



Promotion and Market Development Committee
10th meeting
2 October 2015 (11:00)
Milan, Italy

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PM-45/15
2. Communications – to consider The Communications Officer will present the new ICO website and report on the ICO/SCAE UK Coffee Education Events.	verbal
3. International Coffee Day – to consider The Executive Director will report on the activities of the first International Coffee Day to be held on 1 October 2015. The Committee will be invited to consider ideas and actions arising from the day.	verbal
4. World Coffee Conference – to consider The representative of Ethiopia will give an update on the preparations for the 4 th World Coffee Conference which will take place in Addis Ababa, from 6 to 8 March 2016.	verbal
5. Other business – to consider <i>Chairman and Vice-Chairman for 2015/16:</i> The Council will approve the composition of the Committee for 2015/16 during its 115 th Session in September 2015. At its first meeting in March 2016, the Committee will appoint a Chairman and Vice-Chairman for 2015/16.	verbal

6. Date of next meeting – *to note*

verbal

The next meeting will take place in Addis Ababa, Ethiopia, at the time of the 116th Council Session from 9 to 11 March 2016.

REFERENCE DOCUMENTS
Plan for Promotion and Market Development
Terms of reference for the Promotion and Market Development Committee (Annex IV)
Terms of reference for the Steering Group on Promotion (Annex IX)