



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

PSCB 107/08 Rev. 1

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International Coffee Council
101st meeting
22 - 26 September 2008
London, England

**Revised draft terms of reference for the
Private Sector Consultative Board**

Background

1. The attached document contains proposals for the revised draft terms of reference for the Private Sector Consultative Board (PSCB). As draft terms of reference have been prepared for other ICO bodies, it is suggested that it may also be useful to prepare terms of reference for the PSCB (in addition to Article 29 (The Private Sector Consultative Board) of the 2007 Agreement).
2. The draft terms of reference were reviewed by the PSCB at its meeting on 21 May 2008 which decided to refer them to the Council. As suggested during discussions in the Council in May 2008, wording for general rules of procedure such as term of office, nomination of office-holders, languages, place of meeting, reporting etc. has been included in Rule 35 of the Rules of the Organization (document WP-Council 165/08 Rev. 1). The Annex contains the version of the terms of reference which was considered by the PSCB in May 2008.
3. Members are invited to submit their comments in writing to the Executive Director by **29 August 2008**, to enable contributions to be circulated well in advance of the 101st Council Session at which this document will be considered.

Action

The Council is requested to consider this document.

PRIVATE SECTOR CONSULTATIVE BOARD

REVISED DRAFT TERMS OF REFERENCE

1. The Private Sector Consultative Board (hereinafter referred to as the PSCB) shall make recommendations on any consultations made by the Council and invite the Council to give consideration to matters including the following:

- (a) increasing the value and volume of worldwide coffee consumption;
- (b) positive communication on coffee;
- (c) development of a sustainable coffee sector;
- (d) food safety;
- (e) coffee supply chain issues;
- (f) quality; and
- (g) World Coffee Conferences.

2. The PSCB shall consist of eight representatives of the private sector in exporting countries and eight representatives of the private sector in importing countries.

3. The PSCB members shall be representatives of associations or bodies designated by the Council every two coffee years, and may be re-appointed. The Council in so doing shall endeavour to designate:

- (a) two private sector coffee associations or bodies from exporting countries or regions representing each of the four groups of coffee (Colombian Mild Arabicas; Other Mild Arabicas; Brazilian Natural Arabicas and Robustas), preferably representing both growers and exporters, together with one or more alternates for each representative; and
- (b) eight private sector coffee associations or bodies from importing countries, whether Members or non-members, preferably representing both importers and roasters, together with one or more alternates for each representative.

4. Each member of the PSCB may designate one or more advisers.

5. The Executive Director shall be an ex-officio member.

6. The PSCB shall appoint a Chairman and a Vice-Chairman from among its members. These officers may be re-appointed.

[7. The PSCB may co-opt members for specific purposes if necessary.]

8. The quorum required for a meeting of the PSCB shall be a simple majority of members from exporting associations and a simple majority of members from importing associations.

9. In case of acceptance by the Council of an invitation by a Member to hold a session in its territory, the PSCB shall also meet in that territory, in which case the additional costs involved for the Organization, above those incurred when the meeting is held at the seat of the Organization, shall be borne by the country or private sector organization hosting the session.

10. The PSCB may hold special meetings subject to approval by the Council.

11. Non-members, relevant organizations and experts in coffee matters may participate as observers upon the invitation of the [PSCB] [Council].

PRIVATE SECTOR CONSULTATIVE BOARD

DRAFT TERMS OF REFERENCE

Purpose

1. The purpose of the PSCB shall be to make recommendations on any consultations made by the Council and to invite the Council to give consideration to matters related to the Agreement including, but not limited to:

- i) Increasing the value and volume of worldwide coffee consumption
- ii) Positive communication on coffee
- iii) Development of a sustainable coffee sector
- iv) Food safety
- v) Coffee supply chain issues
- vi) Quality
- vii) World Coffee Conferences

Composition

2. The PSCB shall consist of eight representatives of the private sector in exporting countries and eight representatives of the private sector in importing countries.

3. The PSCB members shall be representatives of associations or bodies designated by the Council every two coffee years, and may be re-appointed. The Council in so doing shall endeavour to designate:

- (a) two private sector coffee associations or bodies from exporting countries or regions representing each of the four groups of coffee (Colombian Mild Arabicas; Other Mild Arabicas; Brazilian Natural Arabicas and Robustas), preferably representing both growers and exporters, together with one or more alternates for each representative; and
- (b) eight private sector coffee associations or bodies from importing countries, whether Members or non-members, preferably representing both importers and roasters, together with one or more alternates for each representative.

4. Each member of the PSCB may designate one or more advisers.

5. Representatives of Members and of private sector associations from Member and non-member countries may attend meetings of the PSCB as observers. Representatives of non-member countries and relevant organizations may participate as observers upon the invitation of the Chairman.

6. The Executive Director shall be an ex-officio member.

Office-holders

7. The PSCB shall have a Chairman and a Vice-Chairman elected from among its members, for a one-year term, who shall not be paid by the Organization. These officers may be re-elected. The Chairman shall be elected from among the representatives of exporting or importing Members and the Vice-Chairman shall be elected from among representatives of the other category of Member. These offices shall alternate between the two categories of Member.

Meetings/Procedures

8. The PSCB shall normally meet at the seat of the Organization, during regular sessions of the Council. In case of acceptance by the Council of an invitation by a Member to hold a meeting in its territory, the PSCB shall also meet in that territory, in which case the additional costs to the Organization involved above those incurred when the meeting is held at the seat of the Organization shall be borne by the country or private sector organization hosting the meeting.

9. The PSCB may hold special meetings subject to approval by the Council.

10. The PSCB shall operate in English only.

11. The PSCB shall determine its own Agenda.

12. The PSCB shall establish its own rules of procedure, consistent with the provisions of the 2007 Agreement.

13. The PSCB may establish working groups to assist it in its work.

14. The Chairman of the PSCB shall submit regular reports to the Council.

Quorum

15. The quorum required for a meeting of the PSCB shall be a simple majority of members from exporting associations and a simple majority of members from importing associations.