

9 February 2018

Original: English

**Convocation for the 121<sup>st</sup> Session  
of the International Coffee Council  
and associated meetings:  
9-13 April 2018, Mexico City**

**Advance information for participants\***

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\*The present document contains information concerning the 121<sup>st</sup> Session of the International Coffee Council and associated meetings that was available at the time of drafting. While every effort has been made to check the information provided, the ICO Secretariat cannot accept responsibility for inaccuracies.

## I. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents his compliments and wishes to inform ICO Members and observers that the Government of Mexico is kindly hosting the 121<sup>st</sup> Session of the International Coffee Council and associated meetings in Mexico City, Mexico from 9 to 13 April 2018.

## II. VENUE

2. The 121<sup>st</sup> Session of the International Coffee Council and associated meetings will be held at the [Hilton Mexico City Reforma hotel](#), Av. Juárez 70, Colonia Centro, 06010 Mexico City.

## III. OPENING CEREMONY AND SEATING ARRANGEMENTS

3. The opening ceremony will be held on Monday 9 April 2018 at 09:30 in the conference room. Delegates are kindly requested to be in their seats by the latest at 09:15.

4. Delegations will be seated in English alphabetical order. Each Government delegation will be assigned a table for the Head of Delegation and seats for alternates and advisers in the row behind. Specifically identified seating will be available for other participants.

5. Delegates are reminded that mobile telephones should be either switched off or switched to silent mode during all proceedings.

## IV. PROVISIONAL PROGRAMME

6. Members wishing to submit documents for circulation, to suggest any additional matters for consideration, or to make presentations during the meetings are requested to advise the Executive Director in writing **no later than 16 March 2018**.

7. A provisional programme is set out in Annex I, where Members and observers will be able to take part in Dissemination Workshops on Coffee Leaf Rust and on Coffee and Health. The final programme for the workshops will follow shortly. Detailed agendas for Committees and other bodies are attached to this document.

### Side events

8. Members and observers are warmly invited to the following events:
- A Welcome Cocktail on the evening of Sunday 8 April at the Hilton Mexico City Reforma.
  - A Welcome Dinner on Monday 9 April 2018 at the [Ex Convento de San Hipólito](#).
  - A Farewell Dinner on Thursday 12 April 2018 at a venue still to be confirmed.

- A visit to a coffee farm in Puebla on Saturday 14 April.
- Delegates will also have an opportunity to register for mezcal and coffee cupping sessions, as well as a tour of the city. All events are free of charge.

9. Delegates can register for these events on a dedicated online platform to go live during the week 12-18 February 2018<sup>1</sup>.

## **V. PARTICIPATION AND COSTS**

10. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

## **VI. CREDENTIALS**

11. In accordance with Rule 3 of the Rules of the Organization, the credentials of Member delegations shall be issued in writing to the Executive Director. Each Member shall appoint one representative and one or more alternates. A Member may also designate one or more advisers to its delegation.

12. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing by and on the headed paper of 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). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

13. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 16 March**. A model letter is enclosed in Annex II. Scanned copies of credentials may be sent by email to the Secretariat ([credentials@ico.org](mailto:credentials@ico.org)) and the original submitted as soon as possible thereafter. Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat and host country.

14. Members are also reminded that if they are unable to attend, in accordance with paragraph (2) of Article 13 of the 2007 Agreement, any exporting Member may authorize in writing any other exporting Member, and any importing Member may authorize in writing any other importing Member, to represent its interests and to exercise its right to vote at any meeting or meetings of the Council. A model authorization is enclosed in Annex III. Letters of authorization should be sent **no later than 16 March 2018**. Scanned copies may be sent by email to the Secretariat ([credentials@ico.org](mailto:credentials@ico.org)) and the original submitted as soon as possible thereafter.

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<sup>1</sup> Details on how to access the online platform will be provided in due course.

## **VII. ADMISSION OF OBSERVERS**

15. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-120-3](#) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director of the specific meetings they wish to attend. A Registration Form for observers is enclosed in Annex IV and should be sent to [credentials@ico.org](mailto:credentials@ico.org) **no later than 16 March 2018**.

16. Observer countries and organizations not included on the list in Annex II of document [ICC-120-3](#) should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director **at least 45 days prior to the April Session**, in accordance with Rule 5 of the Rules of the Organization.

## **VIII. REGISTRATION AND LIST OF PARTICIPANTS**

17. As stated in Rule 3 of the Rules of the Organization, each Member shall be represented by one representative, who may be assisted by alternates and advisers. Each delegation shall have a Head of delegation. Any alternate or adviser may act as a representative upon instruction of the Head of the delegation.

18. Registration will be effected only for those delegates whose names have been communicated to the Secretariat. Along with submitting credentials directly to the ICO, delegates will need to register for the event, including travel and hotel arrangements using a dedicated platform to go live mid-February. More information to follow.

19. For the purposes of identification and security, all participants attending the meetings are required to collect their badge on arrival at the ICO Registration Desk in the Hilton Mexico City Reforma hotel. The Registration Desk will open from 16:00 – 20:00 on Sunday 8 April and from 08:00-18:00 on Monday 9 April 2018 until the end of the Session.

### **Registration of Heads of State, Ministers and Ambassadors**

20. It is strongly recommended that delegations submit the names of attending Heads of State, Ministers or Ambassadors to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

### **List of participants**

21. A provisional list of delegates will be available on the first day of the Session, to be revised at a later date.

22. Delegations are requested to notify, in writing, the staff at the Registration Desk or the ICO staff at the venue of any subsequent changes in the information in the provisional list of delegates, so that records for the final list of delegates may be kept up to date and accurate.

#### **IX. LANGUAGES AND DOCUMENTATION**

23. The official languages of the Organization are English, French, Portuguese and Spanish.

24. Simultaneous interpretation will be available (apart from the meetings of the Private Sector Consultative Board and the Core Group for the Consultative Forum on Coffee Sector Finance) with a portable receiving set and headphones. Participants are required not to remove this equipment from the meeting rooms so that it may be checked and recharged as necessary.

25. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, documents will be distributed electronically, **with only one set of documents printed per delegation**. Delegates are therefore strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

26. The Hilton Mexico City Reforma hotel has broadband facilities and there will be adequate electrical outlets for delegates to use and recharge devices. Once published, agendas and documents can be downloaded from the ICO website at: [http://www.ico.org/documents\\_e.asp](http://www.ico.org/documents_e.asp). The password for restricted documents will be provided to Members only.

27. An updated programme will be issued daily in English and Spanish.

#### **X. SPEAKERS**

28. To facilitate the work of the interpreters and Secretariat staff, speakers are requested to submit in advance and as early as possible copies of their statements and/or presentations to the ICO Secretariat.

#### **XI. REQUESTS FOR MEETINGS**

29. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Secretariat & Communications Officer via email [eldred@ico.org](mailto:eldred@ico.org).

#### **XII. EXHIBITION**

30. An exhibition will be held to showcase local projects and initiatives.

### **XIII. INFORMATION AND THE MEDIA**

31. Representatives of the media – print media, photo, radio, television and film, news agencies and online media – will have the opportunity to apply for accreditation by contacting [press@ico.org](mailto:press@ico.org)
32. A press briefing will take place at the close of the Council Session on Friday, 13 April 2018.
33. Highlights of the April Session will be posted on social media during the week.

### **XIV. VISAS, ACCOMMODATION AND TRAVEL**

#### **Travelling directly to Mexico**

34. Delegates from certain countries will need a visa to enter Mexico. More information is available from the National Institute of Migration in Mexico:  
<http://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/>
35. To support the application of visas, a letter can be provided on request by contacting the ICO Secretariat via email: [eldred@ico.org](mailto:eldred@ico.org).

#### **Travelling to and from Mexico via the United States**

36. For delegates travelling via the United States to and from Mexico, the [Electronic System for Travel Authorization](#) (ESTA) will be also required in order to apply for pre-approval prior to checking in. Although most requests are approved within minutes, it is recommended that applications for ESTAs are submitted at least 72 hours in advance of travel; the approval is valid for two years. Further information is available through the US Embassies in individual countries.

#### **Leaving Mexico**

37. When flying back from Mexico, payment of a departure tax may be required. The cost can vary and some airports or border crossings only accept payment in cash. Most airlines include the cost within the ticket price. Delegates are advised to check with their airline.

#### **Accommodation**

38. Delegates are responsible for making their own arrangements for accommodation. Details of the meeting venue and nearby hotels, along with indicative rates (in Mexican pesos) are as follows:

	HOTELS	ADDRESS	SINGLE ROOM PER NIGHT	DOUBLE ROOM PER NIGHT
1	<b>Hilton Mexico City Reforma</b>	<a href="#">Av. Juárez 70, Colonia Centro, Centro, 06010 Mexico City</a>	\$4,712.07 + Tax	\$4,712.07 + Tax
2	<b>Fiesta Inn</b>	<a href="#">Av. Juárez 76 Col. Centro 06010 Mexico City</a>	\$1,400 + Tax	\$1,400 + Tax
3	<b>One Mexico City Alameda</b>	<a href="#">Av. Juárez No. 88, Centro 06600 Mexico City Mexico</a>	\$1,235 + Tax	\$1,235 + Tax
4	<b>City Express</b>	<a href="#">República de Uruguay, 45 Centro Histórico, Mexico City</a>	\$1,062 + Tax	\$1,170 + Tax
5	<b>Hotel Ibis Mexico Alameda</b>	<a href="#">Balderas, #49 Colonia Centro, Delegacion Cuauhtemoc, Mexico City</a>	\$883.27 + Tax	\$982.43 + Tax

39. The list of hotels above is not exhaustive, as alternative hotels in Mexico City to suit a range of budgets are also available.

### **Travel to and from the airport**

40. Mexico City International Airport; officially Aeropuerto Internacional Benito Juárez is an international airport that serves Mexico City. There are direct international flights with a number of operators, including: Aeromexico, Air Canada, Air France, American Airlines, British Airways, China Southern, Delta, KLM and Lufthansa.

41. This airport is also the closest terminal to the meeting venue (10 km). A typical taxi ride from the airport to the Hilton Mexico City Reforma should take around 20 minutes.

### **Vaccinations**

42. There are no compulsory vaccinations to enter Mexico, however delegates can obtain more information on vaccinations on the World Health Organization's website [www.who.int](http://www.who.int) or alternatively by consulting their local Consulate of Mexico.

**XV. LIABILITY DISCLAIMER**

43. Delegates are responsible for their own safety at all times.
44. Delegates are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the Hotel Reception.
45. The ICO does not accept responsibility and expressly excludes liability for:
- Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel, social and cultural events venues or buses.
  - Death or personal injury suffered at the meeting.
46. In the unlikely occurrence that the 121<sup>st</sup> Session of the International Coffee Council and associated meetings must be cancelled or postponed due to circumstances beyond the control of the ICO, the ICO shall not be liable for any costs incurred by the event attendee.

**XVI. MEETING PREMISES AND SERVICES**

47. The following facilities are available at the meeting venue:
- Business centre
  - Parking facilities
  - Catering services: Lunch will be provided to all delegates through the week of 9 to 13 April
  - Banking services: International ATM machines are available in the hotel
  - Newspaper kiosk
  - Gift shop
48. Unfortunately due to severe space limitations, it will not be possible for delegations to use office space. However, the reception area of the hotel provides room for delegates to meet informally.



## **XVII. INFORMATION ABOUT MEXICO**

Geography	Mexico is located at about 23° N and 102° W in the southern portion of North America, and to the north borders the United States, to the west and south by the Pacific Ocean, to the east by the Gulf of Mexico, and to the southeast by Belize, Guatemala, and the Caribbean Sea. Mexico is the world's 13 <sup>th</sup> largest country.
Population	Mexico: 127.5 million Mexico City: 8.9 million Puebla: 1.434 million
Area of Mexico	1.94 million km <sup>2</sup>
Area of Mexico City	1,495 km <sup>2</sup>
Area of Puebla	534.3 km <sup>2</sup>
Language	Spanish
Local time	GMT -6 hours
Electricity	110V 60 Hz
International direct dialling code	+52 (Mexico)
Currency	Mexican Peso The currency is the Mexican peso (MXN), which is divided into 100 centavos 1 US\$ = 19.05 MXN A universal currency converter can be found at: <a href="http://www.xe.com/ucc">www.xe.com/ucc</a>
Climate	The average temperature in Mexico City in April is 19° C
Travel/medical insurance	Delegates should ensure that they are covered by travel and medical insurance
Health requirements for entry into Mexico	Check at <a href="http://www.who.int">www.who.int</a> and the local Consulate of Mexico
Taxes and tipping	VAT is 16%. Visitors commonly give a tip of 10%
Business hours	Branches of the main Mexican banks are generally open from 08:30 to 16:00, Monday to Friday. Branches of the major banks in the larger towns and cities may also offer Saturday opening hours.  Shop opening hours are generally from 09:00/10:00-20:00/21:00. Larger department stores remain open until late into the evening. Smaller stores often close between 14:00 and 16:00 then reopen until 20:00.

**121<sup>st</sup> International Coffee Council and associated meetings  
9 to 13 April 2018, Hilton Mexico City Reforma Hotel, Mexico City  
Provisional programme: as of 9 February 2018**

<b>Sunday, 8 April</b>		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
16:00 – 19:00	Registration opens	Reception	ICO Members and observers	
<b>19:30</b>	<b>Welcome cocktail</b>	TBC	ICO Members and observers	
<b>Monday, 9 April</b>		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
08:30 onwards	Registration	Reception	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting		Restricted	Chairs and invited Members
09:30 – 10:45	Opening Ceremony		ICO Members and observers	Welcome address from official from the Government of Mexico
10:45 – 11:00	Council		ICO Members and observers	1. Draft Agenda 2. Admission of Observers 3. Appointment of Office Holders
<b>11:00 – 11:30</b>	<b>Coffee break</b>			
11:30 – 13:30	Dissemination Workshop on Coffee Leaf Rust		ICO Members and observers	
<b>13:30 – 15:00</b>	<b>Lunch</b>			
15:00 – 16:00	Dissemination Workshop on Coffee Leaf Rust		ICO Members and observers	
<b>16:00 – 16:30</b>	<b>Coffee break</b>			
16:30 – 18:00	<i>Coordination meetings</i>		<i>Producing and consuming countries</i>	
<b>19:30</b>	<b>Welcome dinner</b>	Ex Convento de San Hipólito	ICO Members and observers	
<b>Tuesday, 10 April</b>		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
08:30 – 09:30	<i>IACO Board meeting</i>		<i>IACO Board Members</i>	<i>Tentative</i>
09:30 – 11:00	Projects Committee		ICO Members and observers	
<b>11:00 – 11:30</b>	<b>Coffee break</b>			
11:30 – 13:30	Finance and Admin. Committee		ICO Members only	
<b>13:30 – 15:00</b>	<b>Lunch</b>			
15:00 – 16:30	Dissemination Workshop on Coffee and Health		ICO Members and observers	
<b>16:30 – 17:00</b>	<b>Coffee break</b>			
17:00 – 18:00	Dissemination Workshop on Coffee and Health		ICO Members and observers	
<b>Wednesday, 11 April</b>		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
09:30 – 11:30	Statistics Committee		ICO Members and observers	
<b>11:30 – 12:00</b>	<b>Coffee break</b>			
12:00 – 13:30	Promotion & Market Development Committee		ICO Members and observers	

<b>13:30 – 15:00</b>	<b>Lunch</b>			
15:00 – 16:30	Private Sector Consult. Board		ICO and PSCB Members	<i>Without interpretation</i>
<b>16:30 – 17:00</b>	<b>Coffee break</b>			
17:00 – 18:00	Core Group for the Consultative Forum on Coffee Sector Finance		ICO Members and observers	<i>Without interpretation</i>
<b>Thursday, 12 April</b>		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
09:30 – 11:00	Council		ICO Members and observers	4.1 Votes for coffee year 2017/18 5. Membership of ICA 2007 6. Annual Review 2016/17 7. Programme of Activities 2017/18
<b>11:00 - 11:30</b>	<b>Coffee break</b>			
11:30–13:30	Council		ICO Members and observers	8. Coffee market report 9. Coffee and prices
<b>13:30 – 15:00</b>	<b>Lunch</b>			
15:00 – 17:00	Council		ICO Members and observers	10. Studies and reports 11. Country coffee profiles 12. National coffee policies
<b>19:30</b>	<b>Farewell Dinner</b>	Venue tbc		
<b>Friday, 13 April</b>		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
09:30 – 11:00	Council		ICO Members and observers	4.2 Credentials 13. World Coffee Conference 14. International Coffee Day 15. Cooperation with other agencies
<b>11:00 – 11:30</b>	<b>Coffee break</b>			
11:30 – 13:00	Council		ICO Members and observers	16. Reports from Chairs of the ICO bodies 17. Finance and administrative matters* 18. Special Fund* 19. Other business 20. Future meetings Close.
13:00 – 13:30	Press briefing		Press	
<b>13:30 – 15:00</b>	<b>Lunch</b>			
<b>Saturday, 14 April</b>			<b>Open to</b>	<b>Notes</b>
09:30	Visit to coffee plantation	Puebla	ICO Members and observers	Contact the ICO Secretariat to register.

1. There will be one team of interpreters from 9 to 13 April 2018 – available from 09:30 – 18:00 only.
2. 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.
3. \* Denotes Agenda Items which are restricted to ICO Members.

**MODEL CREDENTIAL LETTER**

Please send your credential letter on headed paper as an attachment to [credentials@ico.org](mailto:credentials@ico.org) by 16 March 2018.

The original can be submitted as soon as possible thereafter

[Date]

Mr José Sette  
Executive Director  
International Coffee Organization  
222 Gray's Inn Road  
London WC1X 8HB

Dear Mr Sette,

**121<sup>st</sup> Session of the International Coffee Council and associated meetings**  
(Mexico City, 9 to 13 April 2018)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 121<sup>st</sup> Session of the International Coffee Council and associated meetings taking place in Mexico City from 9 to 13 April 2018:

[Name] Representative (one person only please)

[Title]

[Organization]

[Name] Alternate(s)

[Title]

[Organization]

[Name] Adviser(s)

[Title]

[Organization]

Yours sincerely,

[Signature]\*

[Name]

[Title]

*\* To be signed by a representative of the competent authorities of the Member country (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).*

**MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS  
AND EXERCISE ITS VOTING RIGHTS**

**Please send your authorization as an attachment to  
[credentials@ico.org](mailto:credentials@ico.org) by 16 March 2018.**

*[Date]*

Mr José Sette  
Executive Director  
International Coffee Organization  
222 Gray's Inn Road  
London WC1X 8HB

Dear Mr Sette,

**121<sup>st</sup> Session of the International Coffee Council and associated meetings**  
(Mexico City, 9 to 13 April 2018)

I have the honour to inform you that my Government will not be represented at the 121<sup>st</sup> Session but has authorised *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 121<sup>st</sup> Session of the International Coffee Council from 9 to 13 April 2018.

Yours sincerely,

[Signature]\*

[Name]

[Title]

[Member country]

\* To be signed by a representative of the competent authorities of the Member country.

**REGISTRATION FORM FOR OBSERVERS**  
**121<sup>st</sup> Session of the International Coffee Council and associated meetings**  
**9 to 13 April 2018, Mexico City**

Please return this form to [credentials@ico.org](mailto:credentials@ico.org) by 16 March 2018

<b>Category of Observer</b> (please tick as appropriate)	
<ul style="list-style-type: none"> <li>• Non-member country <input type="checkbox"/></li> <li>• International Organization <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• PSCB association <input type="checkbox"/></li> <li>• Other (please specify) <input type="checkbox"/></li> </ul> <p style="text-align: center;">-----</p>

<b>Attendance: I will attend the following meetings to be held in Mexico City in April 2018</b> (please tick as appropriate):	
<ul style="list-style-type: none"> <li>• Knowledge Seminar on Coffee Leaf Rust</li> </ul>	
<ul style="list-style-type: none"> <li>• Projects Committee</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge Seminar on Coffee and Health</li> </ul>	
<ul style="list-style-type: none"> <li>• Statistics Committee</li> </ul>	
<ul style="list-style-type: none"> <li>• Promotion and Market Development Committee</li> </ul>	
<ul style="list-style-type: none"> <li>• Private Sector Consultative Board – <i>this meeting is only open to PSCB members and ICO Members</i></li> </ul>	
<ul style="list-style-type: none"> <li>• Core Group for the Consultative Forum on Coffee Sector Finance</li> </ul>	
<ul style="list-style-type: none"> <li>• 121<sup>st</sup> Session of the International Coffee Council</li> </ul>	

Dr / Mr / Mrs / Ms: ..... First name:.....

Surname: .....

Name to be entered on registration badge: .....

Title or official position: .....

Organization / Company: .....

Address: .....

Country: ..... Telephone: .....

Email: .....



**International Coffee Council**  
121<sup>st</sup> Session  
9 – 13 April 2018  
Mexico City, Mexico

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda and schedule of meetings – <i>to adopt</i></b>	ICC-121-0 Schedule of meetings
<b>2. Admission of observers – <i>to decide</i></b>  The Council will decide on the acceptance of observers and designate the items on the Agenda open to accepted observers.	ICC-121-2 <a href="#">ICC-121-2 Add. 1</a>
<b>3. Appointment of office holders – <i>to approve</i></b>  The Council will be invited to formally approve the appointment of office holders.	verbal
<b>4. Votes and credentials – <i>to consider and, if appropriate, to approve</i></b>	
<b>4.1 Votes for coffee year 2017/18</b>  The Executive Director will report.	ICC-121-1
<b>4.2 Credentials</b>  The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	verbal
<b>5. Membership of the International Coffee Agreement (ICA) 2007 – <i>to note</i></b>  The Executive Director will present an update.	ICC-121-3

- 6. Annual Review 2016/17 – to note** Annual Review 2016/17
- The Executive Director will present the Annual Review for 2016/17.
- 7. Programme of Activities – to note** verbal
- The Head of Operations will present an update on the Programme of Activities 2017/18.
- 8. Coffee Market Report – to note** Coffee Market Report – March 2018
- The Chief Economist will present an analysis of the market situation.
- 9. Coffee and prices – to consider** verbal
- Mr Jeffrey Sachs, Director of the Earth Institute at Columbia University, has been invited to present the results of a study analysing the behaviour of coffee prices over the last 40 years.
- 10. Studies and reports – to consider**
- As provided for in the Programme of Activities for 2017/18, the Council will consider the following studies:
- Development of coffee trade flows ICC-121-4
  - Coffee and gender ICC-121-5
- 11. Country Coffee Profiles – to consider**
- The Council will consider the following Country Coffee Profiles:
- Coffee Profile: Ghana ICC-121-6
  - Coffee Profile: Vietnam ICC-121-7
- 12. 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.
- 13. World Coffee Conference – to consider** verbal
- The 5<sup>th</sup> World Coffee Conference will be taking place in April 2020 in India. A representative from India will present Members with an update on preparations.



- 14. International Coffee Day – to consider and, if appropriate, to approve** verbal
- Members will consider and, if appropriate, approve a proposal for the 2018 International Coffee Day campaign.
- 15. Cooperation with other agencies – to consider and, if appropriate, to approve** WP-Council 287/18
- The Executive Director will report on cooperation with other agencies, including a proposal for a Memorandum of Understanding with the Sustainable Coffee Challenge.
- 16. Report by the Chairs of ICO bodies**
- 16.1 Projects Committee**
- 16.1.1 Concept note on identifying sources of funding for projects – to consider and, if appropriate, to approve** PJ-121/18
- Members will be invited to consider and, if appropriate, to approve the concept note to identify areas in which international cooperation can be leveraged to support future coffee development projects.
- 16.2 Statistics Committee**
- 16.2.1 Changes to Rules on Statistics: Certificates of Origin** SC-81/18
- 16.2.2 ICO Award for Excellence in Coffee-Related Research** SC-83/18
- 16.3 Promotion and Market Development Committee** verbal
- 16.4 Private Sector Consultative Board** verbal
- 16.5 Core Group for the Consultative Forum** verbal
- 17. Financial and administrative matters**
- 17.1 Finance and Administration Committee – to consider** FA-169/18  
FA-173/18  
FA-174/18
- 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 2018/19 and a cost analysis summary.

- 17.2 Administrative Accounts of the Organization for the financial year 2016/17 and Report of the Auditors – to consider and, if appropriate, to approve** FA-170/18

The Council will consider and, if appropriate, approve the Administrative Accounts of the Organization for the financial year 2016/17 and Report of the Auditors.

- 17.3 Salary scales and the basis for contributions to the Provident Fund – to consider and, if appropriate, to approve** FA-175/18

The Council will consider and, if appropriate, approve the revision of the salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.

- 17.4 Education Grant – to consider and, if appropriate, to approve** FA-176/18

The Council will consider and, if appropriate, approve the proposal for the revision of the Education Grant.

- 18. Special Fund – to note** verbal

Following the decision made at the 117<sup>th</sup> 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 note** verbal

Members are invited to suggest topics for presentations during the next Session, for inclusion on the Agenda, and improvements to future meeting arrangements.

The next Session of the Council will take place in London, United Kingdom from 17 to 21 September 2018.

Sessions in 2019 have been agreed as follows:

- 123<sup>rd</sup> Session of the International Coffee Council and associated meetings: 8 to 12 April 2019 – Venue to be confirmed
- 124<sup>th</sup> Session of the International Coffee Council and associated meetings: 23 to 27 September 2019, London.

**Close**

## REFERENCE DOCUMENTS

[International Coffee Agreement 2007](#)

[Five-Year Action Plan for the International Coffee Organization](#)

[Rules of the International Coffee Organization](#)

[Terms of reference for Committees and advisory bodies](#)

[Office Holders for 2017/18](#)

[Procedures for membership of the ICA 2007](#)



**Projects Committee**  
15<sup>th</sup> Meeting  
10 April 2018 (09:30)  
Mexico City, Mexico

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	PJ-118/18
<b>2. Report of the meeting held on 26 September 2017 – to consider and, if appropriate, to approve</b>	<a href="#">PJ-117/17</a>
<b>3. Monitoring and evaluation of projects</b>	
<b>3.1 Current coffee development projects – to note</b>	PJ-119/18
The Chief Economist will present an update.	
<b>3.2 Identifying challenges and priorities – to note</b>	PJ-120/18
The Chief Economist will report on a mapping exercise to identify the challenges and priorities facing the coffee sector in Latin America.	
<b>3.3 Identifying mechanisms and sources of funding for projects – to consider and, if appropriate, recommend for approval</b>	PJ-121/18
The Head of Operations will present a concept note to identify areas in which international cooperation can be leveraged to support future coffee development projects in selective regions. Members will be invited to recommend the concept note for approval by Council.	

**4. Cooperation activities – to note** verbal

**4.1 The Delta Project: Bridging the Gap in Measuring Real-Time Sustainability Performance**

A presentation will be made on a collaborative initiative between the International Coffee Organization, Global Coffee Platform, Better Cotton Initiative and the International Cotton Advisory Committee to reposition how sustainability performance is demonstrated through the development of appropriate indicators.

**4.2 The Coffee Global Adaptation Plan (C-GAP)**

A presentation on the evolution of C-GAP will be made.

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

**6. Date of next meeting – to note** verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in London, United Kingdom, at the time of the 122<sup>nd</sup> Council Session from 17 to 21 September 2018.

**REFERENCE DOCUMENTS**

[Terms of reference for the Projects Committee \(Annex III\)](#)



**Finance and Administration Committee**

27<sup>th</sup> Meeting

10 April 2018 (11:30)

Mexico City, Mexico

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – <i>to adopt</i></b>	FA-168/18
<b>2. Report on the meeting of 25 September 2017 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-163/17</a>
<b>3. Report of the intersessional meeting held on 8 February 2018 – <i>to consider and, if appropriate, to approve</i></b>	FA-167/18
<b>4. Financial situation – <i>to note</i></b>	FA-169/18
The Head of Finance and Administration will report on the current financial situation.	
<b>5. Accounts for the financial year 2016/17</b>	
<b>5.1 Administrative Accounts of the Organization and Report of the Auditors – <i>to consider and, if appropriate to recommend for approval</i></b>	FA-170/18
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.	
<b>5.2 Accounts of the Special Fund and Report of the Auditors – <i>to consider and, if appropriate, to recommend for approval</i></b>	FA-171/18
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.	

**5.3 Promotion Fund – to note** FA-172/18

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

**6. Draft Administrative Budget for the financial year 2018/19 – to consider** FA-173/18  
FA-174/18

The Committee will consider the draft Administrative Budget for the financial year 2018/19 and a cost analysis summary.

**7. Outstanding contributions – to consider** verbal

The Head of Finance and Administration will report on progress in recovering arrears.

**8. Salary scales and the basis for contributions to the Provident Fund – to consider and, if appropriate to recommend for approval** FA-175/18

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.

**9. Education Grant – to consider and, if appropriate, to recommend for approval** FA-176/18

The Committee will consider the proposal for the revision of the Education Grant.

**10. Proposals for Key Performance Indicators (KPIs) – to consider** FA-177/18

The Committee will consider proposals for the implementation of Key Performance Indicators in the Five-Year Action Plan and Programme of Activities for the Organization.

**11. Consolidation of advisory bodies – to consider** FA-178/18

Members will be invited to consider a proposal on joint work/consolidation of advisory bodies.

**12. Other business – to consider** verbal

**13. Next meeting – to note** verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in London, United Kingdom, at the time of the 122<sup>nd</sup> Council Session from 17 to 21 September 2018.

<b>REFERENCE DOCUMENTS</b>
<a href="#"><u>Financial Rules and Financial Regulations of the International Coffee Organization</u></a>
<a href="#"><u>Rules of the International Coffee Organization</u></a>
<a href="#"><u>Terms of reference for the Finance and Administration Committee (Annex V)</u></a>
<a href="#"><u>International Coffee Agreement 2007 (ICA 2007)</u></a>





**Statistics Committee**

14<sup>th</sup> Meeting

11 April 2018 (09:30)

Mexico City, Mexico

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	SC-79/18
<b>2. Report on the meeting of 26 September 2017 – to consider and, if appropriate, to approve</b>	<a href="#">SC-78/17</a>
<b>3. Compliance with Statistical Rules – to note</b>	SC-80/18
The Chief of the Statistics Section will report on compliance with the Rules on Statistics.	
<b>4. Changes to the Rules on Statistics: Certificates of Origin – to consider and, if appropriate, to recommend for approval</b>	SC-81/18
Members will be invited to consider a proposal to amend the Rules on Certificates of Origin.	
<b>5. Improving ICO data quality – to note</b>	
<b>5.1 An analysis of ICO data and the results of the ICO survey</b>	SC-82/18
The Chief of the Statistics Section will present an analysis of the quality of ICO data and the results of the ICO survey on statistical variables.	
<b>5.2 Statistics Roundtable</b>	verbal
Members will be invited to note the outcomes of the Statistics Roundtable events held in coffee year 2017/18.	

- 6. Collecting data on production – *to note*** verbal
- 6.1 Technoserve**
- Mr Paul Stewart, Global Coffee Director at Technoserve will give a presentation on enhancing the collection of data on production costs.
- 6.2 PROMECAFE**
- Mr René León-Gómez, Secretary of PROMECAFE, will present a study on production costs.
- 6.3 World Coffee Research**
- Mr Christophe Montagnon, Scientific Director, World Coffee Research will give a presentation on the Global Coffee Monitoring Program.
- 6.4 Intelligentsia Coffee, Inc.**
- Mr Michael Sheridan, Director of Sourcing and Shared Value - Intelligentsia Coffee, Inc. will give a presentation on the costs of the production chain.
- 7. ICO Award for Excellence in Coffee-Related Research – *to consider and, if appropriate, to recommend for approval*** SC-83/18
- Members will be invited to consider a concept note on the creation of an International Coffee Organization Award for Coffee-Related Research, and if appropriate, to recommend for approval to Council.
- 8. Other business – *to consider*** verbal
- 9. Date of next meeting – *to note*** verbal
- Members are invited to suggest matters for consideration at the next meeting.
- The next meeting will take place in London, United Kingdom, at the time of the 122<sup>nd</sup> Council Session from 17 to 21 September 2018.

<b>REFERENCE DOCUMENTS</b>
<a href="#">Rules on Statistics – Certificates of Origin (ICC-102-9)</a>
<a href="#">Rules on Statistics – Statistical Reports (ICC-102-10)</a>
<a href="#">Rules on Statistics – Indicator Prices (ICC-105-17)</a> ICC-105-17 Add. 3 (Share of markets and their weightings in the calculation of group and composite prices from 1 October 2015)
<a href="#">Terms of reference for the Statistics Committee (ICC-115-13 (Annex VI))</a>
<a href="#">List of exporting countries and their country codes, ICO Certifying Agents and registered ports of export (ICC-106-3)</a>



**Promotion and Market Development Committee**  
15<sup>th</sup> Meeting  
11 April 2018 (12:00)  
Mexico City, Mexico

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	PM-55/18
<b>2. Report on the meeting of 26 September 2017 – to consider and, if appropriate, approve</b>	<a href="#">PM-54/17</a>
<b>3. Promoting consumption – to note</b>	
<b>3.1 Domestic consumption in Central America</b>	verbal
Members will receive a presentation from Mr René León-Gómez, Secretary of PROMECAFE, on promoting domestic consumption in Central America.	
<b>3.2 2017 National Coffee Day and the latest coffee consumption trend in Japan</b>	verbal
Members will received a presentation from Mr Keiichi Yokoyama, Chairman of the All Japan Coffee Association (AJCA) on National Coffee Day celebrated in Japan last year, as well as the latest trends in coffee consumption in Japan.	
<b>4. The International Coffee Day 2018 campaign – to consider and, if appropriate, to recommend for approval</b>	verbal
The Head of Operations will report on preparations for the ICD2018 campaign. Members will be invited to consider and, if appropriate, to recommend for approval by Council.	

**5. Prioritising the work of the Promotion and Market Development Committee – *to consider*** verbal

The Committee will be invited to review the focus of the work of the Promotion and Market Development Committee in relation to promoting consumption, private-public partnerships and sourcing finances for projects.

**6. Other business – *to consider*** verbal

**7. Date of next meeting – *to note*** verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in London, United Kingdom at the time of the 122<sup>nd</sup> Council Session from 17 to 21 September 2018.

**REFERENCE DOCUMENTS**

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



**Private Sector Consultative Board**

46<sup>th</sup> Meeting

11 April 2018 (15:00)

Mexico City, Mexico

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	PSCB-155/18
<b>2. Report on the meeting of 26 September 2017 – to consider and, if appropriate, to approve</b>	<a href="#">PSCB-154/17</a>
<b>3. Coffee and gender – to note</b>	verbal
Ms Mery Santos, President of the International Women’s Coffee Alliance will give a presentation on coffee and gender.	
<b>4. Coffee and sustainability – to note</b>	verbal
Mr Niels Haak, Senior Manager Sustainable Coffee at Conservation International will give a presentation on the Sustainable Coffee Challenge.	
<b>5. Coffee and food safety – to note</b>	verbal
Mr Bill Murray, President and CEO of the National Coffee Association will give a presentation on the latest developments on coffee and food safety.	
<b>6. Coffee and production in China – to note</b>	verbal
A representative from China will present on the latest trends in coffee production in China.	

7. **Promoting private-public partnerships – *to consider*** verbal

The Board will be invited to consider the focus of the work of the Private Sector Consultative Board in relation to promoting private-public partnerships to develop a sustainable coffee sector.

8. **Other business – *to consider*** verbal

9. **Date of next meeting – *to note*** verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place in London, United Kingdom at the time of the 122<sup>nd</sup> Council Session from 17 to 21 September 2018.

#### REFERENCE DOCUMENTS

[Terms of reference for the Private Sector Consultative Board \(Annex II\)](#)



**Core Group for the Consultative Forum**

11<sup>th</sup> Meeting

11 April 2018 (17:00)

Mexico City, Mexico

**Draft Agenda**

**Item** **Document**

1. **Draft Agenda – to adopt** CG-31/18

2. **Report of the last meeting of the Core Group – to consider and, if appropriate, to approve** [CG-30/17](#)

Document [CG-30/17](#) contains the report on the 10<sup>th</sup> meeting of the Core Group.

3. **7<sup>th</sup> Consultative Forum on Coffee Sector Finance – to review** [CF-15/17](#)

The Group will review issues raised during the 7<sup>th</sup> Forum held on 27 September 2017, and consider ways of following up ideas raised at the 7<sup>th</sup> Forum and previous Forums.

4. **8<sup>th</sup> Consultative Forum on Coffee Sector Finance – to consider** CG-32/18

The Group will consider the following details for the 8<sup>th</sup> Forum, to be held during the 122<sup>nd</sup> Session of the International Coffee Council from 17-21 September 2018:

- **Topic** – a broad issue for discussion will be identified
- **Format** – arrangements, facilitation and other issues
- **Participants** – individuals or organisations 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 note*** verbal

The next meeting will take place at the time of the 123<sup>rd</sup> Council Session from 8 to 12 April 2019.

<b>REFERENCE DOCUMENTS</b>
<a href="#"><u>Terms of reference for the Core Group for the Consultative Forum (Annex VII)</u></a>
<a href="#"><u>Terms of reference for the Consultative Forum on Coffee Sector Finance (Annex I)</u></a>
<a href="#"><u>Report of the 1<sup>st</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 2<sup>nd</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 3<sup>rd</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 4<sup>th</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 5<sup>th</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 6<sup>th</sup> Consultative Forum</u></a>
<a href="#"><u>Report of the 7<sup>th</sup> Consultative Forum</u></a>