



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2106/11 Rev. 1

3 February 2011
Original: English

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- Private Sector Consultative Board
- International Coffee Council
- Statistics Committee
- Finance and Administration Committee
- Projects Committee
- Promotion and Market Development Committee

**Convocation of ICO meetings under the ICA 2007
New schedule and Agendas**

**28 – 31 March 2011
London, United Kingdom**

Meetings and venue

1. The Executive Director a.i. presents his compliments and, following the entry into force of the 2007 Agreement on 2 February 2011, wishes to inform ICO Members and observers about the new schedule and Agendas for the 106th Session of the International Coffee Council and other ICO meetings which will take place from 28 to 31 March 2011.

2. As previously advised, in consultation with the Chairman of the Council and following consultations with the representative of Côte d'Ivoire, and in accordance with Rule 64 of the Rules of the Organization which provides that the Executive Director shall be responsible for the preparatory work necessary for the Council, the meetings will now take place in London instead of Côte d'Ivoire. All meetings will therefore 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 Monday, 28 March at 14:30.

Agendas and arrangements

3. Draft Agendas for the Council and other meetings 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 a.i. in writing no later than **25 February 2011**. The programme for the meetings is attached.

Members – notification of attendance

5. Credentials for the 106th Session of the International Coffee Council should be sent to the Executive Director a.i. at the ICO headquarters in London as outlined below.

6. Members are reminded that Rule 3 of the Rules of the Organization (document ICC-102-7) requires them to inform the Executive Director a.i., in writing, as early as possible after receiving this notification, of the names of its representative, alternates and advisers. **Members are requested to ensure that their credentials reach the Organization no later than 25 February 2011 to facilitate preparation of the credentials report and List of Delegations in advance of the meetings.** Credentials should be issued in writing by the competent authorities designated by the Member (i.e. the relevant Ministry or government agency of the Member 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).

7. 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.

Admission of observers

8. In view of the short notice of the entry into force of the 2007 Agreement and, as invitations to attend the Council under the ICA 2001 were circulated to observers in January 2011, the procedures for observers under the previous Agreement have been maintained. 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 a.i. by **25 February 2011** of the specific meetings they wish to attend.

Registration

9. 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.

Interpretation

10. One team of interpreters will be available from 28 to 31 March.

As at 17 March 2011

ICO MEETINGS Provisional programme

28 – 31 March 2011

Monday, 28 March		Room	Open to	Note
08:30 onwards	Registration	Council lounge	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting	ED's meeting room	Restricted	Chairpersons and invited Members only
09:30 – 13:00	PSCB	Boardroom	Restricted	
10:00 – 13:00	IACO meeting	Council chamber	IACO Members	
13:00 - 14:30		Lunch		
14:30 – 17:00	Council	Council chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> 1. Draft Agenda and schedule of meetings 2. Admission of observers 3. Votes and credentials 3.1 Votes in the Council for coffee year 2010/11 4. International Coffee Agreement (ICA) 2007 4.1 Entry into force 4.2 Membership of the ICA 2007 4.3 Strategic documents and terms of reference 4.4 Statistics Committee 4.5 Establishment of Committees 4.6 InterAfrican Coffee Organisation 5. Coffee market situation 6. Annual Review 2009/10
17:00 – 18:00	<i>Coordination meetings</i>	<i>Council chamber/ Boardroom</i>	<i>ICO Members</i>	<i>If required</i>
19:00 – 20:30	Reception hosted by Mexico	Residence of the Mexican Ambassador	ICO Members and accepted observers	
Tuesday, 29 March		Room	Open to	Note
09:30 – 13:00	Council	Council chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> 4.5 <i>Establishment of Committees</i> 7. Post of Executive Director 8. Consultative Forum on Coffee Sector Finance 9. Programme of activities for 2011/12 10. Studies, reports and seminars 10.1 Studies <ul style="list-style-type: none"> • Supply and demand projections (2011 – 2015) Presentation: El Mamoun Amrouk, FAO (12 min) <ul style="list-style-type: none"> • Shares in global coffee value chain • Coffee price volatility: retail prices 10.2 Seminar topic for September 2011
13:00 – 14:30		Lunch		
14:30 – 15:30	Statistics Committee	Boardroom	ICO Members and accepted observers	
15:30 – 18:30	Finance and Administration Committee	Boardroom	ICO Members and accepted observers	
15:30 – 18:00	Briefing on 4 th UN Conference on LDCs and side events organized by the CFC	Committee room	ICO Members	Presentation: Andrey Kuleshov, Senior Project Manager, Common Fund for Commodities
18:30 – 20:30	Reception hosted by Brazil	Council lounge	ICO Members and accepted observers	

Wednesday, 30 March		Room	Open to	Note
09:30 – 13:00	Projects Committee	Boardroom	ICO Members and accepted observers	
13:00 – 14:30	Lunch			
14:30 – 17:00	Promotion and Market Development Committee	Boardroom	ICO Members and accepted observers	
Thursday, 31 March		Room	Open to	Note
09:00 – 13:00	Council	Council chamber	ICO Members and accepted observers	11. Report by Chairmen of ICO bodies 11.1 Private Sector Consultative Board (PSCB) 11.2 Promotion and Market Development Committee 11.3 Statistics Committee 11.4 Projects Committee 11.4.1 Projects for approval by the Council 12.1 Cooperation with other agencies Presentations on UN LDC-IV Mussie Delegn Arega, UNCTAD (10 min) Andrey Kuleshov, CFC (5 min) 12.2 International Coffee Genome Network (ICGN) 13. 50 th anniversary of the ICO 14. National coffee policies
13:00 – 13:30	Press conference	Committee room	Press	
13:00 – 14:30	Lunch			
14:30 – 17:30	Council	Council chamber	ICO Members and accepted observers	3.2 Credentials 15. Financial and administrative matters 15.1 Finance and Administration Committee 15.2 Administrative Accounts of the Organization for 2009/10 and Report of the Auditors 15.3 Premises 15.4 Payment of arrears 15.5 Other financial and administrative matters 16. Other business 17. Future meetings

Notes:

1. There will be one team of interpreters from 28 to 31 March.
2. The Annex lists office holders and the composition of ICO bodies for 2010/11.
3. In accordance with Article 11 of the 2007 Agreement and Rule 5 of the Rules of the Organization, the Council shall decide at each session on the admission of observers and designate the items on the Agenda of the Council open to accepted observers.

As at 3 February 2011

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2010/11

International Coffee Council (2010/11)

Chairman: Mr Ewald Wermuth (Netherlands) ■ Vice-Chairperson: Ms Christine Detaille (Belgium)

Private Sector Consultative Board (PSCB) (2009/10 and 2010/11)

Chairman: Mr Robert Nelson (NCA of USA) ■ Vice-Chairman: Mr Ricardo Villanueva (Anacafé)

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 Nacional del Café (Anacafé), *Asociación Mexicana de la Cadena Productiva del Café (AMECAFE)*, Coffee Exporters Association of India, *Speciality Coffee Association of India*

Brazilian and other Natural Arabicas: Associação Brasileira da Indústria de Café (ABIC), *Associação Brasileira da Indústria de Café Solúvel - ABICS*, *Conselho dos Exportadores de Café do Brasil (CeCafé)*, Confederação da Agricultura e Pecuária do Brasil (CNA), *Conselho Nacional do Café (CNC)*

Robustas: Association of Indonesian Coffee Exporters (AEKI), *Uganda Coffee Trade Federation (UCTF)*, Comité de Gestion de la Filière Café-Cacao de Côte d'Ivoire

Consumer representatives (*alternates in italics*)

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

Promotion and Market Development Committee (2010/11)

Chairman: to be elected at first meeting

Vice-chairman: to be elected at first meeting

Exporting Members: 8 Members to be elected by Council

Importing Members: 3 Members to be elected by Council

Projects Committee (2010/11)

Chairman: to be elected at first meeting

Vice-chairman: to be elected at first meeting

Exporting Members: 8 Members to be elected by Council

Importing Members: 3 Members to be elected by Council

Finance and Administration Committee (2010/11)

Chairman: to be elected at first meeting

Vice-chairman: to be elected at first meeting

Exporting Members: 6 Members to be elected by Council

Importing Members: 4 Members to be elected by Council

Statistics Committee (2010/11)

Chairman: to be elected at first meeting

Vice-chairman: to be elected at first meeting

Exporting Members: 8 Members to be elected by Council

Importing Members: 3 Members to be elected by Council



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ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ICC 106-0 Rev. 2

17 March 2011
Original: English

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International Coffee Council
106th Session
28 – 31 March 2011
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-106-0 Rev. 2 Guide to meetings
2. Admission of observers – to consider The Council will decide on acceptance of observers, and designate the items on the Agenda open to accepted observers.	ICC-106-6
3. Votes and credentials	
3.1 Votes in the Council for coffee year 2010/11 – to approve The Secretary will report.	ICC-106-5
3.2 Credentials – to approve The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal
4. International Coffee Agreement (ICA) 2007	
4.1 Entry into force – to note The ICA 2007 entered into force under the provisions of Resolution 444 on 2 February 2011.	verbal
4.2 Membership of the ICA 2007 – to note The deadline for signature of the 2007 Agreement and the deposit of instruments is 28 September 2011 . The Council will consider a report on the status of membership under the ICA 2007. In accordance with Article 43 of the Agreement, the Council will establish procedures for accession to the Agreement.	ICC-106-7 WP-Council 213/11

4.3 Strategic documents and terms of reference – to approve

As decided at its 103rd Session, the Council will approve the following documents relating to the ICA 2007:

- Strategic Action Plan ICC-105-19
- Development Strategy for Coffee ICC-105-16
- Rules of the Organization ICC-102-7
- Financial Rules and Regulations ICC-102-8
- Rules on Statistics – Statistical Reports ICC-102-10
- Rules on Statistics – Certificates of Origin ICC-102-9
- Rules on Statistics – Indicator Prices ICC-105-17
- Terms of reference for Committees and advisory bodies ICC-106-4
- Conversion factors ICC-106-2
- List of exporting countries and their country codes, ICO Certifying Agents and registered ports of export ICC-106-3

4.4 Statistics Committee – to approve

WP-Council-212/11

The Council will consider a draft decision establishing the Statistics Committee under the ICA 2007.

4.5 Establishment of Committees – to consider and approve

verbal

The Council will consider the composition of the following Committees for the remainder of this coffee year:

- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Projects Committee (8 exporting, 3 importing Members)
- Finance and Administration Committee (6 exporting, 4 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)

It is proposed that the composition of the PSCB should be considered in September 2011.

4.6 InterAfrican Coffee Organisation – to consider

ICC-106-8 (to follow)

The Council will consider the participation of the InterAfrican Coffee Organisation (IACO) under the provisions of Article 5 of the ICA 2007.

- 5. Coffee market situation – to note** WP-Council 207/11
WP-Council 209/11
Monthly Coffee Market Report – February 2011
- The Executive Director a.i. will introduce an analysis of the market situation. Documents WP-Council 207/11 and 209/11 contain the latest official estimates for the Brazilian coffee crop.
- 6. Annual Review 2009/10 – to note** Annual Review
- The Executive Director a.i. will introduce the Annual Review for 2009/10.
- 7. Post of Executive Director – to consider** ICC-106-9
ICC-106-10
ICC-106-13
ICC-106-14
ICC-106-15
- The Chairman will report on nominations received from Members for the post of Executive Director by the deadline of 15 March 2011. Document ICC-106-15 outlines a format for the review of candidates by the Council in September 2011.
- 8. Consultative Forum on Coffee Sector Finance – to consider** WP-Forum 1/09
WP-Forum 2/09 Rev. 1
WP-Forum 3/09
PSCB-117/09
ICC-103-15
ICC-105-25
- The Council will consider the following matters with a view to preparing for the implementation of the Forum under the ICA 2007:
- Chairman and Vice-Chairman
 - Composition and terms of reference of core group
 - Date of Forum
 - Agenda of the Forum
 - Proposals for organizations to be invited to participate in the Forum
 - Financing of the Forum
- 9. Programme of activities for 2011/12 – to consider** WP-Council 210/11
ICC-105-4
- The Council will consider a draft programme of proposed activities in coffee year 2011/12.
- 10. Studies, reports and seminars**
- 10.1 Studies – to consider**
- As provided for in the programme of activities for 2010/11, the following studies have been circulated:
- **Supply and demand projections (2011 – 2015)** ICC-106-11
 - **Coffee value chain in selected importing countries** ICC-106-1
 - **Coffee price volatility: retail prices** ICC-106-12

10.2 Seminar topic for September 2011 – *to consider* verbal

As decided at the last Session, the Council will consider proposals received from Members by 31 January 2011 for a topic for a seminar or workshop in September 2011.

11. Report by Chairmen of ICO bodies verbal

11.1 Private Sector Consultative Board (PSCB) – *to consider*

11.2 Statistics Committee – *to consider*

11.3 Promotion and Market Development Committee – *to consider*

11.4 Projects Committee – *to note* PJ-7/11

PJ-8/11

The Chairman of the Projects Committee will report on the meeting of 30 March 2011. PJ-6/11

11.4.1 Projects for approval by the Council – *to consider and if appropriate, to approve* PJ-5/11

Document PJ-5/11 contains the report of the Virtual Screening Committee (VSC). The Council will consider the recommendations of the Projects Committee on the following new project proposals:

- Adaptation to climate change in the PROMECAFE region (Central America and the Caribbean) – submitted by PROMECAFE PJ-3/11
- Sustainability of the coffee supply chain versus climate change adaptation and mitigation using the life-cycle assessment (study) PJ-4/11

New and revised project proposals for consideration in September 2011 should reach the ICO by **24 June 2011**.

12. Cooperation with other agencies

12.1 Cooperation with other agencies – *to note* verbal

The Executive Director a.i. will report on the meeting between the CFC and International Commodity Bodies (ICBs) held in March 2011 and on contacts with other ICBs and the CFC on cooperation on information dissemination and development of common communication strategy, including on issues related to climate change.

The Executive Director a.i. will also report on the ICO's submission on the effects of climate change in producing countries to the United Nations Framework Convention on Climate Change in Mexico in November 2010 (see document ICC-105-13). Members will consider the issue of climate change and policies to address it.

The Secretariat is reviewing Memoranda of Understanding and future cooperation with other organizations in the light of the 2007 Agreement. The Executive Director a.i. will report on the preparation of a draft submission for the Fourth United Nations Conference on the Least Developed Countries (LDC-IV) (see document PJ-6/11).

12.2 International Coffee Genome Network (ICGN) – to consider ED-2105/10

A meeting will take place in September 2011 with Members and representatives of research institutions in exporting countries interested in cooperating with the ICGN on the development of a project or programme of work for the coffee genome with long-term benefits for the coffee industry. Members are requested to send the Executive Director a.i. all relevant information (data and research on the coffee genome) **by 30 April 2011** (see ED-2105/10). The Executive Director a.i. will report.

13. 50th anniversary of the ICO – to consider verbal

Members are invited to contribute suggestions to mark the 50th anniversary of the ICO in 2013.

14. National coffee policies – to note verbal

Members are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation.

15. Financial and administrative matters

15.1 Finance and Administration Committee – to note FA-8/11
FA-7/11 (to follow)
FA/11/11 (to follow)

The Chairman of the Finance and Administration Committee will report on the meeting of 29 March 2011, including the financial situation, the premises, payment of arrears and preliminary discussions on the draft Administrative Budget for 2011/12 together with the cost analysis summary.

15.2 Administrative Accounts of the Organization for the financial year 2009/10 and Report of the Auditors – to approve FA-2/11

The Council will consider the Administrative Accounts of the Organization for the financial year 2009/10 and Report of the Auditors.

15.3 Premises – to consider WP-Finance 85/10

As noted at the last Session, the Council will consider the use of the premises.

15.4 Payment of arrears – to consider FA-10/11

In accordance with the provisions of Resolutions 430 (Democratic Republic of Congo) and 437 (Nicaragua), the Executive Director a.i. will report on compliance with the terms of these Resolutions. Document FA-10/11 contains a report on the issue of participation in projects and countries with outstanding contributions.

15.5 Other financial and administrative matters – to consider FA-3/11

The Council will consider the recommendation of the Finance and Administration Committee on proposals for banks; revisions to salary scales and the basis for contributions to the Provident Fund for staff in the General Service category; a revision to salary scales, allowances and changes to the method of calculating contributions to the Provident Fund for staff in the Professional and higher categories.

FA-4/11
FA-5/11
FA-6/11
FA-9/11

16. Other business – to consider verbal

ICO website

17. Future meetings WP-Council 208/11

Document WP-Council 208/11 contains dates of meetings in 2011/12 and 2012/13 – **to consider**

The next Session of the Council will take place in London from 26 to 30 September 2011 – **to note**

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**



Private Sector Consultative Board

32nd meeting

28 March 2011 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-125/11 Rev. 2
2. Report on the meeting of 20 September 2010 – to approve	PSCB-124/10
3. Coffee market situation – to note The Executive Director a.i. will introduce an analysis of the market situation. Documents WP-Council 207/11 and 209/11 contain the latest official estimates for the Brazilian coffee crop.	WP-Council 207/11 WP-Council 209/11 Monthly Coffee Market Report – February 2011
4. Coffee and health – to note Reports will be given on the Positively Coffee Programme and the Healthcare Professions – Coffee Education Programme (HCP-CEP).	verbal
5. Coffee Quality-Improvement Programme (CQP) The Executive Director a.i. will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP. The PSCB will consider an update on the Global Coffee Quality Research Initiative.	PM-3/11 PM-4/11
6. Food safety aspects – to note The PSCB will consider updates on matters related to food safety, including Maximum Residue Levels for pesticides used in coffee production. The representative of the All Japan Coffee Association (AJCA) will introduce a survey report on agro-chemicals. A CD-Rom prepared by the AJCA on this subject will be made available at the meeting.	CD-Rom

7. International Coffee Agreement 2007

7.1 Entry into force – *to note*

verbal

The ICA 2007 entered into force under the provisions of Resolution 444 on 2 February 2011. The Executive Director a.i. will report.

7.2 Consultative Forum on Coffee Sector Finance – *to consider*

WP-Forum 1/09
WP-Forum 2/09 Rev. 1
WP-Forum 3/09
PSCB-117/09
ICC-103-15
ICC-105-25

The PSCB will continue its discussions on this matter. The following matters will be discussed by the Council at its 106th Session:

- Chairman and Vice-Chairman
- Composition and terms of reference of core group
- Date of Forum
- Agenda of the Forum
- Proposals for organizations to be invited to participate in the Forum
- Financing of the Forum

8. Items under continuous review – *to consider*

verbal

Discussion is invited on topics which the PSCB is keeping under review, including:

- The supply of private sector statistical data
- The International Coffee Genome Network (ICGN)
- Geographical Indications
- Resources for the ICO Promotion Fund

9. PSCB representatives and officeholders – *to consider*

verbal

Proposals for representation on the PSCB in 2011/12 and 2012/13 will be considered by the Council in September 2011.

10. Other business – *to consider*

verbal

11. Future meetings – *to consider*

verbal

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

The next meeting of the PSCB will take place during the 107th Session of the Council from 26 to 30 September 2011 in London.



Statistics Committee

1st meeting under the ICA 2007
29 March 2011 (14:30)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	SC-1/11
2. Chairman and Vice-Chairman – to appoint	verbal
The Committee will appoint a Chairman and Vice-Chairman for 2010/11, who shall be from different categories of Members in accordance with the terms of reference.	
3. Priorities for statistical matters under the ICA 2007 – to consider	ICC-102-16
The Committee will consider priorities for statistical matters under the ICA 2007, as provided for under the terms of reference (ICC-102-16). The following items will be considered at each meeting:	
<ul style="list-style-type: none">• Exports of organic coffee and certified programmes• Exports to exporting countries• Compliance with statistical rules• Monitoring the inventories and stocks of green coffee	
4. Liaison with other organizations – to consider	verbal
5. Future meetings – to note	verbal

The next meeting will take place in London at the time of the 107th Council Session from 26 to 30 September 2011.



Finance and Administration Committee

1st Meeting

29 March 2011 (15:30)

London, United Kingdom

Draft Agenda

Item

Document

1. Draft Agenda – to adopt

FA-1/11 Rev. 1

2. Chairman and Vice-Chairman – to appoint

verbal

The Finance and Administration Committee will appoint a Chairman and a Vice-Chairman for 2010/11, who shall be from different categories of Members in accordance with the terms of reference.

3. Financial situation – to note

FA-8/11

Document FA-8/11 contains a report on the financial situation.

4. Administrative Accounts of the Organization for the financial year 2009/10 and Report of the Auditors – to recommend for approval

FA-2/11

Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.

5. Premises

WP-Finance 85/10

The Executive Director a.i. will report on negotiations with the Landlord. The Council will consider the use of the premises at its 106th Session.

6. **Draft Administrative Budget for the financial year 2011/12 – to consider** FA-7/11
FA-11/11

The Committee will consider the draft Administrative Budget for the financial year 2011/12 and a cost analysis summary.

7. **Salary scales, allowances and the basis for contributions to the Provident Fund – to consider and to recommend for approval**

The Committee will consider the following proposals:

- Revisions to salary scales and basis for contributions to the Provident Fund for staff in the General Service category. FA-3/11
- Revisions to salary scales for staff in the Professional and higher categories. FA-4/11
- Revisions to the education grant and dependency allowances for staff in the Professional and higher categories. FA-5/11
- Changes to the method of calculating contributions to the Provident Fund for staff in the Professional and higher categories. FA-6/11

In March 2010, the Finance Committee proposed that the current system of salary scales and post adjustments should be studied in greater detail after the entry into force of the 2007 Agreement, such as by a subcommittee, with any recommendations to be submitted to the Council. The Committee may wish to discuss this further. WP-Finance 83/10

8. **Outstanding contributions – to consider** FA-10/11

The Executive Director a.i. will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these. Document FA-10/11 contains a report on the issue of participation in projects and countries with outstanding contributions.

9. **Banks – to consider** FA-9/11

Rule 10 of the Financial Rules of the Organization provides that the Committee shall review the bank or banks in which the funds of the ICO shall be kept and shall forward its recommendation to the Council. Document FA-9/11 contains proposals to increase the number of banks with whom the ICO may keep funds will be circulated. It is proposed that this matter should be reviewed regularly.

10. **Other business** verbal

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

The Committee will consider the date of its next meeting.



Projects Committee

1st Meeting

30 March 2011 (09:30)

London, United Kingdom

Draft Agenda

Item

Document

1. Draft Agenda – to adopt

PJ-1/11 Rev. 1

2. Chairman and Vice-Chairman – to appoint

verbal

The Committee will appoint a Chairman and Vice-Chairman for 2010/11, who shall be from different categories of Members in accordance with the terms of reference.

3. Coffee development projects

3.1 Projects under consideration by the ICO – to consider

PJ-5/11

New and revised project proposals for consideration in September 2011 should reach the ICO by **24 June 2011**. The Executive Director a.i. will introduce document PJ-5/11 containing the report of the Virtual Screening Committee (VSC) on the following new project proposals:

- Adaptation to climate change in the PROMECAFE region (Central America and the Caribbean) – submitted by PROMECAFE PJ-3/11
- Sustainability of the coffee supply chain versus climate change adaptation and mitigation using the life-cycle assessment (study) PJ-4/11

3.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note

PJ-7/11

The Executive Director a.i. will report on projects under consideration by the CFC, including projects considered by the CFC Project Appraisal Committee and Consultative Committee in January 2011.

3.3 Projects already approved by the CFC – to note PJ-6/11
PJ-8/11

Document PJ-8/11 contains a progress report on the implementation of projects approved by the CFC. Document PJ-6/11 contains the summary of a new project proposal designed to examine and analyse the impact of the economic crisis on least developed countries. The Executive Director a.i. will report.

4. Procedures for submitting and reviewing projects – to consider PJ-2/11
PJ-9/11

The Projects Officer will report on current procedures for submitting and reviewing projects (see document PJ-9/11).

It is proposed that the current VSC could operate under the name of Virtual Screening Subcommittee (VSS) until such time as the Projects Committee has considered procedures for screening projects under the 2007 Agreement. The Committee will consider document PJ-2/11 containing a draft decision and proposals for revisions to the terms of reference for the VSS and submit its recommendation to the Council.

5. Project activities under the ICA 2007 – to consider verbal

The Committee will have a preliminary discussion on the following activities provided for in the terms of reference:

- Establishment of priority thematic areas for support through projects, taking into account the strategic action plan
- Monitoring and evaluation of projects
- Identification of sources of funding for project and cooperation with other agencies

6. Other business – to consider verbal

7. Date of next meeting – to note verbal

The next meeting will take place at the time of the 107th Session of the Council in London from 26 to 30 September 2011.



Promotion and Market Development Committee

1st meeting

30 March 2011 (14:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PM-1/11 Rev. 1
2. Chairman and Vice-Chairman – to appoint The Committee will appoint a Chairman and Vice-Chairman for 2010/11, who shall be from different categories of Members in accordance with the terms of reference.	verbal
3. Promotion activities	
3.1 ICO CoffeeClub Network – to note The consultant will make a presentation on the updated version of the Network.	verbal
3.2 Programmes to promote coffee consumption – to note The consultant will report on the implementation of programmes to promote coffee consumption based on the Step-by-Step Guide to Promote Coffee Consumption.	verbal
3.3 Coffee and health – to consider The Executive Director a.i. will report on coffee and health programmes and future collaboration with the Institute for Scientific Information on Coffee (ISIC) on the Positively Coffee Programme.	verbal
3.4 Research – to consider The Executive Director a.i. will report on the 23 rd ASIC Conference held in Bali in October 2010.	verbal

- 4. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider** PM-3/11
PM-4/11
- The Executive Director a.i. will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP.
- 5. Phytosanitary matters – to consider** verbal
- The Executive Director a.i. will report on phytosanitary matters including Ochratoxin A (OTA), acrylamide, legislation on Maximum Residue Levels (MRLs) for pesticides and responses to document ED-2100/10 requesting Members to send details of MRLs used in the coffee production process and the methodology used for calculating these, together with relevant studies.
- 6. Promotion and market development under the ICA 2007 – to consider** PC-13/03 Rev. 2
- Members will be invited to contribute ideas for an action plan for promotion of consumption and market development under the ICA 2007, together with proposals for specific activities.
- 7. Financing for promotion and market development – to consider** verbal
- Members are invited to contribute proposals for financing promotion and market development activities.
- 8. Financial matters**
- 8.1 Promotion Fund – to note** PM-2/11
- As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.
- 8.2 Accounts of the Special Fund for the financial year 2009/10 and Report of the Auditors – to note** SF-43/11
- The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.
- 9. Other business – to consider** verbal
- 10. Date of next meeting – to note** verbal
- The next meeting will take place in London at the time of the 107th Council Session from 26 to 30 September 2011.



**ICO MEETINGS
(March 2011)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in March 2011:

	Yes*	No*
Private Sector Consultative Board (28 March)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
106 th Session of the Council (28 – 31 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted observers)
Statistics Committee (29 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted observers)
Finance and Administration Committee (29 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Projects Committee (30 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted observers)
Promotion and Market Development Committee (30 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & accepted 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:

Please return to:
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