



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

Convocation of ICO meetings
2 to 6 March 2015
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 114th Session of the International Coffee Council and other ICO meetings which will take place from 2 to 6 March 2015. 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, 2 March 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 5th Consultative Forum during the week of 2 to 6 March 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 **15 January 2015**.

Members – notification of attendance

5. Credentials for the 114th 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 **15 January 2015** 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-113-3](#)) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **15 January 2015** of the specific meetings they wish to attend.

9. Observer countries and organizations not included on the list in Annex II of document [ICC-113-3](#) should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director at least 45 days prior to the September Session (i.e. by **15 January 2015**), 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 **15 January 2015** (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 2 to 6 March 2015.

As at 10 December 2014

ICO MEETINGS
Provisional programme
2 to 6 March 2015

Monday, 2 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	Boardroom (1 st floor)	Restricted	Chairmen and invited Members only
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	
13:00 – 14:30	Lunch			
14:30 – 16:30	Finance and Administration Committee	Council Chamber	ICO Members	
16:30 – 18:30	Projects Committee	Council Chamber	ICO Members and accepted observers	
18:30 – 19:30	Coordination meetings	Council Chamber/ Committee Room	ICO Members	
Tuesday, 3 March		Room	Open to	Note
08:30 – 09:00	<i>Forum – briefing meeting</i>	Council Chamber	<i>Forum presenters</i>	
09:30 – 14:30	Reserved	Committee Room	Catering	
09:30 – 13:00	5 th Consultative Forum	Council Chamber	ICO Members and accepted observers	
13:00 – 14:30	Lunch – A light lunch will be provided			
14:30 – 18:00	5 th Consultative Forum	Council Chamber	ICO Members and accepted observers	
Wednesday, 4 March		Room	Open to	Note
09:30 – 12:00	PSCB	Council Chamber	PSCB and Members	Without interpretation
12:00 – 13:00	Coordination meetings	Council Chamber/ Committee Room		
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, 5 March		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	

Friday, 6 March		Room	Open to	Note
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	
13:00 – 13:30	Press briefing	Boardroom (1 st floor)	Press	
13:00 – 14:30	Lunch			
14:30 – 18:00	Council	Council Chamber	ICO Members and accepted observers	If required

Notes:

1. There will be one team of interpreters from 2 to 6 March – available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2014/15
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 2014/15**International Coffee Council**

Chairman: Mr Conradin Rasi (Switzerland) ■ **Vice-Chairman:** H.E. Mr Iván Romero-Martínez (Honduras)

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

Chairman: Mr Ric Rhinehart (SCAA) ■ **Vice-Chairman:** To be appointed in March 2015

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 (Rusteacoffee), Specialty Coffee Association of America (SCAA), Speciality Coffee Association of Europe (SCAE)

Consultative Forum on Coffee Sector Finance (2013/14)

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

Vice-Chairman: Mr Brendan Lynch (USA)

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

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

Importing Members: European Union, Switzerland and the USA

Ex-officio Member: Executive Director

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

Promotion and Market Development Committee (2013/14)

Chairman: To be appointed in March 2015 ■ **Vice-Chairman:** To be appointed in March 2015

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

Importing Members: European Union, Switzerland and the USA

Projects Committee (2013/14)

Chairman: To be appointed in March 2015 ■ **Vice-Chairman:** To be appointed in March 2015

Exporting Members: Brazil, Colombia, Côte d'Ivoire, Ecuador, Honduras, India, Indonesia and Kenya

Importing Members: European Union, Switzerland and the USA

Finance and Administration Committee (2013/14)

Chairman: To be appointed in March 2015 ■ **Vice-Chairman:** To be appointed in March 2015

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

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

Statistics Committee (2013/14)

Chairman: To be appointed in March 2015 ■ **Vice-Chairman:** To be appointed in March 2015

Exporting Members: Brazil, Colombia, Costa Rica, Gabon, Ghana, India, Indonesia and Nicaragua

Importing Members: European Union, Switzerland and the USA

Virtual Screening Subcommittee (until 2015)

Chairman: Executive Director

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

Importing Members: European Union and the USA



International Coffee Council
114th Session
2 – 6 March 2015
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-114-0 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.	to follow
3. Votes and credentials	
3.1 Votes for coffee year 2014/15 – 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 2015.	to follow
5. Annual Review 2013/14 – to note The Executive Director will introduce the Annual Review for 2013/14.	to follow

6. Coffee market situation – to note to follow

The Head of Operations will introduce an analysis of the market situation and will report on other issues such as coffee leaf rust.

7. Studies and reports – to consider

As provided for in the Programme of Activities for 2014/15, the Council will consider the following studies:

- Overview of the coffee sector in Africa to follow

8. Global Coffee Forum – to consider to follow

An update will be provided on the preparations for the Global Coffee Forum.

9. 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.

10. Programme of Activities for 2015/16 – to consider to follow

The Council will consider a draft Programme of proposed Activities in coffee year 2015/16 together with a final report on the implementation of the Programme of Activities for 2013/14.

11. Strategic review of the ICO – to consider to follow

The Council is requested to consider setting up a task force to review strategic goals of the Organization, including project activities and other areas of work. The Head of Operations will report.

12. Consultative Forum on Coffee Sector Finance – to consider to follow

The Chairman of the Forum will report to the Council on the outcome of the 5th Consultative Forum, the Core Group meeting and the final version of the World Bank/ICO joint study on risk and finance in the coffee sector.

13. Report by Chairpersons of ICO bodies

13.1 Private Sector Consultative Board (PSCB) – *to consider* verbal

13.2 Promotion and Market Development Committee – *to consider* to follow

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

13.3 Statistics Committee – *to consider* verbal

13.4 Projects Committee – *to consider* verbal

13.4.1 Projects for endorsement by the Council – *to consider and, if appropriate, to endorse* to follow

The Council will consider the recommendations of the Projects Committee on revised and new project proposals.

14. Coffee research – *to consider* [WP-Council 249/14](#)

Coffee and climate change: Document [WP-Council 249/14](#) contains the draft ICO submission to the UNFCCC's Conference of the Parties. Members may wish to discuss this further.

15. 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.

The Council will also consider the final evaluation of caffeine by the European Food Safety Authority (EFSA).

16. Cooperation with other agencies – *to note* [WP-Council 248/14](#)

The Head of Operations 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). He will also report on the possible partnership with CABI to disseminate the results of ICO projects.

- 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. Financial and administrative matters**
- 18.1 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, premises and the draft Administrative Budget for the financial year 2015/16. The Council will consider the recommendations of the Committee, including proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category and proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.
- 18.2 Administrative Accounts of the Organization for the financial year 2013/14 and Report of the Auditors – to approve** to follow
- The Council will consider the Administrative Accounts of the Organization for the financial year 2013/14 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 together with the Accounts of the Promotion Fund.
- 18.3 Review of Staff Regulations and Staff Rules – to consider and, if appropriate, to approve** to follow
- At the request of the European Union a review is being conducted into the Organization's Staff Regulations and Staff Rules in the light of those of other international organizations. A status report on this review will be given with a view to making further recommendations to the Council.
- 19. Other business – to consider** to follow
- Special Fund* – The Executive Director will report on the recommendation of the Committee of three Members, who represent the three major geographical areas of coffee exporting countries, for the use of the Special Fund.

20. Future meetings

to follow

The Council will consider dates of meetings in 2015/16 and 2016/17 – **to consider**

The next Session of the Council will take place in Milan, Italy from 28 September to 2 October 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
International Coffee Agreement 2007
Action plan for the International Coffee Organization
Rules of the International Coffee Organization
Terms of reference for Committees and advisory bodies
Model credential letter
Office Holders for 2014/15
Procedures for membership of the ICA 2007



Finance and Administration Committee
16th Meeting
2 March 2015 (14:30)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-89/14
2. Chairman and Vice-Chairman for 2014/15 – <i>to appoint</i>	verbal
<p>The Committee will appoint a Chairman and a Vice-Chairman for 2014/15, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.</p>	
3. Report on the meetings of 22 and 25 September 2014 – <i>to approve</i>	FA-88/14
4. Financial situation – <i>to note</i>	to follow
<p>The Committee will consider a report on the financial situation.</p>	
5. Accounts for the financial year 2013/14	
5.1 Administrative Accounts of the Organization and Report of the Auditors – <i>to recommend for approval</i>	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. Draft Administrative Budget for the financial year 2015/16 – to consider** to follow
- The Committee will consider the draft Administrative Budget for the financial year 2015/16 and a cost analysis summary.
- 7. Outstanding contributions – to consider** to follow
- At the request of the Committee in March 2014 the Secretariat has explored measures taken by other international organizations to encourage prompt payment. The Executive Director will report on this and on progress in recovering arrears, including contacts with Members with long-standing arrears.
- 8. Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval** to follow
- The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category, proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.
- 9. Premises – to consider and to recommend for approval** to follow
- The lease of the ICO headquarters will expire in 2017. Following discussions with the Committee in September 2014, further research will be carried out into additional options. The Executive Director will report on the results of this research and make a further recommendation to the Committee.
- 10. Review of Staff Regulations and Staff Rules – to consider** to follow
- At the request of the European Union a review is being conducted into the Organization's Staff Regulations and Staff Rules in the light of those of other international organizations. A status report on this review will be given with a view to making further recommendations to the Council.

11. Other business – *to consider* verbal

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

The next meeting will take place in Milan, Italy at the time of the 115th Council Session from 28 September to 2 October 2015.

REFERENCE DOCUMENTS

<u>Financial Rules and Financial Regulations of the International Coffee Organization</u>



Projects Committee

9th Meeting

2 March 2015 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PJ-82/14
2. Chairman and Vice-Chairman for 2014/15 – to appoint	verbal
<p>The Committee will appoint a Chairman and a Vice-Chairman for 2014/15, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.</p>	
3. Challenges and strategy for ICO projects – to consider	verbal
<p>The Chief Economist will report on the future role of ICO projects in light of discussions at the previous Committee meeting and the results of the 4th Consultative Forum.</p>	
4. Project activities	
4.1 Projects in the pipeline – to consider	to follow
<p>As requested at the September 2014 meeting of the Committee, the Secretariat has removed 18 project proposals from the pipeline. The Chief Economist will report.</p>	
4.2 Project procedures – to consider	to follow
<p>The Committee will consider the revised terms of reference for the Virtual Screening Subcommittee (VSS) and a revised project assessment document incorporating suggestions made by the Committee in September 2014. The Chief Economist will report.</p>	

5. Coffee development projects to follow

5.1 Projects under consideration by the ICO – *to consider* to follow

New and revised project proposals for consideration in March 2015 should reach the ICO by **5 January 2015**. The Secretariat will introduce the report of the VSS on new project proposals received from Members.

5.2 Projects under consideration by donors – *to note* to follow

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

5.3 Projects already approved – *to note* to follow

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

5.4 Recently concluded projects – *to note*

The Council will consider the following reports on concluded projects:

- Competitive coffee enterprises programme for Guatemala and Jamaica to follow
- Building capacity in coffee certification and verification for specialty coffee farmers in AFCA countries to follow

6. Other business verbal

Composition of the VSS – to consider: Paragraph 4 of the Terms of Reference of the VSS states that the Subcommittee shall be composed of representatives of exporting Members and importing Members nominated by representatives of Member countries. Representatives of Member countries may delegate their representation to technical experts and may designate advisers if so wished. The Committee is requested to review the composition of the VSS to ensure that Members could assess the profitability of proposals.

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.

Database of potential donors – to note: The Chief Economist will report.

7. Date of next meeting – to note

verbal

The next meeting will take place in Milan, Italy at the time of the 115th Council Session from 28 September to 2 October 2015.

REFERENCE DOCUMENTS
Terms of reference for the Projects Committee (Annex III)
Terms of reference for the Virtual Screening Subcommittee
Development strategy for coffee
Action Plan



Private Sector Consultative Board

40th meeting

4 March 2015 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-143/14
2. Ratification of the Chairman and election of the Vice-Chairman for 2014/15 – to ratify and to elect	
The PSCB will ratify the appointment of the Chairman and elect the Vice-Chairman for 2014/15.	
3. Report on the meeting of 24 September 2014 – to approve	PSCB-142/14
4. Coffee consumption to consider	verbal
The representative of the NCA will make a presentation on consumption in the US market.	
5. Food safety aspects – to note	verbal
The representative of the European Coffee Federation will report on acrylamide and the review of the evaluation of caffeine by the European Food Safety Authority (EFSA).	
6. Consultative Forum on Coffee Sector Finance – to consider	to follow
The PSCB will consider the outcome of the 5 th Forum held on 3 March 2015.	
7. International Coffee Day – to consider	to follow
The PSCB will consider proposals for the theme and other arrangements for the first International Coffee Day on 1 October 2015.	

8. 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 114th Session in March 2015.

9. 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 4 March 2015. [SC-42/14](#)

PSCB Agenda: The PSCB will review regular Agenda items and reports considered during its meetings. verbal

Taxation of coffee in exporting countries – The Head of Operations will report. to follow

10. 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 Milan, Italy at the time of the 115th Council Session from 28 September to 2 October 2015.

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



Promotion and Market Development Committee

9th meeting

4 March 2015 (14:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	PM-41/14
2. Chairman and Vice-Chairman for 2014/15 – <i>to appoint</i> The Committee will re-appoint Mr Andrea Illy of EU-Italy as Chairman and will appoint a Vice-Chairman for 2014/15 from the category of exporting Members.	verbal
3. Promotion and market development under the International Coffee Agreement (ICA) 2007 – <i>to consider</i> The Committee will consider the implementation of the Plan for Promotion and Market Development.	verbal
4. Communications – <i>to consider</i> The Communications Officer will report on the new ICO website design and on engaging with social and traditional media.	verbal
5. International Coffee Day – <i>to consider</i> The first International Coffee Day will be held on 1 October 2015 and will provide an opportunity to raise the profile of coffee. A document commenting on Oxfam's participation in International Coffee Day will be circulated. The Head of Operations will report.	to follow

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 on the promotion of consumption.

7. Date of next meeting – to note verbal

The next meeting will take place in Milan, Italy at the time of the 115th Council Session from 28 September to 2 October 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)



Statistics Committee
8th Meeting
4 March 2015 (16:00)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	SC-45/14
2. Chairman and Vice-Chairman for 2014/15 – <i>to appoint</i>	verbal
The Committee will appoint a Chairman and a Vice-Chairman for 2014/15, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.	
3. Report on the meeting of 24 September 2014 – <i>to approve</i>	SC-44/14
4. Compliance with statistical rules – <i>to consider</i>	to follow
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.	
5. Statistics Roundtable – <i>to consider</i>	to follow
The Committee will consider a report on the work of the Statistics Roundtable.	

6. Subscriptions to statistical publications – to consider [EB-3823/02](#)

As requested at the September 2014 meeting the Committee will review subscriptions to ICO statistical publications and reports and will also consider revising the ICO policy on dissemination of information.

7. 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.

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

As decided by the Committee in September 2014 the reports on gradings for Arabica and Robusta coffees and the implementation of the CQP will be considered by the Statistics Committee.

9. Proposed new statistics software – to consider and to recommend for approval to follow

The Head of Operations will report on a proposal to change the existing software and attendant systems to a new system. The Committee is requested to review this proposal and make a recommendation to the Council.

10. Other business – to consider to follow

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.

11. Future meetings – to note verbal

The Committee will consider the date of the next meeting.

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)
Coffee Quality-Improvement Programme (ICC Resolution No. 420)



Core Group on the Consultative Forum
7th meeting
5 March 2015 (09:30)
London, United Kingdom

Draft Agenda

Item	Document
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1. Draft Agenda – to adopt	CG-23/14
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2. Report of the last meeting of the Core Group – to note	CG-22/14
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Document [CG-22/14](#) contains the report on the 6th meeting of the Core Group.

3. 5th Consultative Forum on Coffee Sector Finance – to review	to follow
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The Group will review issues raised during the 5th Forum held on 3 March 2015, and consider ways of following up ideas raised at the 5th Forum and previous Forums.

4. 6th Consultative Forum on Coffee Sector Finance – to consider	verbal
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The Group will consider a date for holding the 6th Forum.

- **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*** to follow

The representative of the World Bank will introduce the final version of the World Bank/ICO study on risk and finance in the coffee sector.

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

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

The next meeting will take place in Milan, Italy at the time of the 115th Council Session from 28 September to 2 October 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
Report of the 4th Consultative Forum



**ICO MEETINGS
2 TO 6 MARCH 2015**

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 2015 (please tick as appropriate):

Attendance	Yes	No
114 th Session of the Council (2 to 6 March)	<input type="checkbox"/>	<input type="checkbox"/>
Projects Committee (2 March)	<input type="checkbox"/>	<input type="checkbox"/>
Private Sector Consultative Board (4 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 (4 March)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (4 March)	<input type="checkbox"/>	<input type="checkbox"/>
Core Group on Consultative Forum (5 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:

Please return to:
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International Coffee Organization
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London W1T 3DD
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