



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

ED 2063/09

15 May 2009
Original: English

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- Private Sector Consultative Board
- Finance Committee
- Statistics Committee
- Executive Board
- Promotion Committee
- Workshop on Consultative Forum on Coffee Sector Finance
- International Coffee Council

Convocation of ICO meetings

21 – 25 September 2009

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 103rd Session of the International Coffee Council and other ICO meetings which will take place from 21 to 25 September 2009. 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). The first plenary Session of the Council will be held on Wednesday, 23 September at 09:30.

Agendas and arrangements

2. Draft Agendas 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.

3. 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 **28 August 2009**. The deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) in September 2009 is **26 June 2009**.

Workshop on the Consultative Forum on Coffee Sector Finance

4. Information about the workshop scheduled for the afternoon of Tuesday, 22 September will be circulated separately.

Programme

Meeting	Date (time of first meeting)	Open to
Private Sector Consultative Board (PSCB)	21 September 2009 (09:30)	PSCB representatives and observers from private sector associations
Finance Committee	21 September 2009 (13:15)	Members
Statistics Committee	21 September 2009 (15.30)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity
Executive Board	22 September 2009 (09:30)	Members
Promotion Committee	22 September 2009 (11:30)	Members and observers
Workshop on Consultative Forum on Coffee Sector Finance	22 September 2009 (14:30 – 18:00)	Members and observers
International Coffee Council (103rd Session)	23 - 25 September 2009 (09:30)	Members and observers from non-member countries, international organizations and private sector associations

Members – notification of attendance

5. Members are reminded that Rule 3 of the Rules of the Organization (document EB-3820/02) requires them to inform the Executive Director, in writing, as soon as possible after receiving this communication, of the composition of their delegations. Members are requested to ensure that their credentials are sent to the Organization well in advance of the meeting. Credentials should be issued in writing by a relevant Ministry or government agency of that 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. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.

6. 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.

Observers – notification of attendance

7. Invited observers from non-member countries, international organizations and private sector associations wishing to attend the Council Session and/or other ICO meetings are

requested to inform the Executive Director of the meetings they wish to attend either by email to: info@ico.org or by completing and returning the form attached to the back of this document to the Secretariat by **28 August 2009**.

Registration

8. 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 listed above.

Interpretation

9. One team of interpreters will be available from 22 to 25 September. Meetings on 21 September will be held in English only.

As at 15 May 2009

ICO MEETINGS (21 – 25 September 2009) PROVISIONAL PROGRAMME

Monday 21 September		Room	Open to	
08:45 onwards	Registration	2 nd floor Lounge	ICO Members and observers	Accreditation/registration of participants throughout the day
09:30 – 13:00	PSCB	Boardroom	Restricted	Without interpretation
13:00 – 14:00	Lunch break			
13:15 – 15:30	Finance Committee	Boardroom	Members only	A sandwich lunch will be provided. Without interpretation
15:30 – 18:00	Statistics Committee	Boardroom	Statistics Committee, ICO Members, and observers	Without interpretation.
	Deposit of instruments	ED's Office	Restricted	By appointment only: Signature and deposit of instruments for the ICA 2007 by country representatives
Tuesday 22 September		Room	Open to	
08:30 – 09:30	Briefing meeting	ED's Office	Restricted	Chairmen and invited Members only
09:30 – 11:30	Executive Board	Boardroom	Members	
11:30 – 13:00	Promotion Committee	Council Chamber	ICO Members and observers	
13:00 – 14:30	Lunch break			
14:30 – 18:00	Forum workshop	Council Chamber	ICO Members and observers	
Wednesday 23 September		Room	Open to	
08:45 – 09:45	WCC task-force	ED's Office	WCC task-force	
09:30 – 13:00	Council	Council Chamber	ICO Members and observers	
13:00 – 14:30	Lunch break			
14:30 – 18:00	Council	Council Chamber	ICO Members and observers	
18:00 – 19:30	Chairman's reception	Council Lounge	ICO Members and observers	
Thursday 24 September		Room	Open to	
09:30 – 13:00	Council	Council Chamber	ICO Members and observers	
13:00 – 14:30	Lunch break			
14:30 – 17:30	Council	Council Chamber	ICO Members and observers	
Friday 25 September		Room	Open to	
10:00 – 13:00	Council	Council Chamber	ICO Members and observers	
13:00 – 13:30	Press conference	Committee Room	Press	The Executive Director and the Chairmen will brief the press on the outcome of discussions during the week. A sandwich lunch will be provided.
13:00 – 14:30	Lunch break			
14:30 – 17:00	Council	Council Chamber	ICO Members and observers	

Notes:
There will be one team of interpreters from 22 to 25 September. Meetings on 21 September will be in English only.
The **Annex** lists office holders and the composition of ICO bodies for 2008/09.

As at 11 May 2009

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2008/09**International Coffee Council (2008/09)**

Chairman: Mr David Brooks (USA) ■ 1st Vice-Chairman: Mr Brendan Nevin (Ireland) ■ 2nd Vice-Chairman: Mr Juan Lucas Restrepo (Colombia) ■ 3rd Vice-Chairman: Mr Abdoulaye Nana (Cameroon)

Executive Board (2008/09)

Chairman: Mr G.V. Krishna Rau (India) ■ Vice-Chairman: Mr Hartojo Agus Tjahjono (Indonesia)

Exporting Members: Brazil, Colombia, Honduras, Indonesia, Kenya, Mexico, Uganda, Vietnam

Importing Members: European Community (EC, Belgium, Germany, Italy, Spain), Japan, Switzerland, United States of America

Private Sector Consultative Board (PSCB) (2007/08 and 2008/09)

Chairman: Ms Florence Rossillion (ECF) ■ Vice-Chairman: Mr Rodolfo Trampe Taubert (AMECAFE, Mexico)

Producer representatives (alternates in italics)

Colombian Milds: Asociación de Exportadores de Café de Colombia (ASOEXPORT), *Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFE)*, *Federación Nacional de Cafeteros de Colombia*, Eastern African Fine Coffees Association (EAFCA)

Other Milds: Asociación Mexicana de la Cadena Productiva del Café (AMECAFE), *Instituto Hondureño del Café (IHCAFE)*, Asociación Nacional del Café (ANACAFÉ), *Coffee Exporters Association of India*

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

Robustas: Association of Indonesian Coffee Exporters (AEKI), *Uganda Coffee Trade Federation (UCTF)*, Bourse du Café et du Cacao (BCC)

Consumer representatives (alternates in italics)

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

Promotion Committee

Chairman: Mr Mick Wheeler (Papua New Guinea)

Statistics Committee (2008/09)

Chairman: to be elected ■ Vice-Chairman: to be elected ■ **Exporting Members:** Mr Thiago Siqueira Masson (Brazil), Ms Marcela Urueña Gómez (Colombia) ■ **Importing Members:** Mr Rob Simmons (LMC International Ltd, UK), Mr Neil Rosser (Neumann Kaffee Gruppe, Germany) ■ **Executive Director:** Mr David Brooks (USA), Mr Corneille Tabalo (D.R. Congo)

Finance Committee (2008/09)

Chairman: Mr Mick Wheeler (Papua New Guinea) ■ **Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Papua New Guinea ■ **Importing Members:** EC – Spain, Japan, Switzerland, USA

Virtual Screening Committee

Chairman: Executive Director ■ **Exporting Members:** Brazil, Côte d'Ivoire, Guatemala, Indonesia ■ **Importing Members:** Germany, Italy, Spain, USA



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ORGANISATION INTERNATIONALE DU CAFÉ

ICC 103-0

15 May 2009
Original: English

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International Coffee Council
103rd Session
23 – 25 September 2009
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-103-0 Guide to meetings
2. Admission of observers – to consider The Council will consider requests for observer status at this Session.	verbal
3. Votes and credentials	
3.1 Votes in the Council for coffee year 2008/09 – to approve The Secretary will report.	to follow
3.2 Initial distribution of votes in the Council for coffee year 2009/10 – to approve Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members will be circulated, together with the initial distribution of votes for coffee year 2009/10.	to follow
3.3 Credentials – to approve The Chairman will examine the credentials with the assistance of the Secretariat.	verbal

4. Membership

4.1 Membership of the International Coffee Agreement (ICA) 2007 – to consider to follow

The deadline for signature of the 2007 Agreement and the deposit of instruments is **25 September 2009**. The Council will consider a report on the status of the ICA 2007 and draft Resolutions extending the time-limit for the deposit of instruments of ratification, acceptance or approval, and establishing procedures for accession to the 2007 Agreement.

4.2 Membership of the ICA 2001 – to consider to follow

Under the provisions of Resolution 438, the ICA 2001 will expire on 30 September 2009. The Council will consider a draft Resolution extending the 2001 Agreement in the light of progress on the ICA 2007.

5. Coffee market situation – to note to follow

The Executive Director will introduce an analysis of the market situation and an update on the impact of the world economic crisis on the coffee sector. The latest official estimate for the Brazilian coffee crop for 2009/10 will be circulated.

6. World Coffee Conference – to consider ICC-103-1 to follow

A report on preparations for the World Coffee Conference in Guatemala from 26 to 28 February 2010 will be circulated.

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

A preparatory workshop on the Forum will take place during the week of the 103rd Council Session. The Executive Director will report.

8. Preparations for the ICA 2007

8.1 Strategic action plan – to consider/approve to follow

A revised strategic action plan for the ICA 2007 incorporating the comments of the task force established by the Council in March 2009 will be circulated.

8.2 Development strategy for coffee – to consider/approve to follow

A revised development strategy for coffee incorporating the comments of the task force established by the Council in March 2009 will be circulated.

9. Programme of activities for 2009/10 – *to consider/approve* to follow

A revised programme of activities for 2009/10 incorporating the comments and suggestions of the task force established by the Council in March 2009 will be circulated.

10. Coffee development projects to follow

10.1 Projects for approval by the Council – *to consider and, if appropriate, to approve* to follow

The Chairman of the Executive Board will report on projects considered by the Board in September 2009.

10.2 Projects already approved by the Common Fund for Commodities (CFC) – *to note* to follow

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

10.3 Impact assessment of the coffee berry borer project – *to consider* to follow

The representative of the CFC will report on the outcome of an impact assessment of the coffee berry borer project.

11. Report by the Chairperson of the Private Sector Consultative Board (PSCB) – *to note* to follow

The Chairperson of the PSCB will report on the meeting of 21 September 2009.

12. Statistics Committee

12.1 Report by the Chairman of the Statistics Committee – *to note/approve* to follow

The Chairman of the Statistics Committee will report on the meeting of 21 September 2009. A revised document containing information on registered ports of export and ICO Certifying Agents will be circulated.

12.2 Rules on Indicator Prices – *to approve* WP-Statistics 122/08

The Council will consider the recommendation of the Committee on proposals to revise the Rules on Indicator Prices.

12.3 Conversion factors – *to approve* to follow

The Council will consider the recommendation of the Committee on a proposal to change the conversion factor for green decaffeinated coffee (Article 2 of the ICA 2007).

12.4 ICO group and composite indicator prices – to approve to follow

The Council will consider the recommendation of the Statistics Committee on the market share of each group and their weightings in the calculation of ICO group and composite indicator prices from 1 October 2009.

13. Report by the Chairman of the Promotion Committee – to note verbal

Article 34 of the 2001 Agreement provides that the Promotion Committee shall report regularly to the Council.

14. Studies and reports to follow

14.1 Obstacles to consumption – to consider

A report on obstacles to consumption will be circulated.

14.2 Effects of climate change on producing countries – to note

A report on the effects of climate change on producing countries will be circulated to assist Members with preparations for the United Nations Framework Convention on Climate Change Conference to be held in Copenhagen from 7 to 18 December 2009.

14.3 Coffee price volatility – to consider

A study on coffee price volatility will be circulated.

15. Phytosanitary matters – to consider verbal

The Head of Operations will report on phytosanitary matters.

16. Cooperation with other agencies – to note to follow

The Secretariat is reviewing Memoranda of Understanding and future cooperation with other organizations in the light of the 2007 Agreement. The representative of the United Nations Environment Programme will report on proposals for cooperation with the ICO under the ICA 2007.

The Executive Director will report on the meeting with the CFC and International Commodity Bodies on 30 and 31 March 2009.

17. National coffee policies – to note verbal

Member countries are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation to Members.

18. Financial and administrative matters

18.1 Draft Administrative Budget for the financial year 2009/10 – to approve to follow

The Chairman of the Executive Board will report.

18.2 Other financial and administrative matters – to consider to follow

The Chairman of the Executive Board will report on other financial and administrative matters considered by the Board including: payment of arrears, the appointment of registered auditors, proposals for revisions to the basis for contributions to the Provident Fund for staff in the Professional and higher categories and the appointment of the Finance Committee.

19. Office-holders

19.1 Chairman and Vice-Chairmen of the Council – to elect verbal

According to Article 11 of the 2001 Agreement the Chairman and first Vice-Chairman this year should be elected from among the representatives of exporting Members. The second and third Vice-Chairmen should be elected from among the representatives of importing Members. Previous Chairmen from exporting Members were from India (2007/08) and Côte d'Ivoire (2005/06).

19.2 Executive Board – to elect verbal

Voting procedures are outlined in Article 18 of the 2001 Agreement and Rule 46 of the Rules of the Organization.

19.3 Chairman and Vice-Chairman of the Executive Board – to elect verbal

Article 17 of the 2001 Agreement provides that the Chairman and Vice-Chairman should both be from the same category of membership. For 2009/10, precedent indicates that this should be from the category of importing Members. Previous Chairmen from importing Members were from the USA (2007/08) and Italy (2005/06).

19.4 Private Sector Consultative Board (2009/10 and 2010/11) – to approve to follow

The term of office for members of the PSCB will expire in September 2009. A document requesting Members to inform the Executive Director of nominations for representatives and alternates for 2009/10 and 2010/11 will be circulated.

19.5 Statistics Committee – to approve

The terms of reference for the Statistics Committee under the ICA 2001 provide that the Council shall approve the names of representatives or experts designated by exporting and importing Members and by the Executive Director (two in each category) for a two-year term of office. The Council may wish to consider appointing the current representatives of the Committee for a further year, pending the entry into force of the ICA 2007.

20. Other business – to consider

verbal

ICO website

21. Future meetings – to consider/note

The next Session of the Council will take place in Guatemala City, Guatemala from 1 to 4 March 2010.

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



Executive Board

270th Meeting
22 September 2009 (09:30)
London, England

Draft Agenda

Item

Document

1. **Draft Agenda and schedule of meetings – to adopt** EB-3962/09
Guide to meetings
2. **Votes and contributions** to follow
- 2.1 **Votes in the Council and Executive Board for coffee year 2008/09 – to approve**
The Secretary will report.
- 2.2 **Initial distribution of votes in the Council for coffee year 2009/10 – to note** to follow
Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members will be circulated, together with the initial distribution of votes for coffee year 2009/10.
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 2009 should reach the Executive Director by **26 June 2009**. The Head of Operations will introduce the report of the Virtual Screening Committee (VSC) on new proposals to be considered by Members.
- 3.2 **Projects under consideration by the Common Fund for Commodities (CFC) – to note** to follow
The Head of Operations will report on projects under consideration by the CFC, including projects considered by the CFC Consultative Committee in July 2009.

- 3.3 International Coffee Genome Network (ICGN) – to consider** verbal
- The Executive Director will report on follow-up to the ICGN initiative presented in March 2009.
- 4. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider** to follow
- The Head of Operations will introduce a report on the CQP.
- 5. Financial and administrative matters**
- 5.1 Report of the Finance Committee – to consider** to follow
- The Chairman of the Finance Committee will report on the meeting of the Finance Committee on 21 September 2009, including the financial situation.
- 5.2 Draft Administrative Budget for the financial year 2009/10 – to consider** to follow
- The Board will consider the recommendation of the Finance Committee on the draft Administrative Budget.
- 5.3 Appointment of registered auditors – to consider** verbal
- Under the provisions of Rule 62 of the Rules of the Organization, the Executive Director is required to appoint registered auditors annually in consultation with the Executive Board. The Board will consider the recommendation of the Finance Committee.
- 5.4 Payment of arrears – to consider** verbal
- Under the provisions of Resolutions 429 (Uganda), 430 (Democratic Republic of Congo) and 437 (Nicaragua), the Executive Director was requested to inform the Executive Board of compliance with the terms of these Resolutions. The Executive Director will report.
- 5.5 Finance Committee 2009/10 – to appoint** verbal
- The terms of reference of the Finance Committee under the ICA 2001 (document WP-Finance 2/04) provide that the Executive Board shall appoint the representatives of the Finance Committee at its September meeting. The Board may wish to consider appointing the representatives of the Committee for a further year, pending the entry into force of the ICA 2007.
- 5.6 Other financial and administrative matters – to approve** to follow
- A document containing proposals for revisions to the basis for contributions to the Provident Fund for staff in the Professional and higher categories will be circulated.
- 6. Other business – to consider** verbal
- 7. Future meetings – to note** verbal
- The date of the next meeting of the Executive Board will be confirmed.



Private Sector Consultative Board

29th meeting

21 September 2009 (09:30)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-116/09
2. Report on the meeting of 16 March 2009 – to approve	PSCB-115/08
3. Coffee market situation – to note	to follow
The Executive Director will report on the coffee market situation. The latest official estimate for the Brazilian coffee crop for 2008/09 will be circulated.	
4. Coffee and health – to note	verbal
Reports will be given on the Positively Coffee Programme and the Healthcare Professions – Coffee Education Programme (HCP-CEP).	
5. Food safety aspects – to note	verbal
The PSCB will consider updates on matters related to food safety.	
6. World Coffee Conference – to consider	to follow
The representative of Anacafé will report on preparations for the next Conference which will take place in Guatemala from 26 to 28 February 2010.	
7. Preparations for implementation of the ICA 2007 – to note	to follow
The Executive Director will report on preparations for the implementation of the 2007 Agreement, including a strategic action plan, a development strategy for coffee and a workshop on the Consultative Forum for Coffee Sector Finance.	

- 8. Coffee Issues Forum – to consider** verbal
- A report will be given on the Forum which has been initiated by the National Coffee Association of the USA (NCA) and the National Coffee Association of Guatemala (ANACAFE)
- 9. Items under continued review – to consider** to follow
- Discussion is invited on topics which the PSCB is keeping under review, including, *inter alia*:
- The supply of private sector statistical data
 - The Coffee Quality-Improvement Programme (CQP)
 - The International Coffee Genome Network (ICGN)
 - Geographical Indications
 - ICO CoffeeClub Network
- 10. PSCB representatives and officeholders**
- PSCB representatives for 2009/10 and 2010/11 – to consider* to follow
- Proposals for representation on the PSCB for 2009/10 and 2010/11 will be considered by the Council in September 2009.
- PSCB Chairperson and Vice-Chairperson for 2009/10 – to elect* verbal
- 11. Recommendations to the Council – to note** verbal
- The Chairperson will summarize any recommendations agreed by the PSCB at this meeting to be conveyed to the Council for consideration or approval.
- 12. Other business – to consider** verbal
- 13. Future meetings – to consider** verbal
- The PSCB is invited to suggest matters for consideration at the next meeting.
- The next meeting of the PSCB will take place in Guatemala during the 103rd Session of the Council from 1 to 4 March 2009.



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WP Finance 71/09

15 May 2009
Original: English

E

Finance Committee

14th Meeting

21 September 2009 (13:15)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance 71/09
2. Report on the meeting of 16 March 2009 – to approve	WP-Finance 70/09
3. Financial situation – to note The Head of Finance and Administration will report on the financial situation.	to follow
4. Draft Administrative Budget for the financial year 2009/10 – to consider and to submit a recommendation to the Board and Council The Committee will consider the revised draft Administrative Budget for the financial year 2009/10.	WP-Finance 67/09 Rev. 1
5. Pensionable remuneration for staff in the Professional and higher categories – to consider A document containing proposals for the revision of the basis for contributions to the Provident Fund for staff in the Professional and higher categories will be circulated.	to follow
6. Outstanding contributions – to consider The Executive Director will report on progress in recovering arrears.	verbal

7. Appointment of registered auditors – *to consider* verbal

Under the provisions of Rule 62 of the Rules of the Organization, the Executive Director is required to appoint registered auditors annually in consultation with the Executive Board. The Finance Committee will consider whether the current auditors, Smith Williamson, who were appointed in 2008, should be re-appointed.

8. Other business verbal

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

The Committee will consider the date of its next meeting.



Promotion Committee

16th meeting

22 September 2009 (11:30)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PC-55/09
2. Promotion activities and proposals	
2.1 ICO CoffeeClub Network – to note	verbal
The consultant will report on the implementation of the ICO CoffeeClub Network.	
2.2 Programmes to promote coffee consumption – to note	verbal
The consultant will report on the implementation of programmes to promote coffee consumption based on the Step-by-Step Guide to promote coffee consumption.	
2.3 Coffee and health – to consider	verbal
The Executive Director will report on coffee and health programmes. The Committee will consider an update on funding of the Positively Coffee Programme by the Institute for Scientific Information on Coffee (ISIC) and future ICO participation in the Programme.	
3. Promotion Fund – to consider	to follow
At the last meeting, it was suggested that it would be useful to consider the recapitalization of the Promotion Fund. A report on the use of the Promotion Fund during the 2001 Agreement will be circulated. Members are invited to submit proposals for consideration.	

4. **Other business – *to consider*** verbal
5. **Date of next meeting – *to note*** verbal

The Secretariat will confirm the date of the next meeting of the Promotion Committee.



Statistics Committee
27th meeting
21 September 2009 (15:30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Statistics 138/09
2. Chairman – to elect	verbal
In March 2009, the Committee decided to defer the election of a Chairman until September on the assumption that the ICA 2007 would be in effect and the Committee would operate with a new structure.	
3. Report of the Statistics Committee on the meeting of 16 March 2009 – to approve	WP-Statistics 137/09
4. Compliance with statistical rules – to consider	to follow
The Statistician will report on compliance with statistics.	
5. Technical assistance – to consider	verbal
The Statistician will report on contacts with selected exporting Members concerning progress on the preparation of a manual of best practice.	
The Statistician will also report on arrangements for a workshop in Vietnam and Indonesia and proposals for technical assistance, including any proposals submitted to the Executive Director by African Members for assistance through the Brazilian Agricultural Agency (EMBRAPA), based in Ghana.	
6. Rules on Indicator Prices – to consider	WP-Statistics 122/08
The Committee will review proposals for revisions to the current Rules on Indicator Prices contained in document WP-Statistics 122/08.	

7. ICO indicator prices – *to consider and make a recommendation to the Council* to follow

Every two years, in accordance with the procedures for the collection, transmission, calculation and publication of group and composite prices contained in document EB-3776/01 Rev. 1, there should be a review of the market share in each group and their weightings for the calculation of the ICO composite indicator price as stated in Annex I of the document. The last review took place in September 2007.

8. Conversion factors – *to submit a recommendation to the Council* to follow

As decided at the last meeting, a document (ED-2062/09) on introducing a conversion factor for green decaffeinated coffee has been circulated for comments by Members.

9. Inventories and stocks – *to note* verbal

The Committee will review the results of the European Coffee Federation's survey on inventories and stocks of green coffee. The Statistician will report.

10. Organic coffee – *to consider* to follow

The Statistician will introduce a report on exports of organic coffee by origin and by destination.

11. Exports to exporting countries – *to consider* to follow

The Statistician will introduce a report on exports of all forms of coffee to exporting countries, including re-exports from importing countries.

12. Report to the International Coffee Council – *to note* verbal

The Chairman of the Statistics Committee will report to the Council with any recommendations.

13. Other business – *to note/consider*

Registered ports of export and ICO Certifying Agents to follow

A revised document containing information on registered ports of export and ICO Certifying Agents will be circulated to the Council.

Costs of production verbal

Exporting Members who have not yet done so are requested to send the Secretariat information on the costs of production (see ED-2038/08).

Statistics Committee

verbal

The Council will consider the appointment of members of the Statistics Committee for a further year in the light of progress on the 2007 Agreement.

14. Future meetings – *to note*

verbal

The Council is scheduled to meet in Guatemala City from 1 to 4 March 2010. The Committee will consider the date of its next meeting.



INTERNATIONAL COFFEE ORGANIZATION

22 Berners Street
London W1T 3DD
United Kingdom

**ICO MEETINGS
(September 2009)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in September 2009:

	Yes*	No*
Private Sector Consultative Board (21 September)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Finance Committee (21 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Statistics Committee (21 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
Executive Board (22 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Promotion Committee (22 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
103 rd Session of the Council (23 – 25 September)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)

* Please tick as appropriate

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:

Signature:

Please return to:
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD
Tel.: +44 (0) 20 7612 0600
Fax: +44 (0) 20 7612 0630
Email: info@ico.org