



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

ED 2052/08

14 November 2008  
Original: English

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- **Private Sector Consultative Board**
- **Finance Committee**
- **Statistics Committee**
- **Executive Board**
- **Promotion Committee**
- **International Coffee Council**

### **Convocation of ICO meetings**

**16 – 20 March 2009**

### **Meetings and venue**

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 102<sup>nd</sup> Session of the International Coffee Council and other ICO meetings which will take place from 16 to 20 March 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, 18 March 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 **14 February 2009**. The deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) in March 2009 is **19 December 2008**.

### **Seminar on the coffee berry borer**

4. Information about the Seminar on the coffee berry borer scheduled for the afternoon of Tuesday 17 March will be circulated separately.

## Programme

<b>Meeting</b>	<b>Date (time of first meeting)</b>	<b>Open to</b>
<b>Private Sector Consultative Board (PSCB)</b>	16 March 2009 (09:30)	PSCB representatives and observers from private sector associations
<b>Finance Committee</b>	16 March 2009 (13:15)	Members
<b>Statistics Committee</b>	16 March 2009 (15:30)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity
<b>Executive Board</b>	17 March 2009 (09:30)	Members
<b>Promotion Committee</b>	17 March 2009 (11:30)	Members and observers
<b>Seminar on the coffee berry borer</b>	17 March 2009 (14:30 – 18:30)	Members and observers
<b>International Coffee Council (102<sup>nd</sup> Session)</b>	18 March 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](mailto:info@ico.org) or by completing and returning the form attached to the back of this document to the Secretariat by **21 February 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 17 to 20 March. Meetings on 16 March will be held in English only.

As at 10 November 2008

**ICO MEETINGS (16 – 20 March 2009)  
PROVISIONAL PROGRAMME**

<b>Monday 16 March</b>		<b>Room</b>	<b>Open to</b>	
08:45 onwards	Registration	Council 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 – 17:30	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
<b>Tuesday 17 March</b>		<b>Room</b>	<b>Open to</b>	
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 – 18:30	Coffee berry borer Seminar	Council chamber	ICO Members and observers	
<b>Wednesday 18 March</b>		<b>Room</b>	<b>Open to</b>	
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	
<b>Thursday 19 March</b>		<b>Room</b>	<b>Open to</b>	
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	
<b>Friday 20 March</b>		<b>Room</b>	<b>Open to</b>	
09:30 – 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.
13:00 – 14:30	Lunch break			
14:30 – 17:00	Council	Council Chamber	ICO Members and observers	As required

**Notes:**

There will be one team of interpreters from 17 to 20 March. Meetings on 16 March will be in English only. The **Annex** lists office holders and the composition of ICO bodies for 2008/09.

As at 6 October 2008

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

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

**Executive Board (2008/09)**

Chairman: Mr G.V. Krishna Rau (India) ■ Vice-Chairman: Mr Hartoyo 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)

**Steering Group on Promotion (2008/09)**

Chairman: 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 (2008/09)**

Chairman: *to be appointed at first meeting* ■ Vice-Chairman: Mr Neil Rosser ■ **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: *to be appointed at first meeting* ■ **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



International Coffee Organization  
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ICC 102-0

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**International Coffee Council**  
102<sup>nd</sup> Session  
18 – 20 March 2009  
London, England

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda and schedule of meetings – to adopt</b>	ICC-102-0 Guide to meetings
<b>2. Admission of observers – to consider</b>  The Council will consider requests for observer status at this Session.	verbal
<b>3. Votes and credentials</b>	
<b>3.1 Votes in the Council for coffee year 2008/09 – to approve</b>  The Secretary will report.	to follow
<b>3.2 Credentials – to approve</b>  The Chairman will examine the credentials with the assistance of the Secretariat.	verbal
<b>4. Membership</b>	
<b>4.1 Membership of the International Coffee Agreement (ICA) 2001 – to note</b>  The Executive Director will report.	verbal
<b>4.2 Membership of the ICA 2007 – to consider</b>  The deadline for signature of the 2007 Agreement and the deposit of instruments is <b>25 September 2009</b> . A report on the status of the ICA 2007 will be circulated. The Council will consider whether the conditions for entry into force of the 2007 Agreement have been met.	to follow

**4.3 InterAfrican Coffee Organisation – to consider** to follow

The Council will consider the participation of the InterAfrican Coffee Organisation under the provisions of Article 5 of the ICA 2007. The Executive Director will report on issues to be taken into account in considering applications for group membership.

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

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

**6. Annual Review 2007/08 – to note** to follow

The Executive Director will introduce the Annual Review for 2007/08.

**7. World Coffee Conference – to consider/appoint** to follow

Guatemala will host the next World Coffee Conference which will take place in Guatemala City from 26 to 28 February 2010. In accordance with Article 21 of the ICA 2001, the Council will appoint the Chairman of the Conference, and decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board. A document outlining proposals and preparations for the Conference will be circulated.

**8. Preparations for the ICA 2007 – to consider** WP-Council 166/08

Documents WP-Council 166/08, WP-Council 177/08, WP-Council 181/08 and WP-Council 188/08, respectively, contain communications received from Indonesia, the USA, the African Group and Jamaica. WP-Council 177/08  
WP-Council 181/08  
WP-Council 188/08

**8.1 Revisions to the Rules of the Organization – to consider**

Revised documents have been circulated for the following Rules:

- Rules of the Organization WP-Council 165/08 Rev. 2
- Financial Regulations and Financial Rules of the Organization WP-Council 172/08 Rev. 2  
(to be reviewed by the Finance Committee at its meeting on 16 March 2009)

**8.2 Rules on Statistics – to consider** WP-Council 179/08 Rev. 1

Document WP-Council 179/08 Rev. 1 containing proposals for revisions to the Rules on Statistics – Certificates of Origin will be reviewed by the Statistics Committee at its meeting on 16 March 2009.

**8.3 Terms of reference – to consider**

Revised draft terms of reference incorporating proposals made by Members have been circulated for the following bodies:

- Consultative Forum on Coffee Sector Finance WP-Council 167/08 Rev. 2
- Private Sector Consultative Board PSCB-107/08 Rev. 2
- Promotion and Market Development Committee WP-Council 168/08 Rev. 1
- Projects Committee WP-Council 169/08 Rev. 1
- Finance and Administration Committee WP-Council 170/08 Rev. 1
- Statistics Committee WP-Council 171/08 Rev. 1

**8.4 Strategic action plan – to consider**

ICC-101-1  
WP-Council 173/08 Rev. 2

A report on progress on implementing the outline plan of action for the 2001 Agreement and a revised draft strategic action plan for the ICA 2007 have been circulated.

**8.5 Development strategy for coffee – to consider**

to follow

The Manual for the Common Fund for Commodities (CFC) (Annex VIII) requires a clear development strategy for each International Commodity Body, subject to review every five years and updated if required by changing circumstances. The Executive Director circulated document ED-2050/08 inviting Members to send contributions for updating the current Development strategy for coffee by 19 December 2008. A revised strategy will be circulated for consideration by Members.

**9. Coffee development projects**

to follow

**9.1 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 March 2009.

**9.2 Projects already approved by the CFC – to note**

to follow

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

**10. Seminar on the coffee berry borer (CBB) – to consider**

verbal

The Chairman of the Seminar will report.



- 11. Studies and reports**
- 11.1 Study on fertilizer prices – *to consider*** to follow  
A study on fertilizer prices will be circulated.
- 11.2 Study on consumption in non-member countries – *to consider*** to follow  
A study on consumption in non-member countries will be circulated.
- 11.3 Obstacles to consumption – *to consider*** to follow  
A report on obstacles to consumption will be circulated.
- 12. 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 16 March 2009. The Council is requested to take note of this report and to approve some amendments to the composition of the PSCB for 2007/08 and 2008/09.
- 13. Report by the Chairman of the Statistics Committee – *to note*** verbal  
The Chairman of the Statistics Committee will report on the meeting of 16 March 2009.
- 14. Promotion Committee – *to note*** verbal  
Article 34 of the 2001 Agreement provides that the Promotion Committee shall report regularly to the Council.
- 15. Phytosanitary matters – *to consider*** verbal  
The Head of Operations will report on phytosanitary matters including ochratoxin A (OTA), acrylamide and legislation on Maximum Residue Levels of pesticides.
- 16. Cooperation with other agencies – *to note*** verbal  
The Secretariat is reviewing Memoranda of Understanding and future cooperation with other organizations in the light of the 2007 Agreement. The Executive Director will report.

- 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 Administrative Accounts of the Organization for the financial year 2007/08 and Report of the Auditors – *to approve*** to follow
- The Council will consider the recommendation of the Executive Board on the Administrative Accounts of the Organization for the financial year 2007/08 and Report of the Auditors.
- 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 draft Administrative Budget for 2009/10, proposals for revisions to salary scales, associated allowances and the basis for contributions to the Provident Fund for staff in the General Service category, and proposals for the revision of education grant and dependency allowances for staff in the Professional and higher categories.
- 19. Other business – *to consider*** verbal
- 20. Future meetings** to follow
- A document with dates of meetings in 2009/10 and 2010/11 will be circulated – *to consider*
- The next Session of the Council will take place from 21 to 25 September 2009. The Council will consider an invitation by the Government of Côte d'Ivoire to hold a Session in Côte d'Ivoire in September 2009 – *to consider*
- 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*



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EB 3956/08

14 November 2008  
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**Executive Board**  
269<sup>th</sup> Meeting  
17 March 2009  
London, England

## Draft Agenda

Item	Document
<b>1. Draft Agenda and schedule of meetings – to adopt</b>	EB-3956/08 Guide to meetings
<b>2. Votes in the Council and Executive Board for coffee year 2008/09 – to approve</b>  The Secretary will report.	to follow
<b>3. Programme of activities for 2009/10 – to consider</b>  A draft programme of proposed activities in coffee year 2009/10 will be circulated. The Board will consider this prior to submitting a recommendation to the Council.	to follow
<b>4. Coffee development projects</b>	
<b>4.1 Projects under consideration by the ICO – to consider</b>  New and revised project proposals for consideration in March 2009 should reach the Executive Director by <b>19 December 2008</b> . The report of the Virtual Screening Committee (VSC) will be circulated.	to follow
<b>4.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note</b>  The Head of Operations will report on projects under consideration by the CFC, including projects considered by the CFC Consultative Committee in January 2009.	to follow
<b>5. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider</b>  The Head of Operations will introduce a report on the CQP.	to follow

**6. Financial and administrative matters**

**6.1 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 16 March 2009, including the financial situation and the draft Administrative Budget for the financial year 2009/10.

**6.2 Administrative Accounts of the Organization for the financial year 2007/08 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.

**6.3 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.

**6.4 Other financial and administrative matters – *to approve*** to follow

Documents containing proposals for revisions to salary scales and the basis for contributions to the Provident Fund for staff in the General Service category, and proposals for the revision of education grant and dependency allowances for staff in the Professional and higher categories will be circulated.

**7. Other business – *to consider*** verbal

**8. Future meetings – *to note*** verbal

The date of the next meeting will be confirmed by the Secretariat.



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PSCB 112/08

14 November 2008  
English only

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**Private Sector Consultative Board**  
28<sup>th</sup> meeting  
16 March 2009 (09:30)  
London, England

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	PSCB-112/08
<b>2. Report on the meeting of 24 September 2008 – to approve</b>	PSCB-111/08
<b>3. Chairman’s report – to note</b>	verbal
<b>4. Coffee market situation – to note</b>	to follow
The Executive Director will report.	
<b>5. Statistics – to note</b>	verbal
Discussion is invited on the supply of private sector statistical data.	
<b>6. Coffee and health – to note</b>	verbal
Reports will be given on the Positively Coffee Programme and the Health Care Professions – Coffee Education Programme (HCP-CEP).	
<b>7. Food safety aspects – to note</b>	verbal
The PSCB will consider updates on ochratoxin A (OTA) legislation, acrylamide, furan and pesticides.	
<b>8. Implementation of the Coffee Quality–Improvement Programme (CQP) – to consider</b>	to follow
The Executive Director will introduce a report on the CQP.	

- 9. World Coffee Conference – *to consider*** verbal
- Article 21 of the 2001 Agreement provides that the Council shall appoint the Chairman of the World Coffee Conference, and decide on the form, title, subject matter and timing of the Conference, in consultation with the PSCB. The Executive Director will report on preparations for the next Conference which will take place in Guatemala from 26 – 28 February 2010.
- 10. International Coffee Agreement (ICA) 2007**
- 10.1 Preparations for implementation of the ICA 2007 – *to note*** ICC-101-1  
WP-Council 173/08 Rev. 2  
PSCB-107/08 Rev. 2  
WP-Council 167/08 Rev. 2  
WP-Council 168/08 Rev. 1  
WP-Council 169/08 Rev. 1
- The Executive Director will report on preparations for the implementation of the 2007 Agreement, including a strategic action plan and terms of reference for new ICO bodies.
- 10.2 Article 2 of the ICA 2007: Conversion factors for roasted, decaffeinated, liquid and soluble coffee – *to consider*** WP-Statistics 131/08
- Article 2 of the 2007 Agreement provides that the Council shall, as soon as possible after the entry into force of the Agreement, and again three years after such date, review the conversion factors for the types of coffee listed in Annex I of the Agreement. The last review of the conversion factors took place in 2004 (no changes were recommended). In September 2008, the Statistics Committee requested the PSCB to consider this matter at its next meeting.
- 11. International Coffee Genome Network (ICGN) – *to consider*** verbal
- The representative of the Institute for Scientific Information on Coffee (ISIC) or ICGN will report.
- 12. Geographical Indications – *to consider*** verbal
- Discussion is invited on this subject.
- 13. ICO CoffeeClub Network – *to consider*** verbal
- The consultant will report.
- 14. PSCB representatives and officeholders – *to consider***
- Proposals for representation on the PSCB for 2007/08 and 2008/09 will be considered. to follow
- Proposals for representation on the PSCB for 2009/10 and 2010/11 will be considered by the Council in September 2009.

**15. Recommendations to the Council – *to note*** verbal

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

**16. Other business – *to consider*** verbal

**17. Future meetings – *to consider*** verbal

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

It is suggested that the date of the next meeting of the PSCB should take place on Wednesday 23 September 2009.



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WP Finance 63/08

14 November 2008  
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**Finance Committee**  
16 March 2009 (13:15)  
London, England

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	WP-Finance 63/08
<b>2. Chairman for 2008/09 – to elect</b>  The Finance Committee will appoint a Chairman for 2008/09.	verbal
<b>3. Financial situation – to note</b>  The Head of Finance and Administration will report on the financial situation.	to follow
<b>4. Administrative Accounts of the Organization for the financial year 2007/08 and Report of the Auditors – to recommend for approval</b>  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.	to follow
<b>5. Draft Administrative Budget for the financial year 2009/10 – to consider and to submit a recommendation to the Board and Council</b>  The Committee will consider the Draft Administrative Budget for the financial year 2009/10, together with a cost analysis Budget.	to follow



6. **Financial Regulations and Financial Rules of the ICO –** WP-Council 172/08  
***to consider*** Rev. 2

The Committee will consider proposals for revisions to the Financial Regulations and Financial Rules of the ICO in the light of the ICA 2007.

7. **Salary scales, associated allowances and basis for** to follow  
**contributions to the Provident Fund – *to consider and to***  
***recommend for approval by the Executive Board***

A document containing proposals for revisions to salary scales and the basis for contributions to the Provident Fund for staff in the General Service category will be circulated.

8. **Education grant and dependency allowances for staff in the** to follow  
**Professional and higher categories – *to consider and to***  
***recommend for approval by the Executive Board***

The Finance Committee will consider a document containing proposals for the revision of education grant and dependency allowances for staff in the Professional and higher categories.

9. **Outstanding contributions – *to consider*** verbal

The Executive Director will report on progress in recovering arrears.

10. **Other business** verbal

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

The Committee will consider the date of its next meeting.



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WP Statistics 133/08

14 November 2008  
English only

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## Statistics Committee

26<sup>th</sup> meeting

16 March 2009 (15:30)

London, England

## Draft Agenda

### Item

### Document

1. **Draft Agenda – to adopt**

WP-Statistics 133/08

2. **Chairman – to elect**

verbal

The terms of reference for the Statistics Committee provide that the Chairman shall be elected at the first meeting of the coffee year.

3. **Report of the Statistics Committee on the meeting of 24 September 2008 – to approve**

WP-Statistics 132/08

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 progress on the preparation of a manual of best practice and on possible assistance from other sources.

6. **Statistical priorities under the International Coffee Agreement (ICA) 2007 – to consider**

WP-Council 179/08 Rev. 1  
WP-Statistics 122/08

Proposals for revisions to Rules on Certificates of Origin will be considered by the Council in March 2009 (see document WP-Council 179/08 Rev. 1). The Committee will review proposals for revisions to the current Rules on Indicator Prices contained in document WP-Statistics 122/08.

7. **Article 2 of the ICA 2007:  
Conversion factors for roasted, decaffeinated,  
liquid and soluble coffee – to consider** WP-Statistics 131/08
- Article 2 of the 2007 Agreement provides that the Council shall, as soon as possible after the entry into force of the Agreement, and again three years after such date, review the conversion factors for the types of coffee listed in Annex I of the Agreement. The last review of the conversion factors took place in 2004 (no changes were recommended). As requested by the Committee at its last meeting, the PSCB will consider this matter at its meeting on 16 March 2009. The Secretariat will inform the Committee of the recommendations of the PSCB.
8. **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.
9. **Organic coffee – to consider** to follow
- The Statistician will introduce a report on exports of organic coffee by origin and by destination.
10. **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.
11. **Report to the International Coffee Council – to note** verbal
- The Chairman of the Statistics Committee will report to the Council with any recommendations.
12. **Other business – to note/consider**
- Registered ports of export and ICO Certifying Agents* to follow
- Document WP-Council 174/08 containing information on registered ports of export and ICO Certifying Agents will be revised to include additional information received from Members.
- Implementation of the ICA 2007* WP-Council 171/08 Rev. 1
- The Council will consider proposals for revisions to the terms of reference for the Statistics Committee.

*Costs of production*

verbal

Exporting Members have been invited to send to the Secretariat information on the costs of production (see ED-2038/08).

**13. Future meetings**

verbal

The Committee is invited to suggest matters for consideration at the next meeting – *to consider*

The next meeting of the Committee will take place at the time of the Council Session from 21 to 25 September 2009 – *to note*



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Organização Internacional do Café  
Organisation Internationale du Café

PC 52/08

14 November 2008  
Original: English

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**Promotion Committee**  
15<sup>th</sup> meeting  
17 March 2009 (11:30)  
London, England

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	PC-52/08
<b>2. Promotion activities and proposals</b>	
<b>2.1 ICO CoffeeClub Network – to note</b>	verbal
The consultant will report on the implementation of the ICO CoffeeClub Network. The Executive Director has invited all Members to nominate mediators and to establish links to the Network on their websites (see document ED-2048/08).	
<b>2.2 Programmes to promote coffee consumption – to note</b>	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.	
<b>2.3 Coffee and health – to consider</b>	verbal
The Executive Director will report on coffee and health programmes.	
<b>3. Financial matters</b>	
<b>3.1 Accounts of the Promotion Fund for the financial year 2007/08 and Report of the Auditors – to note</b>	to follow
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 2007/08 and Report of the Auditors – *to note*** to follow

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 103<sup>rd</sup> Session of the Council during the week of 21 – 25 September 2009.



**ICO MEETINGS  
(March 2009)**

**ATTENDANCE FORM – OBSERVERS**

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

	<b>Yes*</b>	<b>No*</b>
Private Sector Consultative Board (16 March)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Finance Committee (16 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Statistics Committee (16 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
Executive Board (17 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Promotion Committee (17 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
102 <sup>nd</sup> Session of the Council (18 – 20 March)	<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: .....

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