



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

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**Draft terms of reference for the
Promotion and Market Development
Committee**

Background

This document contains draft terms of reference for the Promotion and Market Development Committee established under Article 25 of the International Coffee Agreement 2007.

Action

The Council is requested to consider this document.

PROMOTION AND MARKET DEVELOPMENT COMMITTEE

DRAFT TERMS OF REFERENCE

Purpose

1. The purpose of the Committee shall be to advise and make recommendations to the Council on promotion and market development matters including:
 - development of promotion and market development plans and activities including information campaigns, research, quality improvement, capacity-building and studies related to coffee production and consumption;
 - coffee and health;
 - analysis of new proposals; and
 - arrangements for financing promotion and market development activities through voluntary contributions from Members, non-members, other organizations and the private sector.

Composition

2. The Committee shall be composed of [six] [eight] representatives of exporting Members and [six] [eight] representatives of importing Members, appointed for a one-year term by the Council at the last session of the coffee year.
3. The meetings of the Committee shall be open to all Members.
4. Representatives of the Private Sector Consultative Board are invited to attend meetings of the Committee as permanent observers. Representatives of non-member countries and relevant organizations may participate as observers upon the invitation of the Chairman.

Office-holders

5. The Committee shall appoint a Chairman and Vice-Chairman who shall be appointed for a one-year term at the last meeting of the coffee year. These offices shall alternate each coffee year between the two categories of Members.

Meetings/procedures

6. The Committee shall normally meet at the seat of the Organization, during regular sessions of the Council.
7. The Committee shall operate in the official languages of the Organization.
8. The Committee shall determine its own Agenda.
9. The Committee shall establish its own procedures.
10. The Committee may establish working groups to assist it in its work.
11. The Chairman of the Committee shall report to the Council.

Quorum

12. The quorum required for a meeting of the Committee shall be [...] representatives of the exporting Members and [...] representatives of the importing Members.