



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 2009/07

27 February 2007
Original: English

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- Working Group on the Future of the Agreement
- International Coffee Council
- Executive Board
- Private Sector Consultative Board
- Statistics Committee
- Finance Committee
- Promotion Committee

Convocation of ICO meetings

(21 – 25 May 2007)

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 97th Session of the International Coffee Council and other ICO meetings which will take place from 21 to 25 May 2007. 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 meeting of the Council will be held on Tuesday 22 May at 09.45.

Future of the 2001 Agreement

2. The Working Group on the Future of the Agreement will meet on 21 May 2007 following its meeting on 19 and 20 March, prior to submitting its recommendations to the Council. As decided by the Council, the Group is only open to Members of the Organization.

Agendas and arrangements

3. Draft Agendas are attached, together with a Guide to meetings containing information on arrangements for meetings, hotels and a map showing the location of the ICO. A schedule of meetings and an Agenda for the Working Group on the Future of the Agreement will be circulated after the meeting of the Working Group on 19 and 20 March.

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 **30 April 2007**. As previously advised, the deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) is **25 June 2007**.

Programme

Meeting	Date (time of first meeting)	Open to
Working Group on the Future of the Agreement	21 May 2007 (09.45)	Members
International Coffee Council (97th Session)	22 May 2007 (09.45)	Members and observers from non-member countries, international organizations and private sector associations
Executive Board	22 May 2007 (14.30)	Members
Private Sector Consultative Board (PSCB)	23 May 2007 (09.30)	PSCB representatives and observers from private sector associations
Statistics Committee	23 May 2007 (14.30)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity
Finance Committee	23 May 2007 (16.00)	Members
Promotion Committee	24 May 2007 (16.00)	Members, private sector representatives, and observers from non-member countries and other organizations

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 **7 May 2007**.

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 on 21, 22, 24 and 25 May. Meetings on 23 May will be held in English only.



International Coffee Organization
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ICC 97-0

27 February 2007
Original: English

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International Coffee Council
Ninety-seventh Session
22 and 25 May 2007
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-97-0 Guide to meetings
2. Admission of observers – to consider The Council will consider procedures for the admission of observers to its meeting.	to follow
3. Votes and credentials	
3.1 Votes in the Council for coffee year 2006/07 – to approve The Secretary will report.	to follow
3.2 Credentials – to approve The Chairman will examine credentials with the assistance of the Secretariat.	verbal
4. Future of the International Coffee Agreement (ICA) 2001 – to consider and, if appropriate, to approve The Chairman of the Working Group on the Future of the Agreement will report on the recommendations of the Group.	to follow

5. Membership of the ICA 2001

5.1 Current situation – *to consider and, if appropriate, to approve* to follow

As at 26 February 2007, there were 77 Members of the Organization, comprising 45 exporting and 32 importing countries. Procedures for membership are contained in document ED-1800/01 Rev. 9. The Council will consider two draft Resolutions respectively extending the time limit for the deposit of instruments of ratification, acceptance, approval or accession, and for the deposit of instruments by Governments which are provisionally applying the Agreement. The Executive Director will report on the current situation of membership and on contacts with non-member countries.

5.2 Accession of Timor-Leste – *to consider and, if appropriate, to approve* to follow

In May 2006, the Council approved a draft Resolution setting conditions for the accession of Timor-Leste by 31 March 2007. As the Government of Timor-Leste requires additional time to complete the procedures, the Council will consider a draft Resolution extending this deadline.

6. Coffee market situation – *to note* to follow

The Executive Director will introduce an analysis of the market situation.

7. Coffee development projects to follow

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

The Head of Operations will report on projects approved by the CFC. A document containing progress reports on the following projects will be circulated:

- Coffee market development and trade promotion in Eastern and Southern Africa
- Improvement of coffee production in Africa by the control of coffee wilt disease – tracheomyces
- Short and medium term finance for small-scale coffee farmers in Kenya
- Improving coffee quality in East and Central Africa through enhanced processing practices (mid-term evaluation report)
- Robusta quality and marketing improvement by optimal use of coffee terroirs
- Pilot rehabilitation of the coffee sectors in Honduras and Nicaragua
- Diversification of production in marginal areas in the State of Veracruz, Mexico

7.2 Projects for approval by the Council – to consider and if appropriate, to approve

In January 2007, the Board recommended that the Council should approve the following project for submission to the CFC:

Competitive coffee enterprises programme – submitted by ANACAFE WP-Board 1024/07

The Chairman of the Executive Board will report on the following project which will be considered by the Board in May 2007: to follow

Pilot project to expand and develop the market in selected producing countries (India, Indonesia and Mexico) – submitted by P&A International Marketing

8. Report by the Chairman of the Private Sector Consultative Board (PSCB) – to note/to approve to follow

The Chairman of the PSCB will report on the meeting of 23 May 2007. The Council is requested to take note of this report and to approve a number of small amendments to the composition of the PSCB for 2006/07.

9. Report by the Chairman of the Statistics Committee – to note verbal

The Chairman of the Statistics Committee will report on the meeting of 23 May 2007.

10. Promotion Committee – to note verbal

Article 34 of the Agreement provides that the Promotion Committee shall report regularly to the Council. The Chairman of the Promotion Committee will report.

11. Cooperation with other agencies verbal

The Executive Director will report.

12. 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.

13. Financial and administrative matters

13.1 Administrative Accounts of the Organization for the financial year 2005/06 and Report of the Auditors – *to approve* EB-3925/07

The Council will consider the recommendation of the Board on the Administrative Accounts of the Organization for the financial year 2005/06 and Report of the Auditors.

13.2 Payment of arrears – *to consider and, if appropriate, to approve* to follow

The Council will consider the recommendation of the Executive Board on two draft Resolutions to restore the voting rights of the Democratic Republic of Congo and Uganda.

14. Other business – *to consider* verbal

15. Future meetings to follow

A document containing dates of meetings in 2007/08 and 2008/09 will be circulated – *to consider and approve*

The next Session of the Council will take place at the headquarters of the Organization in London from 24 to 28 September. Members are invited to suggest topics for presentations during these meetings, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



International Coffee Organization
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EB 3928/07

27 February 2007
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Executive Board
264th Meeting
22 and 24 May 2007
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	EB-3928/07 Guide to meetings
2. Votes in the Council and Executive Board for coffee year 2006/07 – to approve	to follow
3. Programme of activities for 2007/08 – to consider	to follow
A document containing a programme of proposed activities in coffee year 2007/08 will be circulated. The Board will consider this prior to submitting a recommendation to the Council in September 2007.	
4. Coffee development projects	
4.1 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 January 2007. He will also report on contacts with the CFC Secretariat to convey issues raised by Members at the Board meeting in January 2007.	
4.2 Projects under consideration by the ICO – to consider	
New project proposals for consideration by the Board in September 2007 should reach the Executive Director by 25 June 2007 . The report of the Virtual Screening Committee (VSC) on new proposals to be considered by Members will be circulated. The Head of Operations will report.	
	to follow

- Pilot project to expand and develop the market in selected producing countries (India, Indonesia and Mexico) – submitted by P&A International Marketing – *to consider this proposal and the recommendations of the VSC, and to submit a recommendation to the Council*** to follow
- 5. Studies – *to consider*** to follow
- Effects of tariffs on the coffee trade** - an updated report on the effects of tariffs on the coffee trade will be circulated. The Executive Director will report.
- United Nations Framework Convention on Climate Change:** The Executive Director may report.
- 6. Implementation of the Coffee Quality-Improvement Programme (CQP) – *to consider*** to follow
- The Executive Director will introduce a report on the CQP.
- 7. Phytosanitary matters – *to consider*** to follow
- A document containing a summary of food safety legislation requirements and measures in force in consuming countries, and reviewing actions by producing countries to avoid the risks will be circulated.
- The Executive Director will report on matters including OTA and an EU review of Maximum Residue Levels of pesticides. Exporting Members are invited to inform the ICO of any relevant actions on this subject.
- 8. Information services – *to consider*** to follow
- A report on the development of the ICO website will be circulated.
- 9. Financial and administrative matters**
- 9.1 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 23 May 2007, including the financial situation.

9.2 Administrative Accounts of the Organization for the Financial year 2005/06 and Report of the Auditors – to recommend for approval by the Council EB-3925/07

Rule 62 of the *Rules of the Organization* provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement. In January 2007, the Finance Committee submitted this document to the Executive Board with the proviso that it would like to consider it further and revert to the Board with any comments in May 2007.

9.3 Draft Administrative Budget for the financial year 2007/08 – to note to follow

Article 19 of the Agreement provides that the Executive Board shall examine the draft Administrative Budget presented by the Executive Director and submit it to the Council with its recommendation for approval. The Budget will be further considered by the Finance Committee in July 2007.

9.4 Payment of arrears – to consider to follow

The Board will consider draft Resolutions restoring the votes of the Democratic Republic of Congo and Uganda.

In September 2006, the Council restored the voting rights of Panama, which joined the ICO in July 2006 but had outstanding arrears from previous years. The Executive Director will report.

9.5 Other financial and administrative matters – to note verbal

The Executive Director will report.

10. Other business – to consider verbal

11. Future meetings verbal

The next meeting of the Board will take place at the headquarters of the Organization in London from 24 to 28 September 2007 – *to note*

Members are invited to suggest topics for presentations during the September 2007 meetings, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



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PSCB 101/07

27 February 2007
English only

E

Private Sector Consultative Board
24th meeting
23 May 2007 (09.30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-101/07
2. Report on the meeting of 25 January 2007 – to approve	PSCB-100/07
3. Food safety aspects – to note	to follow

The PSCB will consider updates on OTA legislation and the issues of acrylamide and furan.

A document requested by the Council containing a summary of legislation on food safety and reviewing actions by producing countries to avoid the risks will be circulated.

The PSCB will also consider progress in sending information on pesticides used in exporting countries for an EU review of Maximum Residue Levels of pesticides (ED-1982/06).

A document containing information about an EC regulation aimed at increased security for shipments entering or leaving the EU and providing greater facilitation for compliant operators has been circulated (ED-2008/07).

4. Coffee and health – to note	verbal
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Reports will be given on the Positively Coffee Programme and the Health Care Professions – Coffee Education Programme (HCP-CEP).

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

The Executive Director will introduce a report on the CQP.

- 6. Future of the International Coffee Agreement (ICA) 2001 – to consider** to follow

The Executive Director will report on the meetings of the Working Group on the Future of the Agreement in March and May 2007.

- 7. International Coffee Genome Network (ICGN) – to consider** verbal

The Chairman of ISIC or the representative of the ICGN will report.

- 8. Recommendations to the Council – to note** verbal

The Chairman will summarise any recommendations agreed by the PSCB at this meeting to be conveyed to the Council for consideration or approval by Members.

- 9. Other business – to consider** verbal

PSCB representatives for 2007/08 and 2008/09 (September 2007)

Election of PSCB Chairperson and Vice-Chairperson (September 2007)

- 10. Future meetings – to consider** verbal

PSCB Members are invited to suggest matters for consideration at the next meeting.

It is suggested that the next meeting of the PSCB should take place at the headquarters of the Organization in London at the time of ICO meetings taking place from 24 to 28 September 2007, on the morning of 26 September.



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WP Statistics 107/07

27 February 2007
English only

E

Statistics Committee
23 May 2007 (14.30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Statistics 107/07
2. Chairperson and Vice-Chairperson – to elect The terms of reference for the Statistics Committee (document EB-3833/02) state that the Chairperson shall be elected for a two-year term at the first meeting of the coffee year.	verbal
3. Report of the Statistics Committee on the meeting of 27 September 2006 – to approve	WP-Statistics 106/06
4. Compliance with statistical rules – to consider The Statistician will introduce a report on compliance with statistics incorporating suggestions made by the Committee at the last meeting.	to follow
5. Technical assistance – to consider The Statistician will report on requests to exporting countries in full compliance with the statistical rules to prepare a manual of best practice, and on contacts with two countries regarding pilot regional workshops.	verbal
6. Inventories and stocks – to note The Committee will review the results of the European Coffee Federation survey on inventories and stocks of green coffee and information on stocks received from producing countries. The Statistician will report.	verbal

7. Organic coffee – to consider to follow

The Statistician will introduce a report on exports of organic coffee, including the value where available, and will report on the retail price of organic coffee in importing countries as discussed at the last meeting. The Committee will review the collection of data on organic coffee in the light of information received from Members.

8. Exports to exporting countries – to consider to follow

The Statistician will introduce a report on exports of all forms of coffee to exporting Members, incorporating suggestions made by the Committee at the last meeting.

9. Future statistical priorities – to consider to follow

In discussions on future statistical priorities at its last meeting, the Committee noted that an expansion of the current data series would have cost implications and agreed that it would be useful to have details about the costs of providing statistical services to enable it to assess what was feasible. The Working Group on the Future of the Agreement is considering a number of proposals on statistical matters, which will be circulated to the Committee. The Statistician will report.

10. New statistical software at the ICO – to note verbal

The Statistician will report on developments in upgrading the ICO's statistical system.

11. Report to the International Coffee Council – to note verbal

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

12. Other business – to note/consider verbal

13. Future meetings verbal

The Committee may wish to suggest matters for consideration at its next meeting – *to consider*

The next meeting of the Committee will take place at the time of the Council session from 24 – 28 September 2007 – *to note*



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WP Finance 45/07

27 February 2007
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Finance Committee
9th meeting
23 May 2007 (16.00)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance 45/07
2. Financial situation – to note The Head of Finance and Administration will report on the financial situation.	to follow
3. Administrative Accounts of the Organization for the financial year 2005/06 and Report of the Auditors – to recommend for approval The Committee had a preliminary review of document EB-3925/07 containing the Administrative Accounts at its meeting in January 2007 and will consider this document further prior to submitting it to the Executive Board.	EB-3925/07
4. Outstanding contributions – to consider The Executive Director will report on progress in recovering arrears, including repayments by the Democratic Republic of Congo and Uganda in accordance with schedules agreed in January 2007. As recommended by the Committee, the Board and Council will consider draft Resolutions restoring the voting rights of both countries. In September 2006, the Council restored the voting rights of Panama which had recently joined the Organization, but had outstanding arrears from previous years, noting that the matter should be kept under review. The Executive Director will report.	to follow

- 5. Draft Administrative Budget for the financial year 2007/08 – to consider** to follow

The Finance Committee will consider the draft Administrative Budget for the financial year 2007/08.

- 6. Other business – to consider** verbal

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

It is suggested that the Committee could meet again in July 2007.



International Coffee Organization
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PC 41/07

27 February 2007
Original: English

E

Promotion Committee

24 May 2007 (16.00)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PC-41/07
2. Promotion activities and proposals	
2.1 Step-by-step Guide to promote coffee consumption – to note	verbal
The Executive Director will invite Members to report on their use of the Guide.	
2.2 ICO network to promote coffee consumption – to consider	to follow
P&A International Marketing will report on the development of this proposal and on the inclusion of criteria to evaluate success and milestones to assess progress, as requested by the Steering Group on Promotion in January 2007.	
2.3 Domestic consumption – to note	to follow
The Executive Board will consider a proposal for a pilot project to expand and develop the market in selected producing countries (India, Indonesia and Mexico) for submission to the Common Fund for Commodities.	
2.4 Coffee and health – to consider	verbal
The Private Sector Consultative Board (PSCB) will consider reports on the Positively Coffee and the Health Care Professions – Coffee Education Programme at its meeting on 23 May.	
The Chairman of the Promotion Committee will report on the activities of the Institute for Scientific Information on Coffee (ISIC).	

3. Financial matters to follow

3.1 Accounts of the Promotion Fund for the financial year 2005/06 and Report of the Auditors – *to note*

The Accounts of the Promotion Fund and Report of the Auditors will be presented for the approval of exporting Members.

3.2 Accounts of the Special Fund for the financial year 2005/06 and Report of the Auditors – *to note*

The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.

4. Other business – *to consider* verbal

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

The next meeting of the Promotion Committee will take place during the 98th Session of the Council to be held at the ICO headquarters in London, from 24 to 28 September 2007.

A meeting of the Steering Group on Promotion may be organized at this time.



**ICO MEETINGS
(May 2007)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in May 2007:

	Yes*	No*
Working Group on the Future of the Agreement (21 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
97 th Session of the Council (22 and 25 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
Executive Board (22 and 24 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Private Sector Consultative Board (23 May)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Statistics Committee (23 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
Finance Committee (23 May)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Promotion Committee (24 May)	<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 Member country as appropriate)*

Name: Surname:

Name on registration badge:

Title or official position:

Organization/company:

Address:

Country: Phone:

Fax: Email:

Signature:

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