



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1994/06

26 June 2006
Original: English

E

- **International Coffee Council**
- **Executive Board**
- **Private Sector Consultative Board**
- **CFC/ICO workshop on coffee development priorities**
- **Statistics Committee**
- **Promotion Committee**

**Convocation of ICO meetings
(25 – 29 September 2006)**

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 96th Session of the International Coffee Council and other ICO meetings which will take place from 25 – 29 September 2006. The Council session will be preceded by an extraordinary meeting on 24 September 2006 of the Private Sector Consultative Board (PSCB) to discuss the future of the Agreement. All meetings will take place 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, Email: info@ico.org).

Future of the 2001 Agreement

2. As decided by the Council (paragraph 28 of document ICC-95-12), Members are requested to send proposals for the future of the Agreement to the Executive Director no later than **15 August 2006**. Members are further requested to note that the Council stressed the need for this deadline as proposals received at a very late stage make it difficult for Members to study these. Members may like to note that document ED-1973/05 contains a questionnaire which could be used as a basis for responses.

Agendas and arrangements

3. A draft schedule is attached together with draft Agendas for these meetings (documents ICC-96-0; EB-3917/06; PSCB No. 88/06; PSCB No. 89/06; WP-Statistics No. 101/06 and PC-38/06) and a Guide to meetings (document EB-3899/05) containing information on arrangements for meetings, hotels and a map showing the location of the ICO. A Convocation and Agenda for the CFC/ICO workshop on coffee development priorities on the afternoon of 27 September will be circulated separately.

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 Executive Director in writing no later than **15 August 2006**. As previously advised, the deadline for receipt of new project proposals for consideration by the Virtual Screening Committee (VSC) is **24 July 2006**.

Programme

Meeting	Date (time of first meeting)	Open to
Private Sector Consultative Board (PSCB) (Extraordinary meeting)	24 September 2006 (13.30 – 18.30)	PSCB representatives and observers from private sector associations
International Coffee Council (96th Session)	25 – 29 September 2006 (09.45)	Members and observers from non-member countries, international organizations and private sector associations
Executive Board	26 September 2006 (09.30)	Members
Promotion Committee	26 September 2006 (16.00)	Members, private sector representatives, and observers from non-member countries and other organizations
PSCB	27 September 2006 (09.30)	PSCB representatives and observers from private sector associations
CFC/ICO workshop on coffee development priorities	27 September 2006 (14.00 – 17.00)	Members and observers from non-member countries, international organizations and private sector associations
Statistics Committee	27 September 2006 (17.15)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity

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 wish to 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 **8 September 2006**.

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 25 to 29 September 2006.



**ICO MEETINGS
(September 2006)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in September 2006:

	Yes*	No*
Private Sector Consultative Board (24 September) (Extraordinary meeting)	<input type="checkbox"/>	<input type="checkbox"/>
96 th Session of the Council (25 – 29 September)	<input type="checkbox"/>	<input type="checkbox"/>
Promotion Committee (26 September)	<input type="checkbox"/>	<input type="checkbox"/>
Private Sector Consultative Board (27 September)	<input type="checkbox"/>	<input type="checkbox"/>
CFC/ICO workshop on coffee development priorities (27 September)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (27 September)	<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:

.....

Country: Phone:

Fax: Email:

Signature:

Please return to:

Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD
Tel.: +44 (0) 20 7612 0600
Fax: +44 (0) 20 7612 0630
Email: info@ico.org

Draft programme – as at 26 June

ICO MEETINGS (24 – 29 September 2006) PROVISIONAL PROGRAMME

Sunday 24 September		Room	Open to	
13.00 – 13.30	Lunch	Second floor lounge	PSCB Members	A light lunch will be provided
13.30 – 18.30	PSCB	Boardroom	PSCB Members	Extraordinary meeting of the PSCB to discuss recommendations relating to the future of the 2001 Agreement
Monday 25 September		Room	Open to	
08.45 onwards (throughout the day)	Registration	Council Lounge	ICO Members and observers	Accreditation/registration of participants
09.45 – 12.45	Council	Council Chamber	ICO Members and observers	Introduction of key Agenda items / recommendations
12.45 – 14.00	Briefing meeting	ED's office	Restricted	Chairmen and invited Members (a light lunch will be provided)
12.45 – 14.30	Lunch break			
14.30 – 17.00 <i>or</i> 18.00	Council	Council Chamber	ICO Members and observers	Discussions on the future of the 2001 Agreement
17.00 – 18.00	IACO	Council chamber	ICO Members and observers	(<i>or 17.30 - 19.00 on Wednesday 27 September – to be confirmed</i>)
18.30 – 20.00	Chairman's reception	Council lounge	ICO Members and observers	
Tuesday 26 September		Room	Open to	
08.30 – 09.15	Briefing meeting	ED's office	Restricted	Chairmen and invited Members. (if required)
09.30 – 13.00	Executive Board	Boardroom	ICO Members	
13.00 – 14.30	Lunch break			
14.30 – 16.00	Executive Board	Boardroom	ICO Members	
16.00 – 18.00	Promotion Committee	Council Chamber	ICO Members and observers	
18.00 – 20.00	Positively Coffee	Committee Room	Positively Coffee representatives	
Wednesday 27 September		Room	Open to	
08.30 – 09.15	Briefing meeting	ED's office	Restricted	Chairmen and invited Members. (if required)
09.30 – 13.00	PSCB	Boardroom	Restricted	
13.00 – 14.00	Lunch	Council lounge	ICO Members and observers	The CFC will host a light lunch prior to the workshop
14.00 – 17.00	CFC/ICO workshop	Council chamber	ICO Members and observers	CFC/ICO workshop on coffee development priorities
17.15 – 18.45	Statistics Committee	Committee Room	Statistics Committee and observers	
17.30 – 19.00	IACO	Council chamber	ICO Members and observers	(<i>or 17.00 - 18.00 on Monday 25 September</i>)
Thursday 28 September		Room	Open to	
08.30 – 09.00	Briefing meeting	ED's office	Restricted	Chairmen and invited Members (if required)
09.30 – 13.00	Council	Council Chamber	ICO Members and observers	Discussions on the future of the 2001 Agreement
13.00 – 14.30	Lunch break			
14.30 – 17.30	Council	Council Chamber	ICO Members and observers	Discussions on the future of the 2001 Agreement
Friday 29 September		Room	Open to	
08.30 – 09.00	Briefing meeting	ED's office	Restricted	Chairmen and invited Members (if required)
09.30 – 13.00	Council	Council Chamber	ICO Members and observers	Discussions on the future of the 2001 Agreement
				Other Agenda items
13.00 – 14.30	Lunch break			
14.30 – 16.30	Council	Council Chamber	ICO Members and observers	
16.30 – 17.00	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. Please note that no coordination meetings have been scheduled. In the event that there is a request for a coordination meeting, this can be scheduled to take place from 08.45 – 09.30 during the week. Any coordination meetings should finish promptly to enable Board or Council meetings to start on time.
2. There will be one team of interpreters from 25 – 29 September. Interpretation facilities are not available in the Committee Room.
3. Annex I lists office holders and the composition of ICO bodies for 2005/06.

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2005/06

International Coffee Council

Chairman: Mr. Saint-Cyr Djikalou (Côte d'Ivoire) ■ 1st Vice-Chairman: Mr. José Antonio Salavarría (El Salvador) ■ 2nd Vice-Chairman: Mr. Jim Howell (United Kingdom) ■ 3rd Vice-Chairman: Mr. Manuel Altimira (Spain)

Executive Board

Chairman: Mr. Mauro Orefice (Italy) ■ Vice-Chairman: Ms. Katarina Kühmayer (Austria)

Exporting Members: Brazil, Colombia, Côte d'Ivoire, Guatemala, Honduras, Indonesia, Kenya, Vietnam

Importing Members: European Community (E.C., Belgium, Germany, Italy, Spain), Japan, Switzerland, United States of America

Private Sector Consultative Board (PSCB) – 2005/06 – 2006/07

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

Producer representatives (*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 (KPCU)*

Other Milds: Confederación Mexicana de Productores de Café (CMPC), *Organización Centroamericana de Exportadores de Café (ORCECA)*, Asociación Nacional del Café (ANACAFÉ), *Coffee Exporters Association of India*

Brazilian and other Natural Arabicas: Conselho de Exportadores de Café do Brasil (CcCAFÉ), *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)*

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

Consumer representatives (*alternates in italics*)

All Japan Coffee Association (AJCA), European Coffee Federation (ECF), European Coffee Federation (ECF), European Coffee Federation (ECF), Institute for Scientific Information on Coffee (ISIC), *ISIC*, National Coffee Association of U.S.A. (NCA), *Coffee Association of Canada*, Specialty Coffee Association of America (SCAA), Speciality Coffee Association of Europe (SCAE), *European Decaffeinators Association (EDA)*

Promotion Committee

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

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

Chairman: Executive Director ■ **Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Indonesia ■ **Importing Members:** France, Italy, Japan, United Kingdom

PSCB: Chairman and Vice-Chairman ■ **Promotion Committee:** Chairman and Vice-Chairman ■ **ICO:** Executive Director

Statistics Committee – 2004/05 - 2005/06

Chairman: Mr. David Hallam (FAO) ■ Vice-Chairman: to be appointed ■ **Exporting Members:** Mr. Alberto Duque Portugal (Brazil), Mr. Andrés Valencia Pinzón (Colombia) ■ **Importing Members:** Mr. Rob Simmons (LMC International Ltd, UK), Mr. Neil Rosser (Neumann Kaffee Gruppe, Germany) ■ **Executive Director:** Mr. David Brooks (USA), Mr. Corneille Tabalo (D.R. Congo)

Quality Committee

Chairman: Executive Director ■ **Exporting Members:** Brazil, Colombia, Mexico, Indonesia ■ **Importing Members:** E.C., France, Italy, United Kingdom ■ **Private Sector representatives:** ECF, ECF, ORCECA, VICOFA

Finance Committee – 2003/04 – 2005/06

Chairman: Mr. Mick Wheeler (Papua New Guinea) ■ **Exporting Members:** Brazil, Colombia, Cote d'Ivoire, Papua New Guinea ■ **Importing Members:** Japan, Spain, Switzerland, United Kingdom

Virtual Screening Committee:

Exporting Members: Brazil, Guatemala, Indonesia ■ **Importing Members:** Germany, Italy, USA



International Coffee Organization
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ICC 96-0

26 June 2006
Original: English

E

International Coffee Council

Ninety-sixth Session
25 – 29 September 2006
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – <i>to adopt</i>	ICC-96-0 EB-3899/05
2. Votes and credentials	
2.1 Votes in the Council for coffee year 2005/06 – <i>to approve</i>	to follow
The Secretary will report.	
2.2 Initial distribution of votes in the Council for coffee year 2006/07 – <i>to approve</i>	to follow
Paragraph (5) of Article 13 of the Agreement provides that the distribution of votes shall be determined by the Council at the beginning of each coffee year. Under the provisions of Article 13, the votes of exporting Members and of importing Members are based on their exports and imports respectively in the preceding four calendar years. Documents showing the statistical basis for the proposed distribution of votes and the initial distribution of votes for coffee year 2006/07 will be circulated.	
2.3 Credentials – <i>to approve</i>	verbal
The Chairman will examine credentials with the assistance of the Secretariat.	
3. Admission of observers – <i>to consider</i>	to follow
The Council will consider a document outlining terms of reference for the admission of observers to Council sessions.	

**4. Membership of the International Coffee Agreement (ICA) 2001 – verbal
to note**

As at 23 June 2006, there were 74 Members of the Organization, comprising 44 exporting and 30 importing countries. The Executive Director will report on the current situation of membership and on contacts with non-member countries.

5. Coffee market situation – to note to follow

The Executive Director will **present a report on the market** situation and the most important developments during coffee year **2005/06**

6. Future of the ICA 2001 – to consider EB-3902/05
to follow

In May 2006, the Council noted the importance of setting a deadline for receipt of proposals on the future of the ICA 2001 as contributions received at a very late stage made it difficult to study these and opened up debate on new issues, delaying progress. Members were therefore requested to send proposals for the future of the Agreement to the Executive Director no later than **15 August 2006**. Proposals received by this date will be circulated to Members by 1 September. An updated summary of proposals will also be circulated.

As requested at the last meeting the Executive Director will briefly outline the key achievements and shortcomings of the 2001 Agreement. The Chairman of the PSCB will report on the extraordinary meeting of the PSCB held on 24 September to discuss the future of the 2001 Agreement. Members may also like to note that the Statistics Committee will consider future statistical priorities at its meeting this week.

7. Coffee development projects to follow

**7.1 Projects already approved by the
Common Fund for Commodities (CFC) – to note**

The Head of Operations will report on projects already approved by the CFC. Reports will be circulated for the following projects.

- **Potential for diversification in coffee exporting countries:** to follow
Executive Summary of final report.

- **Enhancement of coffee quality through prevention of mould formation** (Concluded): The final report and CD-Rom training tool will be circulated, together with an Executive Summary of a socio-economic study. ED-1992/06
to follow

- **Strengthening the commercial, financial, management and business capacity of small coffee producers/exporters in Mexico and Nicaragua (Concluded):** A Producers' Guide will be circulated. to follow
 - **Pilot rehabilitation of the coffee sectors in Honduras and Nicaragua:** A progress report will be circulated. to follow
 - **Pilot rehabilitation of neglected coffee plantations into small family production units in Angola:** A progress report will be circulated. to follow
 - **Diversification of production in marginal areas in the State of Veracruz, Mexico:** A progress report will be circulated. to follow
- 7.2 Projects for approval by the Council – *to approve*** to follow
- The Council will consider the recommendations of the Virtual Screening Committee (VSC) on projects submitted for consideration by the deadline of 24 July 2006.
- 8. Programme of activities for 2006/07 – *to consider and to approve*** to follow
- The Chairman of the Executive Board will report.
- 9. Report by the Chairman of the Private Sector Consultative Board (PSCB) – *to note/to approve*** verbal
- The Chairman of the PSCB will report on the meeting of 27 September 2006.
- 10. Statistical and economic data services**
- 10.1 Report by the Chairman of the Statistics Committee – *to note*** verbal
- The Chairman of the Statistics Committee will report on the meeting of 27 September 2006.
- 10.2 Statistics Committee for 2006/07 and 2007/08 - *to appoint*** verbal
- The terms of reference for the Statistics Committee (document EB-3833/02) require the Council to approve the names of representatives or experts designated by exporting and importing Members and by the Executive Director (two in each category) for a term of office for two coffee years.

11. Sustainability – *to consider* verbal

In January 2006, the Executive Director circulated a draft definition of sustainability to assist Members in replying to the survey on sustainability (document ED-1981/06). In May 2006, the Council noted that this would be considered in the context of discussions on the future of the Agreement.

Document ED-1978/05 requested Members who had not yet sent their contributions on the survey on the sustainability of the coffee sector to do so as soon as possible. Copies of submissions received to date have been circulated in document EB-3893/05 and its Addendum. The Executive Director will report on this and on other relevant initiatives.

12. Studies and reports – *to consider*

The Council will consider the following studies and reports:

- **Effects of tariffs on the coffee trade** (revised to reflect comments made at the last meeting) to follow
- **Mixtures and substitutes:** Article 36 of the Agreement states that the Executive Director shall submit to the Council a periodic report on compliance with the provisions of this Article. to follow

13. Phytosanitary matters – *to consider* verbal

In January 2006, producing countries issued a declaration urging the EU to reject the adoption of maximum OTA levels for green coffee. The representative of the EC will report.

The Executive Director will report on information related to pesticide residues in exporting countries for an EU review of Maximum Residue Levels of pesticides.

14. Cooperation with other agencies – *to note* verbal

The Executive Director will report on cooperation with relevant international organizations.

15. Promotion Committee – *to consider* verbal

The Chairman of the Promotion Committee will report. Article 34 of the Agreement provides that the Promotion Committee shall report regularly to the Council. Members may wish to consider whether this item should be maintained on the Agenda of the Council in view of the fact that the composition of both bodies is the same.

- 16. National coffee policies – *to note*** verbal
- Member countries are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation to Members. The representative of the EC may report on the EU review of International Commodity Bodies.
- 17. Financial and Administrative matters**
- 17.1 Draft Administrative Budget for the financial year 2006/07 – *to approve*** to follow
- The Chairman of the Executive Board will report.
- 17.2 Outstanding contributions/payment of arrears – *to approve*** verbal
- The Chairman of the Executive Board will report. The Council will consider the recommendations of the Finance Committee and the Board on a policy on outstanding contributions and the payment of arrears.
- 17.3 Other financial and administrative matters – *to note***
- The Chairman of the Executive Board will report on other financial and administrative matters considered by the Board including the appointment of the registered auditors and the Finance Committee composition for 2006/07 – 2007/08.
- 18. Elections for coffee year 2006/07** verbal
- 18.1 Chairperson and Vice-Chairpersons of the Council – *to elect***
- According to Article 11 of the Agreement the Chairperson and first Vice-Chairperson this year should be elected from among the representatives of importing Members. The second and third Vice-Chairpersons should be elected from among the representatives of exporting Member countries. Previous Chairpersons from importing Member countries were from Belgium (2002/03) and Switzerland (2004/05).
- 18.2 Executive Board – *to elect***
- Voting procedures are outlined in Article 18 of the Agreement and Rule 46 of the *Rules of the Organization*.

18.3 Chairperson and Vice-Chairperson of the Executive Board – *to elect*

Article 17 of the Agreement provides that the Chairperson and Vice-Chairperson should both be from the same category of membership. For 2006/07, precedent indicates that this should be from the category of exporting Members. Previous Chairpersons from exporting Member countries were from Papua New Guinea (2002/03) and Côte d'Ivoire (2004/05).

19. Other business – *to consider* verbal

20. Future meetings verbal

The next Session of the Council will take place at the headquarters of the Organization in London from 21 – 25 May 2007 – *to note*

Members are invited to suggest topics for presentations during these meetings, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



International Coffee Organization
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EB 3917/06

26 June 2006
Original: English

E

Executive Board
262nd Meeting
26 September 2006
London, England

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – <i>to adopt</i>	EB-3917/06 EB-3899/05
2. Votes and contributions	
2.1 Votes in the Council and Executive Board for coffee year 2005/06 – <i>to approve</i>	to follow
The Secretary will report.	
2.2 Initial distribution of votes in the Council for coffee year 2006/07 – <i>to note</i>	to follow
Paragraph (5) of Article 13 of the Agreement provides that the distribution of votes shall be determined by the Council at the beginning of each coffee year. Under the provisions of Article 13, the votes of exporting Members and of importing Members are based on their exports and imports respectively in the preceding four calendar years. Documents showing the statistical basis for the proposed distribution of votes and the initial distribution of votes for coffee year 2006/07 will be circulated.	
3. Future of the International Coffee Agreement (ICA) 2001 – <i>to consider</i>	EB-3902/05 to follow
The Board may examine progress made by the Organization in achieving the objectives of the Agreement since 2001 and proposals submitted by Members by 15 August 2006 relating to the future of the Agreement, as directed by the Council.	

4. Programme of activities for 2006/07 – to consider EB-3912/06
to follow

Document EB-3912/06 contains a programme of proposed activities in coffee year 2006/07. An addendum containing suggestions received from Brazil will be circulated. Members were invited to send suggestions for this document to the Secretariat by 31 July 2006. The Board will consider these documents and submit a recommendation to the Council.

5. Coffee development projects

5.1 Projects under consideration by the Common Fund for Commodities (CFC) – to note/consider to follow

As requested at the last meeting, the format of progress reports on projects will be revised to take account of suggestions by Members. The Head of Operations will report on projects considered by the CFC Consultative Committee in July 2006 and other projects under consideration by the CFC. The Head of Operations will also report on contacts with the CFC regarding projects approved by the ICO which have not progressed further.

5.2 Projects under consideration by the ICO – to consider to follow

The Head of Operations and/or the Economist will report on new project proposals and the recommendations of the Virtual Screening Committee (VSC) on projects submitted for consideration by the deadline of 24 July 2006. New project proposals for consideration by the Board in January 2007 should reach the Executive Director by **1 September 2006**.

5.3 Future consideration of new or revised project proposals – to consider verbal

Article 19 of the Agreement provides that the Board shall examine projects and programmes on coffee matters, which shall be submitted to the Council for approval. With the establishment of the VSC which makes recommendations on projects, it is suggested that to avoid duplication, the Council might consider the recommendations of the VSC on new or revised project proposals, without reference to the Board.

6. Studies – to consider verbal

In January 2006, the Board requested the Executive Director to contact the United Nations Framework Convention on Climate Change and identify ways of including coffee in the Clean Development Mechanism. The Executive Director will report on further contacts with organizations in the field of climate change since the last meeting.

7. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider to follow

The Executive Director will introduce a report on the CQP and a document indicating which elements of the ISO standard on coffee defects (ISO 10470 - 2004) could be harmonized with the CQP.

8. Financial and administrative matters

8.1 Report of the Finance Committee – to consider to follow

The Chairman of the Finance Committee will report on the meeting of the Finance Committee on 7 July 2006, including the financial situation.

8.2 Draft Administrative Budget for 2006/07 – to consider and to submit a recommendation to the Council to follow

Article 19 of the Agreement provides that the Executive Board shall examine the draft Administrative Budget presented by the Executive Director and submit it to the Council with its recommendation for approval. The Board will consider the recommendation of the Finance Committee.

8.3 Outstanding contributions/payment of arrears – to consider and to submit a recommendation to the Council/to note to follow

The Board will consider the recommendation of the Finance Committee on a policy on outstanding contributions and the payment of arrears.

Under the provisions of Resolution number 401 (Nicaragua), the Executive Director was requested to inform the Board of payment arrangements under, and compliance with, the terms of the Resolution. The Executive Director will report.

8.4 Appointment of registered auditors – *to consider* verbal

Under the provisions of Rule 62 of the *Rules of the Organization*, the Executive Director is required to appoint a registered auditor annually in consultation with the Executive Board. The Finance Committee will consider whether the present auditors, MRI Moores Rowland, who were first appointed in 1999, should be re-appointed.

8.5 Finance Committee for 2006/07 – 2007/08 – *to note* verbal

As provided for in the terms of reference for the Finance Committee (document WP-Finance No. 2/04), the Board will appoint the representatives of the Committee for 2006/07 and 2007/08 at this meeting. The current composition of the Committee is:

Exporting Members: Brazil, Colombia, Côte d'Ivoire, Papua New Guinea
Importing Members: Japan, Spain, Switzerland, United Kingdom

8.6 Future consideration of financial matters – *to consider* verbal

In May 2004, as provided for in Article 19 of the Agreement, the Executive Board established a Finance Committee, which currently reports to the Board under the terms of reference contained in document WP-Finance No. 2/04. It is suggested that to avoid duplication, the Council might consider the recommendations of the Finance Committee on financial and administrative matters, without reference to the Board.

9. Other business – *to consider* verbal

10. Future meetings verbal

The next meeting of the Board will take place at the headquarters of the Organization in London from 24 to 26 January 2007 – *to note*

Members are invited to suggest topics for presentations during the January 2007 meetings, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



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PSCB No. 88/06

26 June 2006
English only

E

Private Sector Consultative Board

Extraordinary meeting

Sunday, 24 September 2006 (13.30 – 18.30)

London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB No. 88/06
2. Future of the International Coffee Agreement (ICA) 2001 – to consider	PSCB No. 78/06 PSCB No. 82/06 PSCB No. 84/06 PSCB No. 85/06 PSCB No. 90/06 to follow
<p>At its meeting in May 2006, the PSCB decided to hold an extraordinary meeting in order to present its views on the future of the 2001 Agreement to the International Coffee Council at its 96th Session from 25 to 29 September 2006. A document from the National Coffee Association of U.S.A. (PSCB No. 90/06) has been circulated to the PSCB for their comments, and a revised version incorporating comments received from representatives will be circulated in advance of the meeting. Other communications from PSCB members have already been distributed.</p> <p>The PSCB will consider this document together with proposals received from Member Governments by the deadline of 15 August 2006.</p>	
3. Report to the International Coffee Council – to note	verbal
<p>The PSCB Chairman will report to the Council on the conclusions of this meeting on Monday 25 September 2006.</p>	
4. Other business – to consider	verbal



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PSCB No. 89/06

26 June 2006
English only

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Private Sector Consultative Board
27 September 2006 (09.30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB No. 89/06
2. Report on the meeting of 24 May 2006 – to approve	PSCB No. 87/06
3. Coffee and health – to note	verbal
Reports will be given on the Positively Coffee Programme and the Health Care Professions – Coffee Education Programme (HCP-CEP).	
4. Sustainability initiatives – to consider	PSCB No. 91/06
A document on sustainability prepared by the NCA will be circulated to the PSCB for consideration. The PSCB will continue to review the draft definition on sustainability contained in document ED-1981/06 and will also review progress on sustainability initiatives including the Common Code for the Coffee Community (4Cs).	
5. Food safety aspects – to note	verbal
The PSCB will consider updates on OTA legislation, the issues of acrylamide and furan and progress in sending information on pesticides used in exporting countries for an EU review of Maximum Residue Levels of pesticides (ED-1982/06).	
6. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider	to follow
The Executive Director will introduce a report on the CQP and a document indicating which elements of the ISO standard on coffee defects (ISO 10470 - 2004) could be harmonized with the CQP.	

7. European Contract for Coffee – *to consider* verbal

Copies of the European Contract for Coffee can be downloaded from the website of the European Coffee Federation (www.ecf-coffee.org/publications.html). The PSCB will continue to review this matter.

8. International Coffee Genome Network (ICGN) – *to consider* verbal

The representative of the Institute for Scientific Information on Coffee (ISIC) will report.

9. Market development in China – *to consider* verbal

The Executive Director will invite the PSCB to indicate their interest in cooperation on activities to promote coffee consumption in China.

10. Future of the International Coffee Agreement (ICA) 2001 – *to consider* verbal

Further to the extraordinary meeting of the PSCB held on 24 September, the PSCB may wish to consider progress in discussions by ICO Members during the week of 25 – 29 September 2006.

11. PSCB Chairman and Vice-Chairman for coffee year 2006/07 – *to elect* verbal

12. Other business – *to consider* verbal

13. Future meetings – *to consider* verbal

The PSCB may wish to suggest matters for consideration at its next meeting.

It is suggested that the next meeting of the PSCB should take place at the headquarters of the Organization in London, on the morning of Thursday 25 January 2007.



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

WP Statistics No. 101/06

26 June 2006
English only

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Statistics Committee
27 September 2006 (17.15)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Statistics No. 101/06
2. Report of the Statistics Committee on the meeting of 24 May 2006 – to approve	WP-Statistics No. 100/06
3. Compliance with statistical rules – to consider	to follow
<p>The Statistician will report on compliance with statistics and, as requested at the last meeting, will introduce a report on data on imports of coffee by exporting Members, including the origin and value of these imports.</p>	
4. Technical assistance – to consider	verbal
<p>At its last meeting, the Committee suggested that the Executive Director should invite countries in full compliance with the statistical rules to share their experience with countries where compliance is less complete. This information will facilitate the preparation of a framework to identify resources and formulate a strategic approach to technical assistance. The Statistician will report on responses received from Members.</p>	
5. Inventories and stocks – to note	verbal
<p>The Secretariat will monitor the results of the European Coffee Federation survey on inventories and stocks of green coffee in seven main European ports. Information on stocks received from producing countries will also be reviewed. The Statistician will report.</p>	

6. Organic coffee – *to note* to follow

The Statistician will introduce a document containing updated information on exports of organic coffee, including the value of these exports where available.

7. Preparations and concentrates – *to consider* to follow

The Statistician will introduce a document with information on imports of preparations and concentrates by Norway, Switzerland and the USA under two specific Harmonized System (HS) codes (210.112.92 and 210.112.98). The Committee will consider recommendations on possible adjustments to the current statistical series which include these codes.

8. Future statistical priorities – *to consider* to follow

As agreed at the last meeting, the Committee will review the statistical priorities of the Organization. A document will be circulated.

9. New statistical software at the ICO – *to note* verbal

The Statistician will report on developments in the upgrading of the ICO's statistical system.

10. Report to the International Coffee Council – *to note* verbal

The Chairman of the Statistics Committee will report to the International Coffee Council with any recommendations.

11. Other business – *to consider* verbal

12. Future meetings verbal

The Committee may wish to suggest matters for consideration at its next meeting – *to consider*

The next meeting of the Committee will take place at the time of the Executive Board meeting from 24 – 26 January 2007 – *to note*



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

PC 38/06

26 June 2006
Original: English

E

Promotion Committee
26 September 2006
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PC-38/06
2. Promotion activities and proposals	
2.1 Step-by-step Guide to promote coffee consumption – to note	verbal
The Executive Director will invite Members to report on their use of the Guide.	
2.2 Proposal from Brazil to expand world coffee consumption – to consider	to follow
At its last meeting in May 2006, the Committee took note of a verbal presentation of a proposal from Brazil to expand world coffee consumption. Mr. Carlos Brando of P&A Marketing International will introduce a more detailed proposal at this meeting.	
2.3 Domestic consumption – to consider, and if appropriate, to approve	verbal
The Executive Director will report on progress on the preparation by a consultant of a proposal for a pilot project to expand and develop the market in selected producing countries (India, Indonesia and Mexico) for submission to the Common Fund for Commodities.	
2.4 China – to consider	verbal
The Executive Director will consult the private sector about their interest in participating in promotion activities in China at the meeting of the PSCB on 27 September 2006.	

2.5 Coffee and health – to consider verbal

The Chairman of the PSCB will report to the Council on discussions on coffee and health at the meeting of the PSCB on 27 September.

3. Steering Group on Promotion for 2006/07 and 2007/08 – to appoint verbal

The term of office for Members of the Steering Group expires in September 2006. The current composition of the Group is:

Exporting Members: Brazil, Colombia, Côte d'Ivoire, Indonesia
Importing Members: France, Italy, Japan, United Kingdom
PSCB: Chairman and Vice-Chairman
Promotion Committee: Chairman and Vice-Chairman
ICO: Executive Director

4. Other business – to consider verbal

21st ASIC Conference (11 to 15 September 2006)

Executive Director's attendance at conferences in 2006/2007

A proposal for expenditure from the Promotion Fund will be put forward for consideration/approval by exporting Members to follow

5. Date of next meeting – to note verbal

The next meeting of the Promotion Committee will take place during the 97th Session of the Council to be held at the ICO headquarters in London, from 21 to 25 May 2007.

A meeting of the Steering Group on Promotion may be organized at the time of ICO meetings from 24 to 26 January 2006.



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

EB 3899/05

8 May 2006
Original: English

E

Meetings

Executive Board/
International Coffee Council
London, England

Guide to meetings

Meeting arrangements

Meetings take place at the headquarters of the Organization at 22 Berners Street, London. The Executive Board meets in the Board Room on the second floor and the Council meets in the Council Chamber on the ground floor. Annex I shows the location of the ICO, contact details and the nearest tube stations.

Participants are responsible for making their own arrangements for travel and for reserving hotel accommodation. A list of hotels and corporate rates for ICO delegates is attached as Annex II.

Credentials (Council)

Delegations shall be composed of one representative, and if so desired, one or more alternates. A Member may also designate one or more advisers to its representative or alternates.

The *Rules of the Organization* (document EB-3820/02) require Members to inform the Executive Director in writing of the composition of their delegations. 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.

Credentials are examined by the Chairman, with the assistance of the Secretariat, who reports to the Council. A list of delegations is circulated on the basis of credentials received from Members and responses from observers.

Notification of attendance (other meetings)

For security purposes, participants wishing to attend other meetings organized during the year are requested to return the attendance form attached to the Convocation of meetings to the Executive Director by the date given.

Observers

Observers wishing to attend Council sessions are requested to inform the Executive Director in writing, by fax to +44 (0) 20 7612 0630 or by email to info@ico.org. Observers may request permission to make statements to the Council by sending a communication to that effect in writing to the Chairman.

Registration and badges

Participants are requested to register at the Information desk on arrival. Identification badges will be issued at the time of registration on receipt of credentials from Members or written communications from observers in the case of the Council, or attendance forms in the case of other meetings organized during the year.

Only delegates wearing yellow badges and speakers who are making a presentation **can be admitted to formal meetings**. For the purposes of identification and security, badges should be worn at **all times**. Badges are colour-coded as follows:

Yellow:	Official delegates	White:	Members of staff
Blue:	Observers and presenters	Green:	Press
Pink:	Visitors	Red:	Restricted meeting

Documents

Documents are available on the ICO website (www.ico.org) and notifications of documents are sent by email before the meetings take place. A set of **all** documents prepared for the meeting, in Agenda order, will be given to all delegates at the Information desk at the start of the meeting. Delegates do not, therefore, need to bring copies of the pdf files sent to them by email. The same set serves the Board meeting and the Council session. New documents may be circulated during meetings.

Presentations and documents from delegates

Advance copies: Delegates are asked to advise the Secretariat at least 24 hours in advance of any documents or statements they wish to be distributed during the meeting. Documents should be submitted by email to info@ico.org. The Organization uses Microsoft Office 2003.

Formal statements: Delegates making formal statements are requested to provide an electronic copy of the text to the Secretariat in advance (info@ico.org), to assist interpretation and to enable these to be circulated to delegates.

Computer presentations: Delegates wishing to make a presentation using computers should advise the Secretariat in advance and, if possible, send a copy of their presentation before the meeting (to info@ico.org). Presenters can bring their own laptop or use the ICO laptop. The Council Chamber has integrated modern audiovisual facilities but it should be noted that in the case of presentations in the Board Room, visibility is restricted because of the layout of the room and as there is only one screen.

Interpretation and documents: Available for Council sessions and Board meetings in English, French, Portuguese and Spanish. Interpretation facilities can normally only be made available for unscheduled group meetings if there are no other parallel meetings for which interpretation is required and if the meeting is held within the interpreters' working hours (see Annex III). Please note the guidelines for speakers by the International Association of Conference Interpreters (see Annex IV).

Enquiries: Mr. George Valls-Jové and members of staff at the Information desk will be available to assist delegates with enquiries. Contact details for other staff members are as follows:

Pablo Dubois (Secretary to the Council)	First floor 020 7612 0602 (direct) (Ext. 602)	dubois@ico.org
David Moorhouse (Head of Finance and Administration) for financial and administrative matters	Second floor 020 7612 0628 (direct) (Ext. 628)	moorhouse@ico.org
Mirella Glass (Documents Officer)	First floor 020 7612 0601 (direct) (Ext. 601)	documents@ico.org
Carmen Maqueda (Head of Personnel & Office Management)	Second Floor 020 7612 0623 (direct) (Ext. 623)	maqueda@ico.org
Helen Wright (Secretariat Officer)	First Floor 020 7612 0624 (direct) (Ext. 624)	wright@ico.org

INFORMATION AND SERVICES

Information/services	Location	Note
Accounts	Second floor (09.00 – 17.00)	Payment of telephone and fax invoices, and information about contributions, etc
Cloakroom	Ground and second floors	
Computers	Library (first floor) (09.00 – 18.00)	Delegates who wish to use the Internet whilst attending meetings at the ICO and who have their own wireless-enabled laptops should consult Pascale Evans or Richard Marks who will give access to the ICO's Wireless Local Area Network.
Documents	Contact the Information desk	
Fax	Registry office (second floor) (open throughout meetings)	The Registry office can assist with sending faxes. Incoming faxes can be sent to the ICO on +44 (0) 20 7612 0630
First aid	Contact the Information desk or Commissionaire	
Information desk	Ground floor Conference Lounge Second floor Delegates Lounge	
Interpretation	Council Chamber and Board Room	Available for scheduled meetings only in English, French, Portuguese, Spanish
Library	First floor (09.00 – 18.00)	
Meeting rooms (additional)	Meeting room (first floor) Committee room (ground floor)	Please check with Pablo Dubois/ Helen Wright for availability
Messages	Check messages display board in Conference Lounge	
Photocopying	Contact the Information desk	
Reconfirmation of flights	Information desk (ground floor)	List of airline telephone numbers available from desk
Refreshments	Ground and second floor lounges	Coffee, tea and biscuits available throughout the day
Restrooms	Gentlemen: basement and second floors Ladies: first floor Disabled: second floor	
Taxis	Reception desk at entrance	The Commissionaire can call taxis
Telephones	Ground and second floors	No charge for local calls. All calls outside London area and to mobile phones are charged. Please settle outstanding charges with Accounts before the end of the meeting



International Coffee Organization

22 Berners Street, London W1T 3DD

Telephone: +44 (0) 20 7612 0600 • Fax: +44 (0) 20 7612 0630

Email: info@ico.org • Website: www.ico.org

How to find us

Nearest tube stations

Tottenham Court Road
Central and Northern Lines

Oxford Circus
Central, Bakerloo and Victoria Lines

Goodge Street
Northern Line

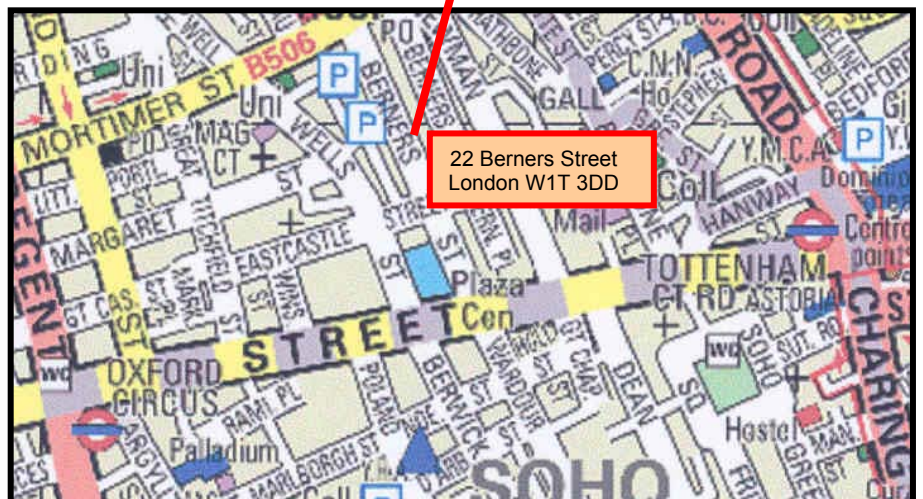
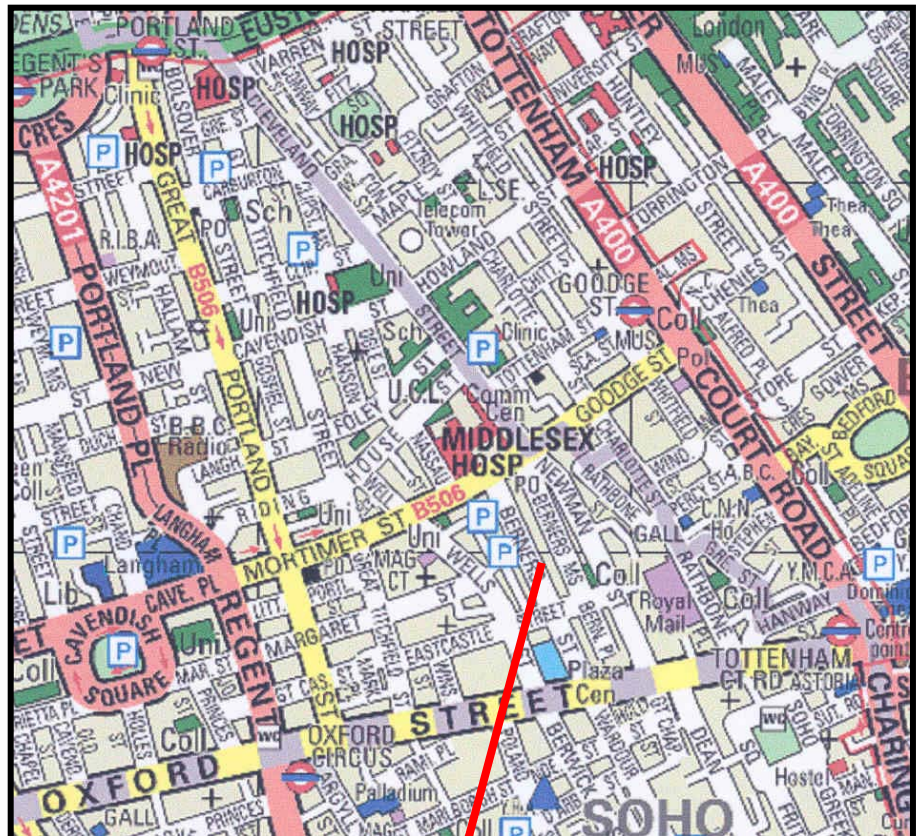
By bus

Buses 7, 8, 10, 25, 55, 73, 98 and 390 stop near the corner of Oxford Street and Berners Street.

By car

Car parking facilities are available within walking distance of the Organization.

An eight pound daily congestion charge is applicable when driving in central London.



ICO CORPORATE RATES FOR LONDON HOTELS

January 2006

	Per night (excl. of VAT)
<i>Rathbone Hotel****</i>	
Rathbone Street	
London W1P 1AJ	
Telephone: +44 (0) 20 7636 2001	Junior double room..... £105.00
Fax: +44 (0) 20 7636 3882	Double/twin room..... £118.00
Email: sales@rathbonehotel.com	Executive double/twin room..... £136.00
www.rathbonehotel.com	Studio/suites £180.00
	(All rates are inclusive of continental breakfast)

Central Reservations for Grange hotels:

Telephone: +44 (0) 20 7233 7888
 Fax: +44 (0) 20 7630 9897
 E-mail: reservations@grangehotels.co.uk
www.grangehotels.co.uk

<i>The Grange Fitzrovia ****</i>	Single/double/twin room£135.00
20 - 28 Bolsover Street	Executive single/double room£155.00
London W1P 7HJ	

<i>The Grange White Hall Hotel****</i>	Single/double/twin room£135.00
2 - 5 Montague Street	Executive single/double room£155.00
London WC1B 5BU	

<i>The Grange Langham Court Hotel****</i>	Single room£105.00
31 - 35 Langham Street	Double/twin room.....£120.00
London W1N 5RE	Executive single room£120.00
	Executive double room.....£140.00

Conduct of meetings

The plenary meetings of the Executive Board and the Council will normally start and finish promptly, as set out in the schedule of meetings approved at the start of the meeting. The Chairman will announce details of the time and venue of the next meeting or the schedule of meetings for the next day, which will also be posted on a notice board on the ground and second floors.

Members are reminded that single teams of interpreters normally work for no more than 3 hours at a time, with a lunch break of 1½ hours. In the case of a single team, the interpreters would not be expected to work beyond 18.30.

Delegations and Chairmen are requested to make every effort to ensure that meetings commence at the agreed time by arriving in good time for meetings.

A bell will be rung at the request of the Chairman to indicate the start of the meeting, and the officers on the rostrum (Chairman, Executive Director and Secretary) are requested to be in place so that the Chairman can open the meeting within a few minutes subject to the quorum requirements under Rules 15 and 51 of the Rules of the Organization. If the Chairman is not present in the meeting room at the start of a meeting, the Vice-Chairman will take the chair and preside over the meeting until its conclusion.

During the meeting, the Chairman will remind participants of the time, and urge them to keep statements short and to the point. The Chairman may propose a limit on the time to be allowed to speakers and on the number of times each representative may speak on any question, the closure of the list of speakers, or the closure of the debate, in accordance with Rule 16 of the *Rules of the Organization*. The Chairman's own interventions and summaries will also be as concise as possible.

Delegates are requested to turn off all mobile phones during meetings.

Other group meetings

Meetings of the Private Sector Consultative Board (PSCB) and Statistics Committee should not be changed once the date has been circulated to their representatives to avoid inconvenience.

Coordination and other group meetings should start and finish promptly at the time scheduled for them, to avoid delays to other meetings and inconvenience to other delegates.

When a coordination or group meeting cannot finish on time, the Chairman will advise the Chairman of the Board or the Council as appropriate. If necessary, and if services are available, another time will be allocated for the coordination or group meeting to complete its work, if the Board or Council meetings are deemed to have priority.

GUIDELINES FOR SPEAKERS

The organizers of this conference are providing professional interpretation to enable delegates of different languages and cultures to understand each other. The interpreters are your allies in conveying your message to the audience. You can help them by following these simple guidelines.

1. If you have a *written text* or *notes for your speech*, whether or not you intend following them closely, please hand them to the conference secretariat for distribution to the interpreters. Interpreters do not simply rely on words, they interpret the meaning and should therefore familiarize themselves with your subject and terminology. You are free to depart from your text or add to it as you go along. AIIC interpreters are bound by professional secrecy, and the content of your document will remain confidential at all times and will be returned to you on request.
2. If your paper is *technical*, please give the interpreters any terminology you may have or any background papers on the same subject in other languages. You may also ask the conference secretariat to organize a briefing with the interpreters. Meeting the speakers would be useful in order to clarify specific points which will help improve performance.
3. If you wish to show a *film, slides or transparencies*, please make sure that the interpreters receive the script or a copy of the transparencies. The booths are often situated far away from the screen and it would be helpful if the interpreters had copies of the projected text in front of them.
4. When reading from a script one tends to speed up which means that the audience will find it difficult to follow and, as a result, parts of your message will be lost. If you have not spoken at meetings with interpretation before, it may be advisable to *pace your delivery* beforehand. Ideally you should allow *3 minutes per page* of 40 lines.
5. Before you speak, please make sure your *microphone* is switched on. Knocking the microphone of blowing into it as a test will merely be amplified in the interpreters' headphones and cause an unpleasant noise. To test the microphone just say a few words like "Good afternoon" or "Thank you Mr. Chairman".
6. Please do not speak too close to the microphone as this creates interference and avoid leaving your receiver set close to the microphone when you speak to prevent feed-back whistling. The technician will be able to advise you on this.
7. If you need to *move away from your seat*, i.e. to point at a slide or transparency projection, please use a *neck or lapel microphone*. Without a microphone the interpreters cannot hear you, however loud you speak.
8. If you are speaking from the rostrum or a lectern and want to reply to questions from the floor, please make sure you have a *receiver set* with you to follow the questions as they are interpreted.

Your Team of Interpreters

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