



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

**Convocation for the ICO meetings
28 September to 2 October 2015
Milan, Italy**

Introduction

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers that the 115th Session of the International Coffee Council and other meetings will be held in Milan, Italy from 28 September to 2 October 2015. The Global Coffee Forum will take place on 30 September and 1 October and will include the launch of the first International Coffee Day on 1 October. Information about both these events will be circulated separately. A preliminary schedule of meetings is attached as Annex I.

Meetings

2. All meetings will be held at the **Centro Congressi Stella Polare**, Strada Statale del Sempione, 28, 20017 Rho, Milan, Italy. The conference centre's website is: http://www.spmilano.it/Home_en.html

3. The following Annexes are included in this document:

- | | |
|-----------|--|
| Annex I | Preliminary schedule of meetings |
| Annex II | Registration form for observers |
| Annex III | Hotels and rates |
| Annex IV | Accommodation booking form (to be returned to AIM Group) |

Contact for information about hotels, visas, tours and other arrangements

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Title: Business Manager

Travel Agency: AIM Group

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Hotel reservations

4. Delegates are responsible for reserving their hotel accommodation. It should be noted that Expo Milan is expected to attract some 20 million visitors over the course of six months. Additionally, the International Coffee Council and other meetings are taking place during Milan Fashion week. Hotel rooms will therefore be in great demand and expensive.

5. AIM Group has negotiated special rates for Global Coffee Forum participants and blocked rooms in several hotels, details of which can be found in Annex III. In order to obtain the rates quoted in the Annex, rooms should be booked either through the dedicated website <http://web.aimgroupinternational.com/2015/ico/index.html> or by completing the form in Annex IV and sending it to gcf2015.hotel@aimgroup.eu **These rates are only available until 24 July 2015, after which normal Expo Milan rates will apply.** Furthermore, the rooms that have been blocked by AIM Group are not exclusively available to ICO delegates but rather to anyone participating in the Global Coffee Forum. It is imperative that delegates book their hotel rooms **as soon as possible.**

Visas and passports

6. All non-EU nationals entering Italy must provide the required documentation to justify the reason and duration of their stay as well as, in some prescribed cases, the availability of adequate economic means and lodging.

7. Delegates who hold neither an EU passport nor a Schengen visa should check **as soon as possible** the Italian Ministry of Foreign Affairs' website (<http://vistoperitalia.esteri.it/home/en>) to see if they require a visa to enter Italy. Delegates visiting this website will be guided through a series of questions in order to obtain a personalised response based on their status, citizenship, the duration of their stay, etc. The response will provide delegates not only with details of whether a visa is necessary but also which documents need to be provided. The ICO has been informed that the process for obtaining a visa can, in some cases, take **a considerable amount of time.**

8. If a visa is required, delegates should apply to the Italian Diplomatic and Consular Representations in their country of residence with the documents outlined on the Ministry of Foreign Affairs' website.

9. Delegates requiring a guarantee letter must contact AIM Group as the local organiser of the conference. However, if requested, the ICO will provide a letter of invitation to any delegate who requires it.

10. All questions regarding visas should be addressed to AIM Group using the following email address: visa@aimgroup.eu.

Flights to Milan

11. As flights to and from Milan are likely to quickly become fully booked due to Expo Milan, delegates should make their travel arrangements as soon as possible. Milan is directly linked to hundreds of destinations worldwide. Three airports serve Milan:

- Milano Linate, 7km from the centre of Milan
- Milano Malpensa, 50km from the centre of Milan
- Orio al Serio, in the city of Bergamo, 50km from the centre of Milan (mainly low cost flights)

Airport arrivals and departures

12. Milan is well connected by bus, metro and train as outlined in the table below. Taxis are also available but expensive in comparison with other countries.

Airport	Method of transport	Route	Website
Milano Linate	Bus	Bus X73 or 73	http://www.milanolate-airport.com/en/directions-and-parking/by-bus
Milano Malpensa	Train	Malpensa Express to Milano Centrale or Milano Cadorna	http://www.malpensaexpress.it/en/malpensa-express/mxp-express.aspx
Milano Malpensa	Bus	Malpensa Shuttle to Milano Centrale railway station	http://www.malpensashuttle.it/e-index2.php
Orio al Serio	Bus/Train	Airport Bus to Bergamo, train to Milano Centrale railway station	http://www.sacbo.it/Editorial/newsCategoryViewProcess.jsp?editorialID=171

Transport between hotels and the meeting venue

13. The Expo Milan area and the Centro Congressi Stella Polare are located in Rho, 20km away from the city centre, in the outskirts of Milan. Delegates are advised to use Milan's metro system to travel to the conference centre and to visit Milan. The metro stop for the conference centre is Rho Fiera Milano. A roundtrip from Rho to the city centre costs 5 euros. More information can be found on the website: <http://www.atm.it/en/Pages/default.aspx>

Vaccinations

14. Delegates can obtain up-to-date information on vaccinations on the World Health Organization's website www.who.int or alternatively by consulting their local Italian Consulate.

Members – Notification of attendance

15. Credentials for the 115th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as indicated below.

16. 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 complete list of credentials reaches the Organization by no later than **28 August 2015**. 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).

17. 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 requests received from observers.

Admission of observers

18. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-113-3](#) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **14 August 2015** of the specific meetings they wish to attend.

19. 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 **14 August 2015**), in accordance with Rule 5 of the Rules of the Organization.

Registration

20. Each ICO Member country is entitled to **three free places** for entry to the Global Coffee Forum on Wednesday 30 September and Thursday 1 October. When submitting credentials the head of the delegation for each country is requested to indicate to whom the free places should be allocated so that the ICO can register these delegates for the Global Coffee Forum. In order to obtain the free places, credentials should be received by the Secretariat **before 28 August 2015**.

21. Additional delegates and non-ICO members are required to register on the Global Coffee Forum website: <http://www.globalcoffeeforum.com>. Registration will open on 10 June and the registration fee is 300 euros.

22. For the purposes of identification and security, all participants attending the meetings are required to collect their badge on arrival at the Registration Desk at the Centro Congressi Stella Polare. The badge issued to delegates for the Global Coffee Forum and ICO meetings will also give access to Expo Milan for the entire week (28 September to 2 October).

Guided visit

23. On 1 October, as part of the celebrations for International Coffee Day, delegates will have the opportunity to visit the Coffee Cluster and the Coffee Itinerary in Expo Milan.

Agendas and arrangements

24. The draft Agendas for the Council and other meetings together with the draft schedule of meetings are attached.

25. Members wishing to submit documents for circulation, to suggest any additional matters for consideration, or to make a presentation during the meetings are requested to advise the Executive Director in writing no later than **1 July 2015**.

Paperless meetings

26. 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. To ensure that the hard copies of documents are

ready in time please notify the Secretariat if a document set is required **at least 30 days before the meetings by emailing documents@ico.org**. The conference centre has broadband facilities and there will be adequate electrical outlets for delegates to recharge devices. Agendas and documents can be downloaded from the ICO website at: http://www.ico.org/documents_e.asp. The password for restricted documents can be requested from the Secretariat.

Interpretation

27. One team of interpreters will be available from 28 September to 2 October 2015.

Important Dates

Visas	All holders of non-EU passports should check now
Documents/presentations/additions to agendas	In writing to the Executive Director by 1 July
Hotels	Discounted rates available until 24 July
Request for observer status	In writing to the Executive Director by 14 August
Registration and credentials	By 28 August in order to receive the allocated three free places for the Global Coffee Forum
Document sets	By 28 August to documents@ico.org

GENERAL INFORMATION ON ITALY

Population	Italia (2013): 60,990,000 Lombardy Region: 9,995,000 Milan: 1,316,000
Area of Italy	301,338 km ²
Area of Lombardy	23,844 km ²
Area of Milan	181.8 km ²
Language	Italian
Local time	GMT +2 hours
Electricity	230V 50 Hz
International direct dialling code	+39 (Italy)
Currency	The local currency is the Euro (1 Euro = 100 Eurocents). The Euro is equivalent to approximately US\$1.09 (as at 28 May 2015) A universal currency converter can be found at www.xe.com/ucc
Climate	The average temperature in Milan in September is 14° C (minimum) and 24° C (maximum). Weather forecasts for Italian cities can be obtained from the website Weather Channel www.weather.com .
Travel/medical insurance	Delegates should ensure that they are covered by travel and medical insurance.
Health requirements for entry into Italy	Compulsory vaccinations: Check at www.who.int and the local Italian Consulate
Useful links	Conference venue: http://www.spmilano.it/Home_en.html Global Coffee Forum: www.globalcoffeeforum.com Expo Milan 2015: www.expo2015.org

As at 6 May 2015

ICO MEETINGS
Provisional programme
28 September to 2 October 2015

Monday, 28 September		Room	Open to	Note
08:30 onwards	Registration		ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting		Restricted	Chairmen and invited Members only
09:30 – 11:00	Council		ICO Members and accepted observers	1. Draft Agenda 2. Admission of Observers 3.1 Votes for coffee year 2014/15 3.2 Initial distribution of votes for coffee year 2015/16 4. Membership of the ICA 2007 5. Coffee market situation 6. Studies and Reports
11:00 – 13:00	Finance and Administration Committee		ICO Members	
13:00 – 14:30	Lunch			
14:30 – 17:00	Council		ICO Members and accepted observers	8. World Coffee Conference 9. Programme of Activities 10. Strategic Review 12. Food Safety
17:00 – 18:00	Projects Committee		ICO Members and accepted observers	
18:00 – 19:30	Coordination meetings		ICO Members	Provisional
Tuesday, 29 September		Room	Open to	Note
09:30 – 12:00	Council		ICO Members and accepted observers	13. Coffee Research 14. Cooperation with other agencies 15.1 Finance & Administration Committee* 15.2 Draft Administrative Budget* 15.3 Premises* 15.4 Review of Staff Regulations and Staff Rules* 16. Special Fund*
12:00 – 13:00	Core Group		ICO Members and accepted observers	
13:00 – 14:30	Lunch			
14:30 – 16:00	Statistics Committee		ICO Members and accepted observers	
16:00 – 17:30	Coordination meetings		ICO Members	Provisional
Wednesday, 30 September		Room	Open to	Note
08:30 – 09:30	Forum – briefing meeting		Forum presenters	
09:30 – 13:00	Global Coffee Forum		Forum Participants	
13:00 – 14:30	Lunch			
14:30 – 17:30	Global Coffee Forum		Forum Participants	
Thursday, 1 October		Room	Open to	Note
09:30 – 13:00	Global Coffee Forum		Forum Participants	
13:00 – 14:30	Lunch			
14:30 – 17:30	Global Coffee Forum		Forum Participants	

Friday, 2 October		Room	Open to	Note
09:30 – 11:00	PSCB		PSCB and Members	Without interpretation
11:00 – 12:30	Promotion and Market Development Committee		ICO Members and accepted observers	
12:30 – 13:00	Press briefing		Press	
13:00 – 14:30	Lunch			
14:30 – 18:00	Council		ICO Members and accepted observers	3.3 Credentials 7. Global Coffee Forum 11. Report by the Chairmen of ICO bodies 17. Office holders & Committees 18. National Coffee Policies 19. Other business 20. Future meetings

Notes:

1. There will be one team of interpreters from 28 September to 2 October – 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:** Mr Leman Pahlevi (Indonesia)

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 (2014/15)

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 (2014/15)

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

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

Importing Members: European Union, Switzerland and the USA

Projects Committee (2014/15)

Chairperson: Ms Amy Diggs (USA) ■ **Vice-Chairman:** Mr Belisario Domínguez Méndez (Mexico)

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 (2014/15)

Chairman: Mr Ali Touré (Côte d'Ivoire) ■ **Vice-Chairperson:** Ms Amy Diggs (USA)

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

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

Statistics Committee (2014/15)

Chairperson: Ms Marcela Urueña (Colombia) ■ **Vice-Chairman:** Mr Piotr Krawczyk (EU-Poland)

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

REGISTRATION FORM FOR OBSERVERS
115th SESSION OF THE INTERNATIONAL COFFEE COUNCIL AND OTHER MEETINGS
 (28 September to 2 October 2015, Milan, Italy)
 Please return this form to deschamp@ico.org

A. REGISTRATION

Category of Delegation (indicate a category)

Observer invited by the Council (see ICC-113-3) <ul style="list-style-type: none"> • Non-member country <input type="checkbox"/> • International Organization <input type="checkbox"/> • Other <input type="checkbox"/> 	PSCB association <input type="checkbox"/>
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I will attend the following meetings to be held in Milan, Italy in September 2015 (please tick as appropriate):

Attendance	Yes	No
115 th Session of the Council (28 September to 2 October)		
Projects Committee (28 September)		
Core Group on Consultative Forum (29 September)		
Promotion and Market Development Committee (2 October)		
Statistics Committee (29 September)		
Global Coffee Forum (30 September – 1 October) *		
Private Sector Consultative Board (2 October) – <i>this meeting is only open to PSCB members and ICO Members</i>		

Mr / Mrs / Ms: First name:

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Fax: Email:

* Observers attending the Global Coffee Forum should also register on the following website:
<http://www.globalcoffeeforum.com>.

HOTELS AND RATES

Delegates should make their reservations either by filling out the form in Annex IV and emailing it to AIM International Agency (gcf2015.hotel@aimgroup.eu) or online at <http://web.aimgroupinternational.com/2015/ico/index.html>. The International Coffee Council and other meetings are taking place during a week when not only will there be an increased demand for hotels due to Expo Milan but also due to Milan Fashion week. Delegates are therefore advised to make their reservations **as soon as possible**. The special rates listed below will only be available until **24 July 2015**. Full rates will be charged thereafter.

Hotel	Category (Stars)	Single (Euros)	Double – one person (Euros)	Double – two people (Euros)	Distance to the Conference Centre (km)
NH FIERA RHO Viale degli Alberghi, RHO	4		199	219	Walking distance
ATA HOTEL EXPO FIERA Via Keplero 12, Pero	4		220	240	6
ANTARES ACCADEMIA Viale Certosa 68, Milan	4	150	160	170	9
IBIS MILANO CENTRO Via Camillo Finocchiaro Aprile 2, Milan	3	106	111	116	9
POLIZIANO FIERA Via Poliziano 11, Milan	4		170	180	11
ANTARES RUBENS Via Rubens 21, Milan	4	150	160	170	12
CAPITOL Via Domenico Cimarosa 6, Milan	4	150	175	195	13
ATA HOTEL EXECUTIVE Via Don Luigi Sturzo 45, Milan	4		199	219	14
DORIA GRAND HOTEL Viale Andrea Doria 22, Milan	4		170	180	18
FOUR POINTS BY SHERATON MILAN CENTER Via Gerolamo Cardano 1, Milan	4		195	225	18

**ACCOMODATION BOOKING FORM
ICO MEETINGS (28 SEPTEMBER – 2 OCTOBER 2015)**

PLEASE DO NOT RETURN THIS FORM TO THE ICO

Reservations can be made online via the website <http://web.aimgroupinternational.com/2015/ico/index.html>.

Alternatively, please fill in this form and return it to gcf2015.hotel@aimgroup.eu.

A. HOTEL RESERVATION

Please make a hotel reservation in my name Yes No
Hotel – Single / Double room Single Double

ICO Member country / PSCB association:

Name: Surname:

Title: Organization:

Country: Telephone:

Fax: Email:

Companion

Name: Surname:

Check-in: **Check-out:**

Hotel Chosen	Type of room (Single / Double)

Method of payment

Every reservation must be guaranteed with a credit card or bank transfer when agreed. The total number of nights will be charged on the given credit card (city tax and incidentals excluded). AIM Group International – AIM Congress will issue an invoice for the total amount paid. Please make sure that full invoicing details are provided on reservation.

Any change or cancellation of the hotel reservation must be sent in writing to **AIM Group International – AIM Congress – Milan Office** at: gcf2015.hotel@aimgroup.eu

AIM Group International – Aim Congress reserves the right to charge the following cancellation fees:

- Until 25 July 2015: NO CANCELLATION FEE
- Until 25 August 2015: 1 night charged and the remaining balance refunded
- After 25 August 2015: any changes, no-shows, late cancellations or early departures will be fully charged for

Credit card: AMEX/VISA/Master Card/Other:
Cardholder name: Credit card number:
Expiry date: Security code:
Signature:



International Coffee Council
115th Session
28 September – 2 October 2015
Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – <i>to adopt</i>	ICC-115-0 Schedule
2. Admission of observers – <i>to consider</i> 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 – <i>to approve</i> The Secretary will report.	to follow
3.2 Initial distribution of votes for coffee year 2015/16 – <i>to approve</i> Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members and the initial distribution of votes for coffee year 2015/16 will be circulated.	to follow
3.3 Credentials – <i>to approve</i> 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 to follow

The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2015. 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 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.

6. Studies and reports – to consider

The Council will consider the following studies and reports:

- **The impact of the price of oil and the US dollar exchange rate on coffee prices** to follow
- **Sustainability of the Coffee Sector in Africa (up-dated version)** to follow
- **Coffee in China** to follow
- **Coffee in the Russian Federation** to follow

7. Global Coffee Forum – to consider to follow

The Chairman of the Global Coffee Forum will report on the outcome of the Forum which will take place on 30 September and 1 October 2015. The Council will be invited to consider ideas and actions arising from the event.

8. World Coffee Conference – to consider to follow

Ethiopia will host the 4th World Coffee Conference which will take place in Addis Ababa, from 6 to 8 March 2016. In accordance with Article 30 of the ICA 2007, the Council will 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 to follow

The Council will consider the interim report on the Programme of Activities for 2014/15.

- 10. Strategic review of the ICO – to consider** verbal
- The Head of Operations will invite Members to report to the Council the results of their consultations with their respective governments.
- 11. Report by the Chairmen of ICO bodies** verbal
- 11.1 Private Sector Consultative Board (PSCB) – to consider** verbal
- 11.2 Promotion and Market Development Committee – to consider** verbal
- 11.3 Statistics Committee – to consider** verbal
- 11.3.1 Compliance with statistical rules – to consider** verbal
- The Chairperson of the Committee will report on progress made on this matter.
- 11.4 Projects Committee – to consider, and if appropriate, to approve** verbal
- 11.4.1 Projects for endorsement by the Council – to consider and, if appropriate, to approve** to follow
- The Council will consider the recommendations of the Projects Committee on new and revised project proposals.
- 12. 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.
- 13. Coffee research – to consider**
- Coffee and climate change:* A revised draft of the ICO submission to the Conference of the Parties of the United Nations Framework Convention on Climate Change (UNFCCC) will be considered by the Council. to follow
- 14. Cooperation with other agencies – to consider** verbal
- The Head of Operations will report on cooperation with other agencies, including progress on the partnership with the 4C Association and IDH The Sustainable Trade Initiative.

- 15. Financial and administrative matters**
- 15.1 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 and the premises. The Council will consider the recommendations of the Committee.
- 15.2 Draft Administrative Budget for the financial year 2015/16 – *to approve*** to follow
- The Chairman of the Finance and Administration Committee will report.
- 15.3 Premises – *to consider*** to follow
- The Chairman of the Finance and Administration Committee will report.
- 15.4 Review of Staff Regulations and Staff Rules – *to consider*** verbal
- 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. The Chairman of the Finance and Administration Committee will report to the Council on this review.
- 16. Special Fund – *to consider*** verbal
- The Executive Director will report on discussions held amongst exporting Members on the use of the Special Fund.
- 17. Office holders and committees**
- 17.1 Chairman and Vice-Chairman of the Council – *to elect*** verbal
- According to Article 10 of the 2007 Agreement, the Chairman and the Vice-Chairman for coffee year 2015/16 should be elected from among the representatives of importing and exporting Members, respectively.
- 17.2 Chairman and Vice-Chairman of the Forum for 2015/16 – *to appoint*** verbal
- The Council will appoint the Chairman and Vice-Chairman of the Forum for 2015/16.

17.3 Core Group – to appoint

verbal

The Council will appoint the advisors to the Core Group for 2015/16 and 2016/17. 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.)

17.4 Composition of Committees – to consider and approve

to follow

The Council will consider the composition of the following Committees for 2015/16:

- Private Sector Consultative Board (8 producing and 8 consuming associations) for 2015/16 and 2016/17
- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Projects Committee (8 exporting, 3 importing Members)
- Finance and Administration Committee (6 exporting, 4 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)

18. 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.

19. Other business – to consider

verbal

Future Meetings – Members are invited to consider moving the March meetings to April starting in 2017. Other meetings will need to be kept in mind, particularly those of the Specialty Coffee Association of America (SCAA).

20. Date of next Session

verbal

The next Session of the Council will take place in Addis Ababa, Ethiopia from 9 to 11 March 2016 – **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

17th Meeting

28 September 2015 (11:00)

Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	FA-104/15
2. Report on the meetings of 2 and 5 March 2015 – <i>to approve</i>	FA-103/15
3. Financial situation – <i>to note</i>	to follow
The Committee will consider a report on the financial situation.	
4. Premises – <i>to consider</i>	to follow
The lease of the ICO headquarters will expire in 2017. The Executive Director will report on the results of further research undertaken into alternative locations for the ICO.	
5. Draft Administrative Budget for the financial year 2015/16 – <i>to consider</i>	to follow
The Committee will consider the revised draft Administrative Budget for the financial year 2015/16 and a cost analysis summary.	
6. Outstanding contributions – <i>to consider</i>	to follow
The Executive Director will report on progress in recovering arrears. The Secretariat has undertaken further research into the sanctions available to the ICO, including penalties for late payment and the suspension of rights and services beyond voting rights, in so far as is consistent with the 2007 Agreement.	

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. Review of Staff Regulations and Staff Rules – *to consider* verbal

At the request of the European Union a review is being conducted of the Organization's Staff Regulations and Staff Rules in the light of those of other international organizations. A progress report will be given.

9. Other business – *to consider* verbal

Chairman and Vice-Chairman for 2015/16: The Council will approve the composition of the Committee for 2015/16 during its 115th Session in October 2015. At its first meeting in March 2016, the Committee will appoint a Chairman and Vice-Chairman for 2015/16.

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

The next meeting will take place in Addis Ababa, Ethiopia, at the time of the 116th Council Session from 9 to 11 March 2016.

REFERENCE DOCUMENTS
Financial Rules and Financial Regulations of the International Coffee Organization
Terms of reference for the Finance and Administration Committee (Annex V)



Projects Committee

10th Meeting

28 September 2015 (17:00)

Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PJ-90/15
2. Challenges and strategy for ICO projects – to consider	verbal
The Head of Operations will make a presentation on follow up to discussions on challenges for ICO projects. He will also report on a proposed Plan of Action for the collaboration with the 4C Association and IDH The Sustainable Trade Initiative.	
3. Coffee development projects	
3.1 Projects under consideration by the ICO – to consider	to follow
New and revised project proposals for consideration in September 2015 should reach the ICO by 12 June 2015 . The Chief Economist will introduce the report of the VSS on any new project proposals received from Members.	
3.2 Projects under consideration by donors – to note	to follow
The Chief Economist will report on projects under consideration by the CFC and other donors.	
3.3 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.	

4. Cooperation with other agencies – to consider verbal

The Chief Economist will report on the following initiatives with the African Development Bank Group to support the African coffee sector:

- African Coffee Facility
- Study on economic empowerment of African women through equitable participation in agricultural value chains

5. Other business – to note verbal

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

Chairman and Vice-Chairman for 2015/16: The Council will approve the composition of the Committee for 2015/16 during its 115th Session in September 2015. At its first meeting in March 2016, the Committee will appoint a Chairman and Vice-Chairman for 2015/16.

6. Date of next meeting – to note verbal

The next meeting will take place in Addis Ababa, Ethiopia, at the time of the 116th Council Session from 9 to 11 March 2016.

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



Core Group on the Consultative Forum
8th meeting
29 September 2015 (12:00)
Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	CG-25/15
2. Report of the last meeting of the Core Group – to note	CG-24/15
Document CG-24/15 contains the report on the 7 th meeting of the Core Group.	
3. 6th Consultative Forum on Coffee Sector Finance – to consider	verbal
The Group will consider a date and the following details for the 6 th Forum:	
<ul style="list-style-type: none">• 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.	
4. Study on risk and finance in the coffee sector – to note	verbal
The Head of Operations will report on the series of webinars which take an in-depth look at selected case studies.	
5. Other business – to consider	verbal

6. Date of next meeting – *to consider*

verbal

The next meeting will take place in Addis Ababa, Ethiopia at the time of the 116th Council Session from 9 to 11 March 2016.

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



Statistics Committee

9th Meeting

29 September 2015 (14:30)

Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	SC-55/15
2. Report on the meeting of 4 March 2015 – to approve	SC-54/15
3. Compliance with statistical rules – to consider	to follow
The Head of Operations will report on compliance with the Rules on Statistics.	
4. Statistics Roundtable – to consider	to follow
The Committee will consider a report on the work of the Statistics Roundtable to discuss the provision and accuracy of statistical data.	
5. 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.	
At the request of Members during the March 2015 meeting the Secretariat has contacted soluble coffee manufacturers. The Head of Operations will report.	

6. 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.

7. Other business – to consider to follow

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

Statistical Terms: A document containing data concepts and variables referred to in the Organization's statistics will be circulated.

8. Date of next meeting – to note verbal

The next meeting will take place in Addis Ababa, Ethiopia, at the time of the 116th Council Session from 9 to 11 March 2016.

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 the Statistics Committee (ICC-110-13 Rev. 1 (Annex VI))
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)



Private Sector Consultative Board

41th meeting

2 October 2015 (09:30)

Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda – <i>to adopt</i>	PSCB-145/15
2. Report on the meeting of 4 March 2015 – <i>to approve</i>	PSCB-144/15
3. World Coffee Research – <i>to consider</i>	verbal
4. Coffee Quality Institute – <i>to consider</i>	verbal
5. Coffee consumption – <i>to consider</i>	verbal
6. Food safety aspects – <i>to note</i>	verbal
7. International Coffee Day – <i>to consider</i>	verbal

The Executive Director will report on the activities of the first International Coffee Day to be held on 1 October 2015. The Board will be invited to consider ideas and actions arising from the day.

8. World Coffee Conference – <i>to consider</i>	verbal
9. PSCB officeholders – <i>to consider</i>	verbal

The PSCB will elect a Chairman and Vice-Chairman for 2015/16.

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

Conversion factors for soluble coffee: The PSCB is invited to consider this matter which will be reviewed by the Statistics Committee at its meeting on 29 September 2015. [SC-42/14](#)

11. Date of next meeting – to consider

verbal

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

The next meeting will take place in Addis Ababa, Ethiopia, at the time of the 116th Council Session from 9 to 11 March 2016.

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



Promotion and Market Development Committee
10th meeting
2 October 2015 (11:00)
Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PM-45/15
2. Communications – to consider The Communications Officer will present the new ICO website and report on the ICO/SCAE UK Coffee Education Events.	verbal
3. International Coffee Day – to consider The Executive Director will report on the activities of the first International Coffee Day to be held on 1 October 2015. The Committee will be invited to consider ideas and actions arising from the day.	verbal
4. World Coffee Conference – to consider The representative of Ethiopia will give an update on the preparations for the 4 th World Coffee Conference which will take place in Addis Ababa, from 6 to 8 March 2016.	verbal
5. Other business – to consider <i>Chairman and Vice-Chairman for 2015/16:</i> The Council will approve the composition of the Committee for 2015/16 during its 115 th Session in September 2015. At its first meeting in March 2016, the Committee will appoint a Chairman and Vice-Chairman for 2015/16.	verbal

6. Date of next meeting – *to note*

verbal

The next meeting will take place in Addis Ababa, Ethiopia, at the time of the 116th Council Session from 9 to 11 March 2016.

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)