



**International Coffee Council**  
122<sup>th</sup> Session  
17 – 21 September 2018  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Opening of the Council</b>	
<b>2. Draft Agenda – <i>to adopt</i></b>	ICC-122-0 Schedule of Meetings
<b>3. Admission of observers – <i>to consider</i></b>	to follow
The Council will decide on the acceptance of observers and designate the items on the Agenda open to them.	
<b>4. Votes – <i>to consider and, if appropriate, to approve</i></b>	
<b>4.1 Redistribution of votes for coffee year 2017/18</b>	to follow
The Head of Operations will report.	
<b>4.2 Initial distribution of votes for coffee year 2018/19</b>	to follow
Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members and the initial distribution of votes for coffee year 2018/19 will be considered by the Council.	
<b>5. ICO activities for coffee year 2017/18 – <i>to note</i></b>	verbal
<b>5.1 Progress in relation to the Five-Year Action Plan</b>	
The Executive Director will present an update on the work of the ICO Secretariat for the current coffee year and progress in relation to the Five-Year Action Plan	

## 5.2 **ICO Report on Women and Coffee**

The Executive Director will present the ICO Report on Women and Coffee.

## 6 **International Coffee Agreement (ICA) 2007**

### 6.1 **Report on membership of the ICA 2007 – to note** to follow

The Executive Director will report on the current situation, including the outcome of the mission of the high-level ICO delegation which met with officials of the Executive Branch of the Government of the United States of America.

### 6.2 **Extension for the deposit of instruments – to consider and, if appropriate, to approve** to follow

The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 28 September 2018. The Council will consider a draft Resolution extending the deadline for the deposit of instruments.

## 7. **Coffee market situation – to note** to follow

The Head of Operations will present an analysis of the market situation.

## 8. **Understanding the Coffee Value Chain: past and future – to consider** verbal

The Council will consider a progress report on the implementation of the study being conducted by Prof. Jeffrey Sachs: Economic and Policy Analysis for Improving Smallholder Coffee Producers' Incomes.

## 9. **Studies, reports and Country Coffee Profiles – to consider**

As provided for in the programme of activities for 2017/18, the following studies, reports and Country Coffee Profiles will be considered by the Council:

- International coffee prices – causes of high volatility to follow
- Emerging coffee markets: South-East Asia to follow
- Mixtures and Substitutes to follow
- Coffee Profile: Ghana to follow

- Coffee Profile: Kenya to follow
  - Coffee Profile: Japan (tbc) to follow
- 10. Food safety – to consider** to follow
- The Council will consider food safety matters, including a report on responses received from Members on details of Maximum Residue Limits (MRLs) for pesticides used in the coffee production process and the methodology used.
- 11. International Coffee Day – to note** verbal
- The Executive Director will report on the preparations for International Coffee Day to be held on 1 October 2018.
- 12. World Coffee Conference – to note** verbal
- The representative of India will report on preparations for the 5<sup>th</sup> World Coffee Conference, which will take place in Bengaluru, India in April 2020.
- 13. National coffee policies – to note** verbal
- Members are invited to report on changes in coffee policies in their countries.
- 14. Cooperation with other agencies**
- 14.1 Cooperation with other agencies – to note**
- The Executive Director will report on cooperation with other agencies, including the following meetings held at the ICO in May 2018:
- ICO-led meeting of International Commodity Bodies (ICBs) verbal
  - Common Fund for Commodities-led meeting with ICBs verbal
- The Head of Operations will report on cooperation with bilateral and multilateral organizations. verbal
- 14.2 Report on the implementation of Memorandums of Understanding (MoUs) – to note**
- The Executive Director will also report on the implementation of Memorandas of Understanding (MoUs) and other initiatives. The representatives of the following respective organizations/initiatives will report on the:
- MoU with Global Coffee Platform (GCP), including the implementation of the Delta Project verbal

- MoU with the African Fine Coffees Association (AFCA) verbal
  - MoU with the Sustainable Coffee Challenge (SCC) verbal
- 14.3 New MoU – to consider and, if appropriate, to approve**
- The Council will consider the following proposed MoU:
- International Women’s Coffee Alliance (IWCA) to follow
- 15. Reports from the Chairs of the ICO Bodies** verbal
- 15.1 Private Sector Consultative Board (PSCB) – to note** verbal
- 15.2 Promotion and Market Development Committee – to note** verbal
- 15.3 Statistics Committee – to note** verbal
- 15.4 Projects Committee**
- 15.4.1 Project proposal on ‘Building a sustainable coffee sector in Uganda’ – to consider and, if appropriate, to approve** to follow
- 16. Consultative Forum on Coffee Sector Finance – to note** verbal
- The Chair of the Consultative Forum on Coffee Sector Finance will report on the outcome of the 8<sup>th</sup> Forum held on Tuesday 18 September 2018.
- 17. Financial and administrative matters – to consider and, if appropriate, to approve**
- 17.1 Finance and Administration Committee** to follow
- The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation, recommendations of the Committee with regards to proposals for the implementation of Key Performance Indicators (KPIs) and the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service category and other items requiring approval by the Council.
- 17.2 Draft Administrative Budget for the financial year 2018/19** to follow
- The Chair of the Finance and Administration Committee will report.
- 17.3 Programme of Activities for coffee year 2018/19** to follow
- The Chair of the Finance and Administration Committee will report.

**17.4 Guides to hosting meetings of the ICO** to follow

The Chair of the Finance and Administration Committee will report on the development of two new publications:

- *Guide to hosting meetings of the International Coffee Organization*
- *Guide to hosting the World Coffee Conference.*

**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 use of the Special Fund.

**19. Office holders and committees**

**19.1 Composition of committees – to consider and, if appropriate, to approve** to follow

The Council will consider the composition of the following committees for 2018/19:

- Finance and Administration Committee (6 exporting, 5 importing Members)
- Projects Committee (8 exporting, 3 importing Members)
- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)

**19.2 Chair and Vice-Chair of the Council – to elect** verbal

According to Article 10 of the 2007 Agreement, the Chair and the Vice-Chair for coffee year 2018/19 should be elected from among the representatives of importing and exporting Members, respectively.

**19.3 Chair and Vice-Chair of the committees for 2018/19 – to elect** verbal

Rule 34 of the Rules of the Organization stipulates that the Chair and Vice-Chair of the committees shall normally be decided during the last regular session of the Council during the coffee year. The Council will elect the office holders for the following committees:

- Finance and Administration Committee
- Projects Committee

- Promotion and Market Development Committee
- Statistics Committee

**19.4 Chair and Vice-Chair of the Forum and Core Group for 2018/19 – to elect** verbal

The Council will elect the Chair and Vice-Chair of the Forum and the Core Group for 2018/19.

The Council will also consider the appointment of advisors to the Core Group for 2018/19.

**20. Credentials – to consider and, if appropriate, to approve** verbal

The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.

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

**22. Future meetings** verbal

The next Session of the Council will take place in Nairobi, Kenya from 8 to 12 April 2019 – **to note**

As decided by the Council at its 121<sup>st</sup> Session, the annual theme for the ICO's work for coffee year 2018/19 would be 'Climate change' – **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**

**23. Closing remarks** verbal

REFERENCE DOCUMENTS
<a href="#">International Coffee Agreement 2007</a>
<a href="#">Five-Year Action plan for the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for Committees and advisory bodies</a>
<a href="#">Model credential letter</a>
<a href="#">Office Holders for 2017/18</a>