



Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1944/05

16 March 2005
Original: English

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- **International Coffee Council**
- **Seminar on Genetically Modified Coffee**
- **Executive Board**
- **Private Sector Consultative Board**
- **Steering Group on Promotion**
- **Finance Committee**
- **Statistics Committee and Promotion Committee**

**Convocation of ICO meetings
(16 – 20 May 2005)**

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 93rd Session of the International Coffee Council and other ICO meetings which will take place from 16 to 20 May 2005. The meetings will take place at the headquarters of the Organization at 22 Berners Street, London W1T 3DD (Tel: +44 (0) 20 7580 8591, Fax: +44 (0) 20 7580 6129, Email: info@ico.org).

Seminar on Genetically Modified Coffee

2. The Seminar on Genetically Modified Coffee will take place from 14.00 to 18.00 on Tuesday, 17 May, and will bring together representatives from coffee producing and consuming countries, the private sector, research institutes and other relevant organizations. The programme for the Seminar will be circulated separately.

Agendas and arrangements

3. A draft schedule is attached together with draft Agendas for these meetings (documents ICC-93-0; EB-3885/05; PSCB No. 64/05; WP-SGP No. 9/05; WP-Finance No. 17/05; WP-Statistics No. 84/05; PC-26/05) and a Guide to meetings (document EB 3811/02 Rev. 5) containing information on arrangements for meetings, hotels and a map showing the location of the ICO.

4. Members wishing to suggest any additional matters for consideration or decision at the meeting are requested to advise the Executive Director in writing no later than **27 April 2005**. Any documents for circulation or consideration at the meetings should also reach the Secretariat (info@ico.org) no later than **27 April 2005**, to ensure that they can be translated and circulated to Members in advance. Delegates are also requested to inform the Secretariat by the same date if they wish to make a presentation, so that the necessary arrangements can be made.

Programme

Meeting	Date (time of first meeting)	Open to
Private Sector Consultative Board (PSCB)	16 May 2005 (09.30)	PSCB representatives and observers from private sector associations
Steering Group on Promotion	16 May 2005 (14.00)	Steering Group on Promotion members and observers
Finance Committee	16 May (15.00)	Members
Statistics Committee	16 May 2005 (16.00)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity
Executive Board	17 – 19 May 2005 (09.45)	Members
Seminar on Genetically Modified Coffee	17 May 2005 (14.00)	Members, private sector representatives, observers from non-member countries and other organizations
International Coffee Council (93rd Session)	18 – 20 May 2005	Members and observers from non-member countries, international organizations and private sector associations
Promotion Committee	19 May 2005 (16.00)	Members, private sector representatives, and observers from non-member countries and other organizations

Members – notification of attendance

5. **Members are reminded that Rule 3 of the *Rules of the Organization* (document EB-3820/02) requires them to inform the Executive Director, in writing, as soon as possible after receiving this communication, of the composition of their delegations.**

Members are requested to ensure that their credentials are sent to the Organization well in advance of the meeting. Credentials should be issued in writing by a relevant Ministry or government agency of that 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. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.

6. 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.

Observers – notification of attendance

7. 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 of the meetings they will attend either by email to: info@ico.org or by completing and returning the form attached to the back of this document to the Secretariat by **2 May 2005**.

Registration

8. 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 listed above.

Interpretation

9. One team of interpreters will be available from 17 to 20 May 2005.

As at 16 March 2005 - DRAFT

**ICO MEETINGS (16 - 20 May 2005)
PROVISIONAL PROGRAMME**

Monday 16 May		Room	Open to	
09.30 – 13.00	PSCB	Boardroom	Restricted	PSCB representatives and observers from private sector associations
13.00 – 13.30		Lunch break A light lunch will be served		
14.00- 15.00	Steering Group on Promotion	Boardroom	SGP members and observers	
15.00 – 16.30	Finance Committee	Boardroom	Finance Committee	
16.00 – 18.30	Statistics Committee	Committee Room	ICO Members and observers	
Tuesday 17 May		Room	Open to	
08.30 – 09.30	Briefing meeting	ED's office	Restricted	Chairmen and Spokesmen only
09.00 onwards	Registration	Council Lounge	ICO Members and observers	Accreditation/registration of participants
09.45 – 11.30	Executive Board	Boardroom	ICO Members	
11.30 – 12.30	Coordination meetings	Boardroom/ Council Chamber	ICO Members	As required
12.30 – 13.00		Lunch break		
13.50 – 14.00	Briefing for GM Seminar speakers	Committee Room	Seminar speakers	The Executive Director and the Head of Operations will welcome speakers and give a short briefing about practical arrangements
14.00 – 18.00	Seminar on GM Coffee	Council Chamber	ICO Members, observers and invited participants	
18.30 – 19.00	WCC Contact Group	ED's office	Restricted	World Coffee Conference Contact Group (to be confirmed)
Wednesday 18 May		Room	Open to	
08.30 – 09.30	Briefing meeting	ED's office	Restricted	Chairmen and Spokesmen only – if required
09.00 onwards	Registration	Council Lounge	ICO Members and observers	Accreditation/registration of participants
09.30 – 12.00	Executive Board	Boardroom	ICO Members	
12.00 – 13.00	Coordination meetings (or Board)	Boardroom/Council Chamber	ICO Members	Provisional - as required
13.00 – 13.30		Lunch break		
15.00 – 18.00	Council	Council Chamber	ICO Members and observers	
19.00 – 21.00	Chairman's reception	Embassy of Switzerland	ICO Members, observers, staff and invited guests	The Ambassador of Switzerland, H.E. Mr. Alexis Lautenberg, and the Chairman of the Council, Mr. Markus Schlagenhof, will host a reception at the Embassy of Switzerland
Thursday 19 May		Room	Open to	
08.30 – 09.30	Briefing meeting	ED's office	Restricted	Chairmen and Spokesmen only – if required
09.30 – 12.00	Executive Board	Boardroom	ICO Members	Presentations (projects, sustainability etc.) will be scheduled during this session.
12.00 – 13.00	Coordination meetings	Boardroom/Council Chamber	ICO Members	As required
13.00 – 14.30		Lunch break		
14.30 – 16.00	Executive Board	Boardroom	ICO Members and observers	
16.00 – 17.00	Promotion Committee	Council Chamber	ICO Members and observers	
17.00 onwards	Coordination meetings	Boardroom/Council Chamber	ICO Members	As required (no interpretation available)
Friday 20 May		Room	Open to	
08.30 – 09.30	Briefing meeting	ED's office	Restricted	Chairmen and Spokesmen only – if required
10.00 – 13.00	Council	Council Chamber	ICO Members and observers	Presentations (projects etc.) will be scheduled during this Session.
13.15 – 13.30	Press conference	Committee room	Press	The Executive Director and some Heads of Delegation will brief the press on the outcome of meetings taking place during the week.

- Notes: 1. Annex I lists office holders and the composition of ICO bodies for the current coffee year.
2. There will be one team of interpreters from 17 to 20 May. Meetings on 16 May will be conducted in English only.
3. Interpretation facilities are not available in the Committee Room.

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2004/05

International Coffee Council

Chairperson: Mr. Markus Schlagenhof (Switzerland)
1st Vice-Chairperson: Mr. Enzo Barattini (European Community)
2nd Vice-Chairperson: The Hon. Mr. Kipruto Kirwa, MP (Kenya)
3rd Vice-Chairperson: Ms. Delima Hasri Azahari (Indonesia)

Executive Board

Chairperson: Mr. Saint-Cyr Djikalou (Côte d'Ivoire)
Vice-Chairperson: Mr. José Antonio Salavarría (El Salvador)
Exporting Members: Brazil, Colombia, El Salvador, India, Mexico, OAMCAF, Papua New Guinea, Tanzania
Importing Members: European Community (E.C., Belgium, Germany, Italy, Spain, United Kingdom), Japan, Switzerland

Private Sector Consultative Board (PSCB) – 2003/04 - 2004/05

Chairperson: Dr. Euan Paul (British Coffee Association)
Vice-Chairperson: Mr. Christian Rasch Topke (ANACAFE)

Exporting Members *(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), *Kenya Planters Coop. Union Ltd*, *Tanzania Coffee Association*

Other Milds: Organización Centroamericana de Exportadores de Café (ORCECA), *Consejo Mexicano del Café C.A.*,

Asociación Nacional de Exportadores de Café (ANECAFÉ), Coffee Exporters Association of India, *Asociación Nacional del Café (ANACAFÉ)*, *Zambia Coffee Growers Association Ltd.*

Brazilian and other Natural Arabicas: Conselho de Exportadores de Café Verde do Brasil (CECAFÉ), *Ethio-Coffee and Tea Plantation and Marketing*, *Ethiopian Coffee Exporters' Association*, Conselho Nacional do Café (CNC), *Associação Brasileira da Indústria de Café Solúvel (ABICS)*, *Associação Brasileira da Indústria de Café (ABIC)*

Robustas: Association of Indonesian Coffee Exporters (AEKI), *Uganda Coffee Trade Federation (UCTF)*, Vietnam Coffee-Cocoa Association (VICOFA), *Interprofessional Cocoa and Coffee Council, Cameroon*

Importing Members *(alternates in italics)*

All Japan Coffee Association (AJCA) Association des Fabricants de Café Soluble (AFCASOLE), Committee of the European Coffee Associations (CECA), European Coffee Federation (ECF), European Federation of Associations of Coffee Roasters (EUCA), Institute for Scientific Information on Coffee (ISIC), National Coffee Association of USA, Inc., *Specialty Coffee Association of America*, *Coffee Association of Canada*, *Specialty Coffee Association of Europe (SCAE)*

Promotion Committee

Chairperson: Dr. Ernesto Illy (Institute for Scientific Information on Coffee - ISIC)
Vice-Chairperson: Mr. Mick Wheeler (Papua New Guinea)

Steering Group on Promotion (2004/05 – 2005/06)

Chairperson: Executive Director
Exporting Members: Brazil, Colombia, Indonesia, OAMCAF
Importing Members: France, Italy, Japan, United Kingdom
PSCB: Chairperson and Vice-Chairperson
Promotion Committee: Chairperson and Vice-Chairperson
ICO: Executive Director

Statistics Committee – 2004/05 - 2005/06

Chairperson and Vice-Chairperson: to be appointed at first meeting of Statistics Committee in 2004/05
Exporting Members: Mr. Jaime Junqueira Payne (Brazil), Mr. Andrés Valencia Pinzón (Colombia)
Importing Members: Mr. Rob Simmons (LMC International Ltd, United Kingdom), Mr. Neil Rosser (Neumann Kaffee Gruppe, Germany)
Executive Director: Mr. Roel Vaessen (European Coffee Federation), Mr. Corneille Tabalo (Democratic Republic of Congo)

Quality Committee

Chairperson: Executive Director
Exporting Members: Brazil, Colombia, Mexico, Indonesia
Importing Members: Italy, United Kingdom, France, European Community
Private Sector representatives: Committee of the European Coffee Associations (CECA), European Federation of Associations of Coffee Roasters (EUCA), Vietnam Coffee-Cocoa Association (VICOFA), Organización Centroamericana de Exportadores de Café (ORCECA)

Finance Committee – 2003/04 – 2005/06

Chairperson: Mr. Mick Wheeler (Papua New Guinea)
Exporting Members: Brazil, Colombia, OAMCAF, Papua New Guinea
Importing Members: Japan, Spain, Switzerland, United Kingdom

Virtual Screening Committee:

Exporting Members: Guatemala, Indonesia
Importing Members: Germany, Italy



**ICO MEETINGS
(May 2005)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in May 2005:

	Yes*	No*
Private Sector Consultative Board (16 May)	<input type="checkbox"/>	<input type="checkbox"/>
Steering Group on Promotion (16 May)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (16 May)	<input type="checkbox"/>	<input type="checkbox"/>
93 rd Session of the Council (18 – 20 May)	<input type="checkbox"/>	<input type="checkbox"/>
Promotion Committee (19 May)	<input type="checkbox"/>	<input type="checkbox"/>

* Please tick as appropriate

as a member of the delegation of:
*(please state name of PSCB association/
observer organization or country as appropriate)*

Name: Surname:

Name on registration badge:

Title or official position:

Organization/company:

Address:

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Country: Phone:

Fax: Email:

Signature:

Please return to:

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