Consultative Forum, the Core Group meeting and the World Bank/ICO joint study on risk and finance in the coffee sector.

11. Strategic review of the ICO – to consider verbal

The Head of Operations will invite Members to set up a task force to review the strategic goals of the Organization.

12. Report by Chairpersons of ICO bodies verbal

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

12.2 Promotion and Market Development Committee – to consider PM-37/14

The Chairperson will report on the recommendations of the Committee on the theme, events and arrangements for the 1st International Coffee Day on 1 October 2015.

12.3 Statistics Committee – to consider verbal

12.4 Projects Committee – to consider, and if appropriate, to approve [ICC-105-16 Rev. 1](#)

The Chairperson will report on the recommendations of the Committee on revisions to the Development Strategy for Coffee.

12.4.1 Projects for endorsement by the Council – to consider and, if appropriate, to approve PJ-79/14

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

- **Promotion of a sustainable coffee industry in the Central African Republic** – new proposal submitted by the Government of the Central African Republic. PJ-77/14

12.5 Finance and Administration Committee – to consider [FA-84/14](#)
[FA-85/14](#)

The Chairperson of the Finance and Administration Committee will report on the meeting of the Committee including the financial situation, premises, proposals for banks and outstanding contributions. FA-86/14
FA-87/14

13. Food safety – to consider

verbal

The Council will consider food safety matters, including Maximum Residue Limits (MRLs) for pesticides used in the coffee production process, national quality standards and an update on the implications of Regulation (EU) No. 1169/2011 (document [ICC-111-7](#)) and other EU regulations for producing countries.

14. Coffee research – to consider

Coffee genome: Professor Giorgio Graziosi of the University of Trieste will present the results of the Arabica genome sequencing project. verbal

Coffee and climate change: Document WP-Council 249/14 contains the draft ICO submission to the UN Climate Summit 2014. Discussions on coffee and climate change, will take place on the morning of Friday 26 September. The Council will consider the outcome of these discussions WP-Council 249/14

15. Cooperation with other agencies – to consider

WP-Council 248/14

The Executive Director will report on cooperation with other agencies, including a proposal for a Memorandum of Understanding with the 4C Association and the Sustainable Trade Initiative (IDH).

16. Office holders and committees

16.1 Chairperson and Vice-Chairperson of the Council – to elect

verbal

According to Article 10 of the 2007 Agreement, the Chairperson and the Vice-Chairperson for coffee year 2014/15 should be elected from among the representatives of importing and exporting Members, respectively.

16.2 Chairperson and Vice-Chairperson of the Forum for 2014/15 – to appoint

verbal

The Council will appoint the Chairperson and Vice-Chairperson of the Forum for 2014/15.

16.3 Core Group – to appoint

verbal

The Council will appoint the advisors to the Core Group for 2014/15. The former advisors were:

- Marc Sadler (Team Leader, Agricultural Finance and Risk Management Unit, Agriculture and Rural Development Department, The World Bank)
- Noemí Pérez (Executive Director, Finance Alliance for Sustainable Trade)
- Silas Brasileiro (Executive Chairman, National Coffee Council, Brazil)
- Nicolas Tamari (Chief Executive Officer, Sucafina S.A.)

16.4 Composition of Committees – to consider and approve

[WP-Council 247/14](#)

The Council will consider the composition of the following Committees for 2014/15:

- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Projects Committee (8 exporting, 3 importing Members)
- Core Group (4 exporting, 3 importing Members)
- Finance and Administration Committee (6 exporting, 4 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)
- Steering Group on Promotion for 2014/15 and 2015/16 (4 exporting, 2 importing Members)

17. 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.

18. Other business – to consider

verbal

19. Future meetings

verbal

The next Session of the Council will take place in London from 2 to 6 March 2015 – **to note**

Members are invited to suggest topics for presentations during the next Session, for inclusion on the Agenda, and improvements to future meeting arrangements – **to consider**

REFERENCE DOCUMENTS
<u>Schedule of meetings</u>
<u>International Coffee Agreement 2007</u>
<u>Action plan for the International Coffee Organization</u>
<u>Rules of the International Coffee Organization</u>
<u>Terms of reference for Committees and advisory bodies</u>
<u>Model credential letter</u>
<u>Office Holders for 2013/14</u>
<u>Procedures for membership of the ICA 2007</u>
Technical presentations



Projects Committee

8th Meeting

22 September 2014 (14:30)

London, United Kingdom

Draft Agenda

Item

Document

1. Draft Agenda – *to adopt*

PJ-74/14 Rev. 1

2. Project activities

2.1 Projects in the pipeline – *to consider*

PJ-76/14

As requested by the Committee, the ICO has set up a task force of Members to review all projects in the pipeline. The Committee will consider the outcome of this review in September 2014.

2.2 Project procedures – *to consider*

[PJ-34/12 Rev. 2](#)

[PJ-17/11 Rev. 5](#)

PJ-75/14

The Committee will consider the revised terms of reference for the Virtual Screening Subcommittee (VSS), a revised project assessment document incorporating suggestions made by the Committee in March 2014, and other procedures for projects including guidelines for the submission of project proposals to the Common Fund for Commodities (CFC) and other donors. The Chief Economist will report.

2.3 ICO Development Strategy for Coffee – *to consider*

[ICC-105-16 Rev. 1](#)

The Committee will consider the revised ICO Development Strategy for coffee.

3. Coffee development projects

3.1 Projects under consideration by the ICO – *to consider* PJ-79/14

New and revised project proposals for consideration in March 2015 should reach the ICO by **12 December 2014**. The Secretariat will introduce the report of the VSS on one new project proposal received from Members.

- **Promotion of a sustainable coffee industry in the Central African Republic** – new proposal submitted by the Government of the Central African Republic PJ-77/14

3.2 Projects under consideration by donors – *to note* PJ-78/14

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

3.3 Approved and recently concluded projects – *to note* PJ-80/14

Document PJ-81/14 contains a progress report on the implementation of projects approved by the CFC and other donors. The representative of the Project Executing Agency will make a presentation on the 'Building capacity in coffee certification and verification for specialty coffee farmers in AFCA countries' project.

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

Common Fund for Commodities (CFC): The representative of the CFC will report on CFC policies and coffee projects funded by the Fund through its open call for proposals.

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

Microinsurance Catastrophe Risk Organisation (MiCRO): The representative of MiCRO will make a presentation on the Central America Disaster Microinsurance Expansion (CADME) Programme in Nicaragua.

Low interest rates for projects: As requested by the Council, the Head of Operations will report on discussions with multilateral financial institutions on the possibility of below-market rates for projects dealing with the livelihoods of people working in the coffee sector.

5. Challenges for ICO projects

5.1 Added value of projects – to consider

verbal

The Head of Operations will report on follow up to discussions at the last meeting on challenges for ICO projects, including the added value of project activities such as screening and designing projects or acting as Project Executing Agency, developing its role in holding workshops and disseminating knowledge, and assisting countries in considering the impact of new proposals on the coffee chain.

6. Other business

verbal

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

Review of scientific research and development in coffee – to consider: The Committee will consider a proposal to provide for the review of scientific research and developments on coffee either by the Projects Committee or by establishing a new Technical Committee as appropriate.

Chairperson and Vice-Chairperson for 2014/15 – to note: The Council will approve the composition of the Committee for 2014/15 during its 113th Session in September 2014. At its first meeting in March 2015, the Committee will appoint a Chairperson and Vice-Chairperson for 2014/15.

7. Date of next meeting – to note

verbal

The next meeting will take place in London at the time of the 114th Council Session from 2 to 6 March 2015.

REFERENCE DOCUMENTS
<u>Terms of reference for the Projects Committee (Annex III)</u>
<u>Terms of reference for the Virtual Screening Subcommittee</u>
<u>Development strategy for coffee</u>
<u>Action Plan</u>
Technical presentations



Finance and Administration Committee

15th Meeting

22 September 2014 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-83/14 Rev. 1
2. Report on the meeting of 3 March 2014 – to approve	FA-82/14
3. Financial situation – to note	FA-86/14
The Committee will consider a report on the financial situation.	
4. Premises – to consider	FA-85/14
The lease of the ICO headquarters will expire in 2017. The Committee will consider a report on the options available to the Organization upon renewal of the lease and discussions with the landlord on this matter.	
5. Restructuring of the ICO – to consider	verbal
The Executive Director will report on the status of the restructuring.	
6. Outstanding contributions – to consider	FA-84/14
The Executive Director will report on progress in recovering arrears, including discussions with former Members with long-standing arrears. The Committee will consider an analysis of the historical development of outstanding contributions and interest lost as a result.	

7. Appointment of registered auditors – to consider verbal

Under the provisions of Rule 14 of the Financial Rules and Regulations of the Organization, the Executive Director shall appoint registered auditors annually in consultation with the Finance and Administration Committee and the Council. The Committee will consider whether the current auditors, Smith Williamson, who were first appointed in September 2009, should be reappointed.

8. Banks – to review FA-87/14

Rule 10 of the Financial Rules and Regulations of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. The Committee will review the list of banks with whom the ICO may keep funds.

9. Other business – to consider verbal

Chairperson and Vice-Chairperson for 2014/15: The Council will approve the composition of the Committee for 2014/15 during its 113th Session in September 2014. At its first meeting in March 2015, the Committee will appoint a Chairperson and Vice-Chairperson for 2014/15.

10. Date of next meeting – to consider verbal

The next meeting will take place in London at the time of the 114th Council Session from 2 to 6 March 2015.

REFERENCE DOCUMENTS

[Financial Rules and Financial Regulations of the International Coffee Organization](#)



Private Sector Consultative Board

39th meeting

24 September 2014 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-141/14 Rev. 1
2. Report on the meeting of 5 March 2014 – to approve	PSCB-140/14
3. Coffee market situation – to note The Head of Operations will highlight key points of the market situation and report on other issues such as coffee leaf rust.	Monthly Coffee Market Report – August 2014 ED-2186/14
4. Certification and sustainability – to consider The Head of Operations will give an update on the ICO roadmap for sustainability including cooperation with the 4C Association on ‘Vision 2020 for a sustainable coffee sector’. The Council will consider a draft Memorandum of Understanding with the 4C Association and the Sustainable Trade Initiative (IDH) during its 113 th Session.	WP-Council 248/14
5. Coffee Quality-Improvement Programme (CQP) – to consider The Head of Operations will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP. The PSCB will consider the implications for statistics in cases where Certificates of Origin are no longer provided and review the benefits of continuing with the CQP. The representative of the Coffee Quality Institute will make a presentation.	PM-38/14 PM-39/14
6. Food safety aspects – to note The PSCB will consider updates on food safety matters, including caffeine and health claims in the EU.	verbal

- 7. Consultative Forum on Coffee Sector Finance – to consider** ED-2183/14 Rev. 1
- The PSCB will consider the outcome of the 4th Forum held on 23 September.
- 8. International Coffee Day – to consider** PM-37/14
- The Council will consider proposals for the theme and other arrangements for the 1st International Coffee Day on 1 October 2015. The PSCB will consider this matter.
- 9. World Coffee Conference – to consider** verbal
- Article 30 of the Agreement provides that the Council shall decide on the form, title, subject matter and timing of the World Coffee Conference, in consultation with the PSCB. The 4th Conference will take place in Ethiopia in March 2016. The PSCB is invited to make proposals for the Conference for consideration by the Council during its 113th Session in September 2014.
- 10. PSCB officeholders – to consider** verbal
- The PSCB will elect a Chairperson and Vice-Chairperson for 2014/15.
- 11. Other business – to consider**
- Conversion factors for roasted, decaffeinated, liquid and soluble coffee* – The PSCB is invited to consider this matter which will be reviewed by the Statistics Committee at its meeting on 24 September 2014. [SC-42/14](#)
- World Coffee Research:* The PSCB will consider an update on this topic. verbal
- Communications strategy:* The PSCB will consider an update on this topic. verbal
- PSCB Agenda:* The PSCB will review regular Agenda items and reports considered during its meetings. verbal
- 12. 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 London at the time of the 114th Council Session from 2 to 6 March 2015.

REFERENCE DOCUMENTS
Terms of reference for the Private Sector Consultative Board (Annex II)
Technical presentations



Promotion and Market Development Committee
8th meeting
24 September 2014 (14:30)
London, United Kingdom

Draft Agenda

Item

Document

1. Draft Agenda – *to adopt*

PM-36/14 Rev. 1

**2. Promotion and market development under the
International Coffee Agreement (ICA) 2007 – *to consider***

verbal

The Committee will consider the implementation of the Plan for Promotion and Market Development. The Head of Operations will introduce the ICO's new Communications Officer who will work with the Chairman to organize the Steering Group on Promotion. In consultation with the new Group and with input from all Members, proposals for new activities and events will be presented to the Committee in March 2015.

3. Communications – *to consider*

verbal

The Communications Officer will make a presentation on the ICO Communications Strategy, including updates on the new website design, engaging with social and traditional media, and internal communications.

4. International Coffee Day – *to consider*

PM-37/14

The 1st International Coffee Day will be held on 1 October 2015 and will provide an opportunity to raise the profile of coffee. The Committee is invited to consider the theme and preparations for the Day and to review a proposal received from Oxfam.

5. **Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider** PM-38/14
PM-39/14

The Head of Operations will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP. Members may wish to consider whether in future this item should be considered by the Statistics Committee.

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

Projects to promote consumption: The representatives of exporting Members may wish to report on any projects in their countries which have been funded by the Special Fund.

Steering Group on Promotion: The Council will consider the composition of a Steering Group on Promotion for 2014/15 and 2015/16 (see Annex IX of document [ICC-110-13](#)).

Chairperson and Vice-Chairperson for 2014/15: The Council will approve the composition of the Committee for 2014/15 during its 113th Session in September 2014. At its first meeting in March 2015, the Committee will appoint a Chairperson and Vice-Chairperson for 2014/15.

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

The next meeting will take place in London at the time of the 114th Council Session from 2 to 6 March 2015.

REFERENCE DOCUMENTS
Plan for Promotion and Market Development
Terms of reference for the Promotion and Market Development Committee (Annex IV)
Terms of reference for the Steering Group on Promotion (Annex IX)
Coffee Quality-Improvement Programme (ICC Resolution No. 420)
Technical presentations



Statistics Committee

7th Meeting

24 September 2014 (16:00)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	SC-37/14 Rev. 1
2. Report on the meeting of 5 March 2014 – to approve	SC-36/14
3. Compliance with statistical rules – to consider	SC-38/14
<p>The Head of Operations will report on compliance with the Rules on Statistics and actions following the last meeting with respect to countries which are not complying with the Rules. He will also report on the provision of retail prices by importing Members and on interest expressed by Members in setting up a workshop to improve statistical compliance, as provided for in the Programme of Activities for 2013/14 (see document ICC-111-30).</p>	
4. Statistics roundtable – to consider	SC-43/14
<p>The Committee will consider a report on the work of the Statistics roundtable to discuss the provision and accuracy of statistical data, including recommendations on consumption statistics.</p>	
5. Subscriptions to statistical publications – to consider	EB-3823/02
<p>The Committee will review subscriptions to ICO statistical publications and reports and will also consider revising the ICO policy on dissemination of information.</p>	

6. Exports to exporting countries – *to consider* SC-39/14

The Head of Operations will report on exports of all forms of coffee to exporting countries, including re-exports from importing countries.

7. Exports of organic and differentiated coffees – *to consider* SC-40/14

The Head of Operations will report on exports of organic coffee by origin and by destination. He will also report on information provided on a voluntary basis by exporting Members on trade of differentiated coffees.

8. Monitoring the inventories and stocks of green coffee – *to note* SC-41/14

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 Head of Operations will report.

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

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

10. Certificates of Origin – *to consider* PM-39/14

At its meeting on 24 September, the Private Sector Consultative Board (PSCB) will consider the implications for statistics in cases where Certificates of Origin containing information on quality are no longer provided and review the benefits of continuing with the Coffee Quality-Improvement Programme (CQP). The Statistics Committee may also wish to consider this matter and to review the issue of certificates to cover re-exports of coffee in the light of requests by two Members.

11. Other business – to consider

verbal

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

Rules on Statistics – Indicator Prices: The Rules 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 Add 1](#) which was discussed in March 2013 and took effect on 1 October 2013). The Committee will consider this matter at the next meeting.

12. Future meetings – to note

verbal

The next meeting will take place in London at the time of the 114th Council Session from 2 to 6 March 2015.

REFERENCE DOCUMENTS
Rules on Statistics – Certificates of Origin (ICC-102-9)
Rules on Statistics – Statistical Reports (ICC-102-10)
Rules on Statistics – Indicator Prices (ICC-105-17) ICC-105-17 Add. 1 (Share of markets and their weightings in the calculation of group and composite prices from 1 October 2013)
Terms of reference for Committees and advisory bodies
Conversion factors for roasted, decaffeinated, liquid and soluble coffee
List of exporting countries and their country codes, ICO Certifying Agents and registered ports of export (ICC-106-3)
Data concepts and variables used in the statistics of the Organization (WP-Board 934/03)
Technical presentations



Core Group on the Consultative Forum

6th meeting

25 September 2014 (09:30)

London, United Kingdom

Draft Agenda

Item

Document

1. Draft Agenda – to adopt

CG-19/14 Rev. 1

2. Report of the last meeting of the Core Group – to note

[CG-18/14](#)

Document [CG-18/14](#) contains the report on the 5th meeting of the Core Group.

3. 4th Consultative Forum on Coffee Sector Finance – to review

ED-2183/14 Rev. 1

[CF-1/11](#)

[CF-2/12](#)

[CF-10/13](#)

The Group will review issues raised during the 4th Forum held on 23 September 2014, and consider ways of following up ideas raised at the 4th Forum and previous Forums, including contributing to the strategies of development agencies and addressing the driving and restraining forces of aggregation.

4. 5th Consultative Forum on Coffee Sector Finance – to consider

verbal

The Group will consider whether to hold the 5th Forum during the week of the 115th Council Session from 28 September to 2 October 2015.

- **Topic** – a broad issue for discussion will be identified.
- **Format** – arrangements, facilitation 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.

5. Study on risk and finance in the coffee sector – *to consider* CG-20/14

The representative of the World Bank will introduce the draft World Bank/ICO study on risk and finance in the coffee sector. Members will be invited to give feedback on the report, following which the document will be updated to incorporate comments received, and the final version will be circulated to all Members.

6. Other business – *to consider* verbal

Virtual attendance – The Head of Operations will report on upgrading technical equipment to enable advisors to attend meetings virtually, as suggested by FAST.

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

The next meeting will take place in London at the time of the 114th Council Session from 2 to 6 March 2015.

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
Technical presentations



ICO MEETINGS (September 2014)

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 September 2014 (please tick as appropriate):

Attendance	Yes	No
113 th Session of the Council (22 to 26 September)	<input type="checkbox"/>	<input type="checkbox"/>
Projects Committee (22 September)	<input type="checkbox"/>	<input type="checkbox"/>
Private Sector Consultative Board (24 September) – <i>this meeting is only open to PSCB members and ICO Members</i>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion and Market Development Committee (24 September)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (24 September)	<input type="checkbox"/>	<input type="checkbox"/>
Core Group on Consultative Forum (25 September)	<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:

Please return to:
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD
United Kingdom

Tel.: +44 (0) 20 7612 0600
Fax: +44 (0) 20 7612 0630
Email: info@ico.org