



- International Coffee Council
- Finance and Administration Committee
- Projects Committee
- Statistics Committee
- Core Group on the Consultative Forum on Coffee Sector Finance
- Private Sector Consultative Board
- Promotion and Market Development Committee

Convocation of ICO meetings
13 to 17 March 2017
London, United Kingdom

Meetings and venue

1. The International Coffee Organization presents its compliments and wishes to inform ICO Members and observers about the draft schedule and Agendas for the 119th Session of the International Coffee Council and other ICO meetings which will take place from 13 to 17 March 2017. All meetings will be held 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). The first plenary Session of the Council will take place on Monday 13 March at 09:30.

Paperless meetings

2. In order to reduce costs for the Organization as efficiently as possible, and as recommended by the Council, the ICO is moving towards a zero paper system for meetings. Members are encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents. **Document sets will only be available to Members and observers who request them at least 30 days before the meetings i.e. by 10 February 2017, via documents@ico.org.** The Council Chamber has Wi-Fi facilities and there are adequate electrical outlets to recharge devices. Agendas and documents can be downloaded from the ICO website at: http://www.ico.org/documents_e.asp. Restricted documents can be accessed on the ICO website with the use of a password.

Agendas and arrangements

3. Draft Agendas for the Council and other meetings are attached together with a draft Schedule of Meetings.
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 Secretariat in writing no later than **27 February 2017**.

Members – notification of attendance

5. Credentials for the 119th Session of the International Coffee Council should be sent to the ICO 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 Secretariat, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their credentials reach the Organization no later than **27 February 2017** 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) and be sent to credentials@ico.org.
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. 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 Secretariat by **27 February 2017** of the specific meetings they wish to attend.
9. Observer countries and organizations not included on the list in Annex II of document [ICC-117-3](#) should submit requests for observer status in writing, indicating the Agenda items of interest, to the Secretariat via credentials@ico.org

Visas and letters of invitation

10. The UK visas website ([UK Visas and Immigration](#)) contains an [online enquiry form](#) which can be used to determine whether you need to apply for a visa before travelling to the United Kingdom. Passports must have six months validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas to attend the meetings should request this in writing by **27 February 2017** (info@ico.org), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the British Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

Registration

11. 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

12. One team of interpreters will be available from 13 to 17 March 2017.

Important dates

Documents/presentations/additions to agendas	In writing to the Chief Economist (via seudieu@ico.org) by 27 February 2017
Registration for existing observers	By 27 February 2017 to credentials@ico.org
Credentials	By 27 February 2017 to credentials@ico.org
Visa support letters	By 27 February 2017 to info@ico.org
Document sets	By 10 February 2017 to documents@ico.org

As at 16 January 2017

ICO MEETINGS
Provisional programme
13 to 17 March 2017

Monday, 13 March		Room	Open to	Note
08:30 onwards	Registration	Lobby	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting	Board Room	Restricted	Chairmen and invited Members only
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	<ol style="list-style-type: none"> 1. Draft Agenda 2. Admission of Observers 3.1 Votes for coffee year 2016/17 4. Membership of the ICA 2007 6. Annual Review 2015/16 7. Coffee market situation 5. Review of candidates for the post of Executive Director *
13:00 – 14:30		Lunch		
14:30 – 17:00	Council	Council Chamber	ICO Members	5. Review of candidates for the post of Executive Director *
17:00 – 18:00	Working Group on the Staff Regulations and Staff Rules	Council Chamber	ICO Members	<i>Agenda to follow</i>
18:00 – 19:00	<i>Coordination meetings</i>	<i>Council Chamber/ Board Room</i>	<i>ICO Members</i>	<i>To be confirmed</i>
Tuesday, 14 March		Room	Open to	Note
09:30 – 11:30	Finance & Administration Committee	Council Chamber	ICO Members	
11:30 – 13:00	Projects Committee	Council Chamber	ICO Members and accepted observers	
13:00 – 14:30		Lunch		
14:30 – 16:00	Statistics Committee	Council Chamber	ICO Members and accepted observers	
16:00 – 16:30	Core Group on the Consultative Forum on Coffee Sector Finance	Council Chamber	ICO Members and accepted observers	
16:30 – 18:00	Private Sector Consultative Board	Council Chamber	PSCB and Members	Without interpretation
18:00 – 19:00	<i>Coordination meetings</i>	<i>Council Chamber/ Board Room</i>	<i>ICO Members</i>	<i>To be confirmed</i>
Wednesday, 15 March		Room	Open to	Note
08:30 – 09:30	<i>IACO Board Meeting</i>	<i>Board Room</i>	<i>African Group</i>	<i>To be confirmed</i>
09:30 – 10:30	Promotion and Market Development Committee	Council Chamber	ICO Members and accepted observers	
10:30 – 12:30	Working Group on the Strategic Review	Council Chamber	ICO Members and accepted observers	<i>Agenda to follow</i>
12:30 – 14:30		Lunch		
14:30 – 15:30	Memorial Mass for Mr Robério Oliveira Silva	Westminster Cathedral 42 Francis Street London SW1P 1QW	All	
16:30 – 18:00	<i>Coordination meetings</i>	<i>Council Chamber/ Board Room</i>	<i>ICO Members</i>	<i>To be confirmed</i>

Thursday, 16 March		Room	Open to	Note
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	8. Country Coffee Profiles 9. National coffee policies 10. Session of the Council in Côte d'Ivoire 11. World Coffee Conference 12. Consultative Forum on Coffee Sector Finance 13. Programme of Activities 14. Strategic Review of the ICO 15. Reports from the Chairpersons of ICO bodies 15.1 Private Sector Consultative Board (PSCB) 15.2 Promotion and Market Development Committee 15.3 Statistics Committee 15.4 Projects Committee
13:00 – 14:30		Lunch		
14:30 – 17:00	Council	Council Chamber	ICO Members and accepted observers	16. Financial and administrative matters* 16.1 Finance and Administration Committee* 16.2 Administrative accounts of the ICO for financial year 2015/16 and Report of Auditors* 16.3 Premises* 16.4 Staff Regulations and Staff Rules* 17. Special Fund
17:00 – 18:00	Coordination meetings	Council Chamber/ Board Room	ICO Members	To be confirmed
Friday, 17 March		Room	Open to	Note
09:30 – 13:00	Council	Council Chamber	ICO Members and accepted observers	3.1 Votes and Credentials 5. Review of candidates for the post of Executive Director * 18. Other business 19. Future meetings
13:00 – 14:30		Lunch		
13:00 – 13:30	Press briefing	Board Room	Members of the press	
14:30 – 18:00	Council	Council Chamber	ICO Members and accepted observers	If required

Notes:

1. There will be one team of interpreters from 13 March to 17 March – available from 09:30 – 18:00 only.
2. The Annex lists office holders and the composition of ICO bodies for 2016/17
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.
4. * Denotes Agenda Items which are restricted to ICO Members.

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2016/17

International Coffee Council**Chairman:** Ms Tanya Menchi (USA) ■ **Vice-Chairperson:** Mr Aly Touré (Côte d'Ivoire)**Finance and Administration Committee (2016/17)****Chairperson:** To be appointed in March 2017 ■ **Vice-Chairperson:** To be appointed in March 2017**Exporting Members:** Brazil, Cameroon, Colombia, Indonesia, Uganda and Vietnam**Importing Members:** EU, Japan, Russian Federation, Switzerland, USA**Projects Committee (2016/17)****Chairperson:** To be appointed in March 2017 ■ **Vice-Chairman:** To be appointed in March 2017**Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Honduras, India, Indonesia, Nicaragua and Tanzania**Importing Members:** European Union, Switzerland, USA**Promotion and Market Development Committee (2016/17)****Chairperson:** To be appointed in March 2017 ■ **Vice-Chairman:** To be appointed in March 2017**Exporting Members:** Brazil, Colombia, Guatemala, India, Kenya, Mexico, Togo and Vietnam**Importing Members:** European Union, Switzerland, USA**Statistics Committee (2016/17)****Chairperson:** To be appointed in March 2017 ■ **Vice-Chairman:** To be appointed in March 2017**Exporting Members:** Brazil, Colombia, Congo Dem. Rep. of, Costa Rica, Ghana, India, Indonesia and Mexico**Importing Members:** European Union, Switzerland and the USA**Private Sector Consultative Board (PSCB) (2016/17)****Chairman:** Mr Ramaz Chanturiya (Rusteacoffee) ■ **Vice-Chairman:** Mr Alejandro Keller (Anacafé)**Producer representatives** (*alternates in italics*)**Colombian Milds:**

Federación Nacional de Cafeteros de Colombia (FNC),
Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFÉ),
Asociación de Exportadores de Café de Colombia (ASOEXPORT),
 African Fine Coffees Association (AFCA)

Other Milds:

Asociación Nacional del Café de Guatemala (Anacafé),
 Specialty Coffee Association of Panama (SCAP)

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),
International Women's Coffee Alliance (IWCA)

Robustas:

Conseil du Café-Cacao (3C),
 Indonesian Coffee Exporters Association (GAEKI),
Uganda Coffee Federation (UCF)

Consumer representatives:

All Japan Coffee Association (AJCA),
 Coffee Association of Canada (CAC),
 European Coffee Federation (ECF),
 Institute for Scientific Information on Coffee (ISIC),
 National Coffee Association of USA (NCA),
 Russian Association of Tea and Coffee Manufacturers (Rusteacoffee),
 Specialty Coffee Association of America (SCAA),
 Speciality Coffee Association of Europe (SCAE)

Consultative Forum on Coffee Sector Finance (2016/17)**Chairman:** Mr Juan Esteban Orduz (Colombia) (also Chairman of Core Group)**Vice-Chairman:** Mr Ödön Pálfa Sagues (EU-Spain)**Core Group on the Consultative Forum (2015/16 and 2016/17)****Exporting Members:** Bolivia, Colombia, Côte d'Ivoire, El Salvador, Ethiopia, Uganda**Importing Members:** EU, Russian Federation, Switzerland, USA**Ex-officio Member:** Executive Director**Assisted by:** Chairman of PSCB, and four advisors: Noemí Pérez (Fast), Roy Parizat (World Bank), Silas Brasileiro (Conselho Nacional do Café, Brazil) and Nicolas Tamari, Sucafina SA (2015/16)

Virtual Screening Subcommittee

Chairman: Executive Director

Exporting Members: Brazil, Côte d'Ivoire, Guatemala, Indonesia

Importing Members: European Union and the USA



International Coffee Council
119th Session
13 – 17 March 2017
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – <i>to adopt</i>	ICC-119-0 Schedule of meetings
2. Admission of observers – <i>to consider</i> The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers.	to follow
3. Votes and credentials	
3.1 Votes for coffee year 2016/17 – <i>to consider and, if appropriate, to approve</i> The Chief Economist will report.	to follow
3.2 Credentials – <i>to consider and, if appropriate, to approve</i> The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal
4. Membership of the International Coffee Agreement (ICA) 2007 – <i>to note</i> The Chief Economist will report.	to follow
5. Review of candidates for the post of Executive Director – <i>to consider</i> The Chairperson of the Council will report.	to follow

6. **Annual Review 2015/16 – to note** to follow
- The Chief Economist will present the Annual Review for 2015/16.
7. **Coffee market situation – to note** Coffee Market Report – February 2017
- The Chief Economist will present an analysis of the market situation.
8. **Country Coffee Profiles – to consider**
- The Council will consider the following Country Coffee Profiles presented by the Chief Economist:
- **Coffee Profile: Cameroon** to follow
 - **Coffee Profile: Ghana** to follow
9. **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.
10. **Session of the Council in Côte d'Ivoire – to consider** verbal
- The representative of Côte d'Ivoire will report on the preparations made to date for the 120th Session of the Council in September 2017.
11. **World Coffee Conference – to consider** [ED-2227/16](#)
- The Secretariat requested Members to submit their bid to host the World Coffee Conference in advance of the March meetings so that a decision could be made during the 119th Session of the Council.
12. **Consultative Forum on Coffee Sector Finance – to consider** verbal
- The Chairman of the Core Group will report to the Council on the meeting of the Core Group, including arrangements for the 7th Forum to be held in September 2017.
13. **Programme of Activities – to consider** to follow
- The Chief Economist will present the final report on the implementation of the Programme of Activities for 2015/16.
14. **Strategic Review of the ICO – to consider** to follow
- The Chairman of the Working Group will report on the progress made since September 2016 on the Strategic Review.

15. Cooperation with other agencies – to consider to follow

The Chief Economist will report on cooperation with other agencies, including a proposed Memorandum of Understanding between the African Fine Coffees Association and the International Coffee Organization.

16. Report by the Chairmen of ICO bodies

16.1 Private Sector Consultative Board (PSCB) – to consider verbal

16.2 Promotion and Market Development Committee – to consider verbal

16.3 Statistics Committee – to consider verbal

16.4 Projects Committee – to consider verbal

17. Financial and administrative matters

17.1 Finance and Administration Committee – to consider to follow

The Chairman of the Finance and Administration Committee will report on the meeting of the Committee including the financial situation, the draft Administrative Budget for the financial year 2017/18 and the cost analysis summary. The Council will consider the recommendations of the Committee, including proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.

17.2 Administrative Accounts of the Organization for the financial year 2015/16 and Report of the Auditors – to consider and, if appropriate, approve to follow

The Council will consider the Administrative Accounts of the Organization for the financial year 2015/16 and Report of the Auditors. The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members together with the Accounts of the Promotion Fund.

17.3 Premises – to consider to follow

The Chairman of the Finance and Administration Committee will report.

17.4 Staff Regulations and Staff Rules – to consider to follow

At its 117th Session the Council set up a Working Group to review the Staff Regulations and Staff Rules. The Chairman of the Group will report on the progress made to date.

18. **Special Fund – *to consider*** verbal

Following the decision made at the 117th Session, the producers' spokesperson will report on progress made regarding the approval of projects to be undertaken with the Special Fund

19. **Other business – *to note*** verbal

20. **Future meetings** to follow

The Council will consider the revised dates of the meetings in 2017/18 – ***to consider and, if appropriate, to approve***

The next Session of the Council will take place in Abidjan, Côte d'Ivoire from 25 to 29 September 2017 – ***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***

REFERENCE DOCUMENTS
International Coffee Agreement 2007
Action plan for the International Coffee Organization
Rules of the International Coffee Organization
Terms of reference for Committees and advisory bodies
Model credential letter
Office Holders for 2016/17
Procedures for membership of the ICA 2007



Finance and Administration Committee

23th Meeting

14 March 2017 (09:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-147/17
2. Chairman and Vice-Chairman for 2016/17 – to appoint The Committee will appoint a Chairman and a Vice-Chairman for 2016/17 who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.	verbal
3. Report on the meeting of 19 September 2016 – to consider and, if appropriate, to approve	FA-141/16
4. Report of the intersessional meeting held on 12 January 2017 – to consider and, if appropriate, to approve	to follow
5. Financial situation – to note The Committee will consider a report on the financial situation.	to follow
6. Accounts for the financial year 2015/16	
6.1 Administrative Accounts of the Organization and Report of the Auditors – to recommend for approval 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.	to follow

6.2 Accounts of the Special Fund and Report of the Auditors – to follow
to note

The Accounts of the Special Fund and Report of the Auditors will be considered by the Committee and presented for the approval of exporting Members.

6.3 Promotion Fund – to note to follow

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

7. Draft Administrative Budget for the financial year 2017/18 – to follow
to consider

The Committee will consider the draft Administrative Budget for the financial year 2017/18 and a cost analysis summary.

8. Premises – to consider verbal

The lease of the ICO headquarters will expire at the end of March 2017. The Head of Finance and Administration will provide an update on the current situation.

9. Outstanding contributions – to consider to follow

The Head of Finance and Administration will report on progress in recovering arrears and on a communication received from the Plurinational State of Bolivia.

10. Salary scales and the basis for contributions to the Provident Fund – to consider and to recommend for approval to follow

The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.

11. Review of Staff Regulations and Staff Rules – to consider to follow

The Chairman of the Working Group on the Staff Regulations and Staff Rules will report.

12. Other business – to consider verbal

13. Date of next meeting – to consider verbal

The next meeting will take place in Abidjan, Côte d'Ivoire, at the time of the 120th Council Session from 25 to 29 September 2017.

REFERENCE DOCUMENTS
<u>Financial Rules and Financial Regulations of the International Coffee Organization</u>
<u>Rules of the International Coffee Organization</u>
<u>Terms of reference for the Finance and Administration Committee (Annex V)</u>



Projects Committee

13th Meeting

14 March 2017 (11:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PJ-109/17
2. Chairperson and Vice Chairperson for 2016/17 – to appoint	verbal
<p>The Committee will appoint a Chairman and a Vice-Chairman for 2016/17, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.</p>	
3. Report of the meeting held on 19 September 2016 – to consider and, if appropriate, to approve	PJ-108/16
4. Coffee development projects	
4.1. Projects under consideration by donors – to note	to follow
<p>The Chief Economist will report on projects under consideration by the CFC and other donors.</p>	
4.2. Projects already approved – to note	to follow
<p>A progress report on the implementation of projects approved by the CFC and other donors will be circulated.</p>	
4.3. Recently concluded project – to note	
<p>The Chief Economist will report on the following concluded project:</p>	
<ul style="list-style-type: none">Sustainable Credit Guarantee Scheme to promote scaling up of enhanced processing practices in Ethiopia and Rwanda	to follow

4.4 Africa Coffee Facility – to note to follow

The Chief Economist will report on the progress made on the Africa Coffee Facility.

5. Other business – to note verbal

Reports by Members: Members may wish to report on the rehabilitation of their coffee sectors, as well as progress on dealing with coffee diseases and pests.

6. Date of next meeting – to note verbal

The next meeting will take place in Abidjan, Côte d'Ivoire, at the time of the 120th Council Session from 25 to 29 September 2017.

REFERENCE DOCUMENTS
Terms of reference for the Projects Committee (Annex III)
Terms of reference for the Virtual Screening Subcommittee (Annex VIII)
Development strategy for coffee
Action Plan



Statistics Committee

12th Meeting

14 March 2017 (14:30)

London, United Kingdom

Draft Agenda

Item

Document

1. **Draft Agenda – to adopt**

SC-69/17

2. **Chairperson and Vice Chairperson for 2016/17 – to appoint**

The Committee will appoint a Chairman and a Vice-Chairman for 2016/17, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an exporting Member, and the Vice-Chairman from an importing Member.

3. **Report on the meeting of 20 September 2016 – to consider and, if appropriate, approve**

[SC-68/16](#)

4. **Review of recently published academic studies on coffee – to note**

to follow

The Senior Economist will report on recently published studies on coffee.

5. **Compliance with Statistical Rules – to consider**

to follow

The Chief Economist will report on compliance with the Rules on Statistics.

- 6. Statistics Roundtable – to consider** verbal
- The Chief Economist will report on the meeting of the Statistics Roundtable held on 23 November 2016.
- 7. Other business – to consider** to follow
- Rules on Statistics – Indicator Prices:* The Rules provide that the weighting of each group of coffee in the calculation of the ICO composite indicator price shall be reviewed every two years (see Annex I of document [ICC-105-17 Add. 2](#) which was discussed in March 2015 and took effect on 1 October 2015). The Committee will consider this matter.
- 8. Date of next meeting – to note** verbal
- The next meeting will take place in Abidjan, Côte d'Ivoire, at the time of the 120th Council Session from 25 to 29 September 2017.

REFERENCE DOCUMENTS
Rules on Statistics – Certificates of Origin (ICC-102-9)
Rules on Statistics – Statistical Reports (ICC-102-10)
Rules on Statistics – Indicator Prices (ICC-105-17) ICC-105-17 Add. 2 (Share of markets and their weightings in the calculation of group and composite prices from 1 October 2015)
Terms of reference for the Statistics Committee (ICC-115-13 (Annex VI))
List of exporting countries and their country codes, ICO Certifying Agents and registered ports of export (ICC-106-3)
Data concepts and variables used in the statistics of the Organization (SC-59/15)



Core Group on the Consultative Forum
10th Meeting
14 March 2017 (16:00)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	CG-29/17
2. Report of the last meeting of the Core Group – to note	CG-28/16
Document CG-28/16 contains the report on the 9 th meeting of the Core Group.	
3. 6th Consultative Forum on Coffee Sector Finance – to review	to follow
The Group will review issues raised during the 6 th Forum held on 21 September 2016, and consider ways of following up ideas raised at the 6 th Forum and previous Forums.	
4. 7th Consultative Forum on Coffee Sector Finance – to consider	verbal
The Group will consider a date and the following details for the 7 th Forum:	
<ul style="list-style-type: none">• Topic – a broad issue for discussion will be identified.• Format – arrangements, facilitation and other issues.• Participants – individuals or organizations who should be invited to present or participate.• Sponsorship – suggestions for potential sponsors.• Materials and information – how to develop materials and information to assist with Forum discussions.	

- 5. **Other business – *to consider*** verbal
- 6. **Date of next meeting – *to consider*** verbal

The next meeting will take place in London, United Kingdom at the time of the 121th Council Session.

REFERENCE DOCUMENTS
Terms of reference for the Core Group for the Consultative Forum (Annex VII)
Terms of reference for the Consultative Forum on Coffee Sector Finance (Annex I)
Report of the 1st Consultative Forum
Report of the 2nd Consultative Forum
Report of the 3rd Consultative Forum
Report of the 4th Consultative Forum
Report of the 5th Consultative Forum



Private Sector Consultative Board

44th Meeting

14 March 2017 (16:30)

London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-151/17
2. Report on the meeting of 20 September 2016 – to consider and, if appropriate, to approve	PSCB-150/16
3. International Coffee Day – to consider	verbal

The Chief Economist will report on the preparations for International Coffee Day to be held on 1 October 2017.

4. Other business – to consider	verbal
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World Coffee Conference – As provided for in Article 30 of the International Coffee Agreement 2007 (The World Coffee Conference) and following decisions made during its 117th Session, the Council will consider arrangements for the next World Coffee Conference at its 119th Session from 13 to 17 March 2017. The aforementioned article also establishes that the Council shall decide on the form, title, subject matter and timing of the World Coffee Conference in consultation with the PSCB. Therefore, PSCB members are invited to comment on the proposals received from Members interested in hosting such event.

PSCB Members will be invited to discuss any new developments relating to coffee and food safety.

5. Date of next meeting – to consider

verbal

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

The next meeting will take place in Abidjan, Côte d’Ivoire, at the time of the 120th Council Session from 25 to 29 September 2017.

REFERENCE DOCUMENTS
Terms of reference for the Private Sector Consultative Board (Annex II)



Promotion and Market Development Committee
13th Meeting
15 March 2017 (09:30)
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PM-51/17
2. Chairperson and Vice Chairperson for 2016/17 – to appoint The Committee will appoint a Chairman and a Vice-Chairman for 2016/17, who shall be from different categories of Members in accordance with the terms of reference. Precedent indicates that the Chairman should be from an importing Member, and the Vice-Chairman from an exporting Member.	verbal
3. Report on the meeting of 19 September 2016 – to consider and, if appropriate, approve	PM-50/16
4. International Coffee Day – to consider The Chief Economist will report on the preparations for the 2017 International Coffee Day campaign.	verbal
5. Other business – to consider	verbal
6. Date of next meeting – to note The next meeting will take place in Abidjan, Côte d'Ivoire, at the time of the 120 th Council Session from 25 to 29 September 2017.	verbal

REFERENCE DOCUMENTS

[Terms of reference for the Promotion and Market Development Committee \(Annex IV\)](#)

[Terms of reference for the Steering Group on Promotion \(Annex IX\)](#)



**INTERNATIONAL
COFFEE
ORGANIZATION**

REGISTRATION FORM FOR OBSERVERS
119th SESSION OF THE INTERNATIONAL COFFEE COUNCIL AND OTHER MEETINGS
 (13 to 17 March 2017, London, United Kingdom)
 Please return this form to credentials@ico.org

Category of delegation:

Observer invited by the Council	PSCB association <input type="checkbox"/>
• Non-member country <input type="checkbox"/>	
• International Organization <input type="checkbox"/>	
• Other <input type="checkbox"/>	

I will attend the following meetings to be held in London, United Kingdom in March 2017 (please tick as appropriate):

Attendance	Yes	No
119 th Session of the Council (13 to 17 March)		
Private Sector Consultative Board (14 March) – <i>this meeting is only open to PSCB members and ICO Members</i>		
Core Group on the Consultative Forum on Coffee Sector Finance (14 March)		
Projects Committee (14 March)		
Statistics Committee (14 March)		
Promotion and Market Development Committee (15 March)		

Mr / Mrs / Ms: First name:

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Fax: Email: