



**INTERNATIONAL
COFFEE
ORGANIZATION**

ICC 117-10

19 September 2016
Original: English

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International Coffee Council
117th Session
19 – 23 September 2016
London, United Kingdom

**List of decisions to be made and documents
to be approved during the 117th Session**

Background

This document contains a list of all documents that will need to be approved by the International Coffee Council during its 117th Session. It also sets out matters for which there is no written document but upon which the International Coffee Council needs to make a decision.

Action

The Council is requested to consider this document.

**LIST OF DECISIONS TO BE MADE AND DOCUMENTS
TO BE APPROVED DURING THE 117TH SESSION**

Item	Document for approval	Date
<p>2. Admission of observers</p> <p>Rule 5 of the Rules of the Organization provides that, at the start of each Session, the Council shall decide on the acceptance of observers and designate the items on the Agenda of the Council and Committee meetings which shall be open to accepted observers. Annex I of document ICC-117-3 contains a list of observers, approved for admission, who have confirmed their attendance at the 117th Session and Annex II contains the list of observers to be approved for admission in 2016/17.</p>	ICC-117-3	Thursday, 22 September (morning)
3. Votes and credentials		
<p>3.1 Votes for coffee year 2015/16</p> <p>Document ICC-117-1 contains the redistribution of votes in the Council of exporting and importing Members for coffee year 2015/16, calculated in accordance with Articles 12 and 21 of the International Coffee Agreement 2007.</p>	ICC-117-1	Thursday, 22 September (morning)
<p>3.2 Initial distribution of votes for coffee year 2016/17</p> <p>This document contains the initial distribution of votes in the Council for exporting and importing Members in coffee year 2016/17, calculated in accordance with Article 12 of the 2007 Agreement. It has been calculated based on document ED-2221/16 Rev. 1.</p>	ICC-117-2	Thursday, 22 September (morning)
<p>3.3. Credentials</p> <p>The Chairman will examine the credentials with the assistance of the Secretariat and report back to the Council for its approval. The report on credentials will be circulated after the meeting together with the final list of Delegates. Members who have not yet submitted the original copy of their credentials are kindly requested to do so as soon as possible.</p>	verbal	Friday, 23 September (afternoon)

4. International Coffee Agreement (ICA) 2007

4.2 Extension for the deposit of instruments

[WP-Council
268/16](#)

Thursday, 22
September
(morning)

The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2016. The Council needs to decide if it would like to extend the deadline for the deposit of instruments to 30 September 2017. A draft Resolution for this purpose is contained in document [WP-Council 268/16](#).

10. Session of the Council in Côte d'Ivoire

verbal

Thursday,
22 September
(afternoon)

The Council, at its 116th Session in Addis Ababa in March 2016, agreed in principle that a Council Session be held in Côte d'Ivoire during coffee year 2016/17. The Council is requested to approve the date proposed by the Minister of Trade for Côte d'Ivoire to hold the 119th Session of the Council in Abidjan from 25 to 29 September 2017.

14. Financial and administrative matters

14.2 Contract of the Executive Director

verbal

Friday,
23 September
(morning)

The Council will consider the matter of the Executive Director's contract which expires on 30 September 2016. The Chairperson of the Finance and Administration Committee will report to the Council the Committee's recommendations so that Members can make a final decision.

14.3 Premises

[FA-136/16](#)

Friday,
23 September
(morning)

In document [FA-136/16](#) the Executive Director sets out his recommendation for the ICO's premises after March 2017. His preference is to relocate the ICO to Gray's Inn Road for the reasons outlined in that document. The Chairperson of the Finance and Administration Committee will present the Committee's recommendation to the Council, so that Members may make a final decision.

14.4 Appointment of registered auditors

[FA-137/16](#)

Friday,
23 September
(morning)

Document FA-137/16 contains the results of the tendering process to appoint registered auditors for the Administrative Fund, the Provident Fund and the Special Fund. The Chairperson of the Finance and Administration Committee will present the Committee's recommendation to the Council, so that Members may make a final decision.

- 14.5. Review of Staff Regulations and Staff Rules** [FA-133/16](#) Friday, 23 September (morning)
- The Council will consider a revised draft of the Staff Regulations and Staff Rules which have been reviewed by the Executive Director and ICO staff. The Chairperson of the Finance and Administration Committee will present the Committee's recommendation to the Council, so that Members may make a final decision.
- 15. Strategic Review of the ICO** [WP-Council 269/16 Rev. 1](#) Friday, 23 September (afternoon)
- The Chairman of the Working Group on the Strategic Review will report the outcomes of this process. The Council will consider the suggestions contained in document [WP-Council 269/16 Rev. 1](#) and decide if they are to be taken as the basis for the preparation of a revised strategy for the ICO.
- 16. Programme of Activities**
- 16.2 Programme of Activities 2016/17** [WP-Council 265/16 Rev. 2](#) Friday, 23 September (afternoon)
- Document [WP-Council 265/16 Rev. 2](#) contains the draft Programme of Activities for the Organization for coffee year 2016/17. It has been prepared bearing in mind that the next coffee year should be regarded as a transitional period, prior to the full implementation of a revised strategy for the ICO in 2017/18. The Council needs to consider this document and decide if it would like the Secretariat to implement the activities suggested therein.
- 17. Special Fund** [WP-Council 270/16](#) Thursday, 22 September (afternoon)
- The spokesperson for the Producers will report on discussions held amongst exporting Members on the use of the Special Fund. Document [WP-Council 270/16](#) contains a draft Resolution on the use of the Special Fund.
- 18. Office holders and committees**
- 18.1 Chairman and Vice-Chairman of the Council** verbal Friday, 23 September (afternoon)
- The Council needs to appoint a Chairman and Vice-Chairman for coffee year 2016/17, elected from among the representatives of importing and exporting Members, respectively.
- 18.2 Chairman and Vice-Chairman of the Forum for 2016/17 –** verbal Friday, 23 September (afternoon)
- The Council needs to appoint a Chairman and Vice-Chairman of the Forum for 2016/17.

18.4 Composition of Committees –

[WP-Council
271/16](#)

Friday,
23 September
(afternoon)

Document [WP-Council 271/16](#) contains information on Office Holders for previous coffee years. Based on that document, the Council should decide on the composition of the following Committees for 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, 5 importing Members)
- Statistics Committee
(8 exporting, 3 importing Members)

20. Future meetings

[WP-Council
272/16](#)

Friday,
23 September
(afternoon)

The Council needs to approve the dates of the future meetings contained in Document [WP-Council 272/16](#).