



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

ED 2026/07

5 November 2007
Original: English

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- **International Coffee Council**
- **Executive Board**

**Convocation of the Special Session
of the International Coffee Council
and the Executive Board**

(24 and 25 January 2008)

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform Members and observers about the 99th (Special) Session of the International Coffee Council on 25 January 2008, preceded by the Executive Board on 24 January 2008. The 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 next meetings of the Private Sector Consultative Board and the Statistics Committee will take place in May 2008.

2. At its 98th Session in September 2007, the Council decided to hold a Special Session in January 2008 to enable a final decision to be taken on the Depositary of the International Coffee Agreement 2007.

Agendas and arrangements

3. 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.

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 **7 January 2008**. The deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) in May 2008 is 22 February 2008.

Programme

<u>Meeting</u>	<u>Date (time of first meeting)</u>	<u>Open to</u>
Executive Board	24 January 2008 (09.45)	Members
International Coffee Council (99th Session)	25 January 2008 (09.45)	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 are requested to inform the Executive Director 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 **11 January 2008**.

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 the meetings listed above.

Interpretation

9. One team of interpreters will be available on 24 and 25 January.



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ICC 99-0

5 November 2007
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International Coffee Council
99th Session (Special)
25 January 2008 (09.45)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	ICC-99-0 Guide to meetings
2. Admission of observers – to consider The Council will consider procedures for the admission of observers to its meeting.	WP-Council 141/06 Rev. 2
3. Votes and credentials	
3.1 Votes in the Council for coffee year 2007/08 – to approve The Secretary will report.	to follow
3.2 Credentials – to approve The Chairman will examine the credentials with the assistance of the Secretariat. The Secretary will report.	verbal
4. International Coffee Agreement (ICA) 2007	
4.1 Depository of the ICA 2007 – to approve The Council will decide on the Depository of the 2007 Agreement.	ICC-98-6 ED-2025/07
4.2 Procedures for membership – to note Information on procedures for membership of the 2007 Agreement will be circulated.	to follow

4.3 Preparations for the implementation of the ICA 2007 – to follow
to consider/note

The Executive Director will report on preparations for the implementation of the ICA 2007, including the development of a strategic action plan for the new Agreement, an updated development strategy for coffee, terms of reference for new bodies, review of Memoranda of Understanding with other organizations, and revision of the Rules of the Organization as appropriate.

5. 3rd World Coffee Conference – to consider verbal

Article 21 of the 2001 Agreement provides that the Council shall decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board. The Executive Director will report.

6. Financial and administrative matters

6.1 Administrative Accounts of the Organization for the financial year 2006/07 and Report of the Auditors – to approve to follow

The Chairman of the Executive Board will report.

6.2 Other financial and administrative matters – to consider to follow

The Chairman of the Executive Board will report.

7. Other business – to consider verbal

8. Future meetings verbal

The next session of the Council will take place at the headquarters of the Organization in London from 19 to 23 May 2008 – *to note*

Members are invited to suggest topics for presentations during the May 2008 meetings, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



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EB 3939/07

5 November 2007
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Executive Board

266th Meeting

24 January 2008 (09.45)

London, England

Draft Agenda

Item

Document

1. **Draft Agenda and schedule of meetings – to adopt**
EB-3939/07
Guide to meetings
2. **Votes in the Council and Executive Board for coffee year 2007/08 – to approve**
to follow

The Secretary will report.
3. **Membership of the International Coffee Agreement (ICA) 2001 – to note**
verbal

As at 5 November 2007, there were 77 Members of the Organization, comprising 45 exporting and 32 importing countries. The Executive Director will report on the current situation of membership and on contacts with non-member countries.
4. **Annual Review 2006/07 – to note**
to follow

The Executive Director will introduce the Annual Review for coffee year 2006/07.
5. **Coffee market situation – to note**
to follow

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

6. Coffee development projects

6.1 Projects under consideration by the Common Fund for Commodities (CFC) – *to note/consider* to follow

The Head of Operations will report on projects under consideration by the CFC. A report summarizing responses to ED-2020/07 inviting exporting Members to report on the status of four major pests and diseases will be circulated.

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

The Head of Operations will report on new project proposals and the recommendations of the Virtual Screening Committee (VSC) on projects submitted for consideration by the deadline of 21 September 2007. New project proposals for consideration by the VSC and Executive Board in May 2008 should reach the Executive Director by **22 February 2008**.

7. Seminar on geographical indicators – *to consider* to follow

The Chief Economist will introduce draft terms of reference for a seminar on geographical indicators, scheduled to take place during the week of 19 to 23 May 2008.

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

The Executive Director will introduce a report on the CQP and will also report on contacts regarding the possible harmonization of Resolution 420 with ISO Standard 10470:2004 Green Coffee Defect reference chart.

9. Promotion – *to consider* verbal

The consultant will report on the development of the ICO network to promote coffee consumption.

In September 2007, the Promotion Committee took note of a request by Vietnam for enhanced cooperation with the ICO in promotion activities including increasing internal consumption. The Executive Director will report.

10. Phytosanitary matters – *to consider* verbal

The Head of Operations will report on phytosanitary matters including OTA and an EU review of Maximum Residue Levels of pesticides.

- 11. Cooperation with other organizations – *to note*** verbal
- The Executive Director will report on relevant cooperation with international and other organizations.
- 12. Financial and administrative matters**
- 12.1 Financial situation – *to note*** to follow
- The Executive Director will introduce a report on the financial situation.
- 12.2 Administrative Accounts of the Organization for the financial year 2006/07 and Report of the Auditors – *to recommend for approval by the Council*** to follow
- 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. The Executive Director will report.
- 12.3 Payment of arrears – *to consider*** to follow
- The Executive Director will report on compliance by Uganda and the Democratic Republic of Congo with the provisions of Resolutions 429 and 430.
- 12.4 Other financial and administrative matters – *to approve*** to follow
- A document containing proposals for salary scales and the basis for contributions to the Provident Fund for staff in the General Service category will be circulated.
- 13. Other business – *to consider*** verbal
- 14. Future meetings – *to consider/note*** verbal
- The next meeting of the Board will take place at the headquarters of the Organization in London during the week of 19 to 23 May 2008.
- Members are invited to suggest topics for presentations during the May 2008 meetings, for inclusion on the Agenda, and improvements to future meeting arrangements.

Draft programme – as at 5 November 2007

**ICO MEETINGS (24 and 25 January 2008)
PROVISIONAL PROGRAMME**

Thursday 24 January		Room	Open to	
08.45 onwards	Registration	Council Lounge	ICO Members	Accreditation/registration of participants throughout the day
08.45 – 09.30	Briefing meeting	ED's office	Restricted	Chairmen and spokespersons only
09.45 – 13.00	Executive Board	Boardroom	ICO Members	
13.00 – 14.30	Lunch break			
14.30 – 17.00	Executive Board	Boardroom	ICO Members	
Friday 25 January		Room	Open to	
09.00 – 09.30	Briefing meeting	ED's office	Restricted	Chairmen and spokespersons (<i>if required</i>)
09.45 – 13.00	Council	Council chamber	ICO Members and observers	
13.00 – 13.30	Press conference	Committee Room	Press	The Executive Director and some Heads of Delegation will brief the press on the outcome of discussions during the week.

Notes:

1. There will be one team of interpreters on 24 and 25 January. Interpretation facilities are not available in the Committee Room.
2. Annex I lists office holders and the composition of ICO bodies for 2007/08.

As at 3 October 2007

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2007/08**International Coffee Council (2007/08)**

Chairman: Mr. G.V. Krishna Rau (India) ■ 1st Vice-Chairman: Mr. Ivan Romero (Honduras) ■ 2nd Vice-Chairman: Mr. Manuel Altimira (Spain) ■ 3rd Vice-Chairman: no nomination

Executive Board (2007/08)

Chairman: Mr. David Brooks (USA) ■ Vice-Chairman: Mr. Jindrich Fialka (Czech Republic)

Exporting Members: Brazil, Burundi, Cameroon, Colombia, El Salvador, Guatemala, Indonesia, Papua New Guinea

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: Mr. Christian Rasch Topke (ANACAFE) ■ Vice-Chairperson: Ms. Florence Rossillion (ECF)

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 de Exportadores de Café do Brasil (CECAFÉ), Conselho Nacional do Café (CNC)

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

Promotion Committee

Chairman: Dr. Ernesto Illy (ISIC) ■ Vice-Chairman: Mr. Mick Wheeler (Papua New Guinea)

Steering Group on Promotion (2006/07 – 2007/08)

Chairman (2006/07): Executive Director ■ Vice-Chairman (2006/07): Mr. Mick Wheeler (Papua New Guinea) ■ **Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Indonesia ■ **Importing Members:** France, Italy, Japan, United Kingdom **PSCB:** Chairman and Vice-Chairman ■ **Promotion Committee:** Chairman and Vice-Chairman ■ **ICO:** Executive Director

Statistics Committee (2006/07 – 2007/08)

Chairman: Mr. Jaime Junqueira Payne (Brazil) ■ Vice-Chairman: Mr. Neil Rosser ■ **Exporting Members:** Mr. Jaime Junqueira Payne (Brazil), Ms. Maria del Pilar Fernández (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 (2006/07 – 2007/08)

Chairman (2006/07): 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, USA



**ICO MEETINGS
(January 2008)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in January 2008:

	Yes*	No*
Executive Board (24 January)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
99 th Session of the Council (25 January)	<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:

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Country: Phone:

Fax: Email:

Signature:

Please return to:
Executive Director
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Fax: +44 (0) 20 7612 0630
Email: info@ico.org