



**International Coffee Council**  
117<sup>th</sup> Session  
19 – 23 September 2016  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	ICC-117-0 Rev. 2 <a href="#">Schedule of Meetings</a>
<b>2. Admission of observers – to consider</b>	<a href="#">ICC-117-3</a>
The Council will decide on the acceptance of observers and designate the items on the Agenda open to them.	
<b>3. Votes and credentials</b>	
<b>3.1 Votes for coffee year 2015/16 – to consider and, if appropriate, to approve</b>	<a href="#">ICC-117-1</a>
The Secretary will report.	
<b>3.2 Initial distribution of votes for coffee year 2016/17 – to consider and, if appropriate, to approve</b>	<a href="#">ED-2221/16 Rev. 1</a> <a href="#">ICC-117-2</a>
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 2016/17 will be circulated for approval.	
<b>3.3 Credentials – to consider and, if appropriate, to approve</b>	verbal
The Chairman will examine the credentials with the assistance of the Secretariat and report to the Council.	

**4. International Coffee Agreement (ICA) 2007**

**4.1 Report on membership of the ICA 2007 – to consider**

[ICC-117-4](#)

The Executive Director will report.

**4.2 Extension for the deposit of instruments – to consider and, if appropriate, to approve**

[WP-Council 268/16](#)

The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2016. The Council will consider a draft Resolution extending the deadline for the deposit of instruments.

**5. Coffee market situation – to note**

[Coffee Market Report – August 2016](#)

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

**6. World Coffee Conference – to consider**

[ICC-117-5](#)

The Executive Director will report on the Conference which took place in Ethiopia from 6 to 8 March 2016. Document [ICC-117-5](#) contains a report on the main messages arising out of the Conference and suggestions on how they might be incorporated into the work of the Organization.

**7. Studies – to consider**

The Council will consider the following study and Country Coffee Profile:

- **Assessing the economic sustainability of coffee growing**

[ICC-117-6](#)

- **Coffee Profile: El Salvador**

[ICC-117-8](#)

**8. 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.

**9. International Coffee Day – to consider**

verbal

The Executive Director will report on the preparations for International Coffee Day to be held on 1 October 2016.

**10. Session of the Council in Côte d'Ivoire – to consider and, if appropriate, to approve** verbal

The Council, at its 116<sup>th</sup> Session in Addis Ababa in March 2016, agreed in principle, that a Council Session be held in Côte d'Ivoire during coffee year 2016/17. The Council is requested to approve the date proposed by the Minister of Trade for Côte d'Ivoire to hold the 119<sup>th</sup> Session of the Council in Abidjan from 25 to 29 September 2017.

The representative of Côte d'Ivoire will report on the preparations made to date.

**11. Cooperation with other agencies – to consider**

The Head of Operations will report on cooperation with other agencies, including progress on Vision 2020 – the partnership with the Global Coffee Platform.

[WP-Council 273/16](#)

The Head of Operations will also outline how Members could collaborate with the World Bank's Enabling the Business of Agriculture project.

[PJ-106/16](#)

**12. Reports from the Chairpersons of the ICO Bodies** verbal

**12.1 Private Sector Consultative Board (PSCB) – to consider**

**12.2 Promotion and Market Development Committee – to consider**

**12.3 Statistics Committee – to consider**

**12.4 Projects Committee – to consider**

**13. Consultative Forum on Coffee Sector Finance – to consider** verbal

The Chairman of the Core Group on the Consultative Forum on Coffee Sector Finance will report on the 6<sup>th</sup> Forum.

**14. Financial and administrative matters**

**14.1 Finance and Administration Committee – to consider**

[FA-135/16 Rev. 1](#)

[FA-140/16](#)

The Chairman of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation and the recommendations of the Committee with regards to proposals for the revision of salary scales, allowances and the basis for contributions to the Provident Fund for staff in the General Service category.

**14.2 Contract of the Executive Director – to consider**

verbal

The Council will consider the matter of the Executive Director's contract which expires on 30 September 2016.

**14.3 Premises – to consider**

[FA-136/16](#)

The Chairman of the Finance and Administration Committee will report.

**14.4 Appointment of registered auditors – to consider and, if appropriate, to approve**

[FA-137/16](#)

The Council will consider the recommendation of the Committee on the appointment of registered auditors.

**14.5 Review of Staff Regulations and Staff Rules – to consider and, if appropriate, to approve**

[FA-133/16](#)

The Council will consider a revised draft of the Staff Regulations and Staff Rules which have been reviewed by the Executive Director and ICO staff.

**15. Strategic Review of the ICO – to consider and, if appropriate, to approve**

[WP-Council 269/16 Rev. 1](#)

The Chairman of the Working Group on the Strategic Review will report the outcomes of this process. The Council will consider and, if appropriate, approve them for implementation by the Secretariat.

**16. Programme of Activities**

**16.1 Interim report on the Programme of Activities 2015/16 – to consider and, if appropriate, to approve**

[ICC-117-7](#)

The Council will consider this report.

**16.2 Programme of Activities 2016/17 – to consider and, if appropriate, to approve**

[WP-Council 265/16 Rev. 3](#)

The Head of Operations will present a revised version of the Programme of Activities for 2016/17 based on the outcomes of the Strategic Review. The Council will consider and, if appropriate, approve it for implementation by the Secretariat.

**17. Special Fund – *to consider and, if appropriate, to approve*** [WP-Council 270/16](#)

The spokesperson for the Producers will report on discussions held amongst exporting Members on the use of the Special Fund.

**18. Office holders and committees**

**18.1 Chairman and Vice-Chairman of the Council – *to elect*** verbal

According to Article 10 of the 2007 Agreement, the Chairman and the Vice-Chairman for coffee year 2016/17 should be elected from among the representatives of importing and exporting Members, respectively.

**18.2 Chairman and Vice-Chairman of the Forum for 2016/17 – *to appoint*** verbal

The Council will appoint the Chairman and Vice-Chairman of the Forum for 2016/17.

**18.3 Chairman and Vice-Chairman of the PSCB for 2016/17 – *to appoint*** verbal

The PSCB will appoint the Chairman and Vice-Chairman of the Private Sector Consultative Board for 2016/17.

**18.4 Composition of Committees – *to consider and, if appropriate, to approve*** [WP-Council 271/16](#)

The Council will consider the composition of the following Committees for 2016/17:

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

**19. Other business – *to consider***

verbal

**20. Future meetings**

[WP-Council 272/16](#)

The Council will consider dates of meetings in 2016/17 and 2017/18 – ***to consider and, if appropriate, to approve***

The next Session of the Council will take place in London, United Kingdom from 13 to 17 March 2017 – ***to note***

Members are invited to suggest topics for presentations during the next Session, for inclusion on the agenda, and improvements to future meeting arrangements – ***to consider***

REFERENCE DOCUMENTS
<a href="#">International Coffee Agreement 2007</a>
<a href="#">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 2015/16</a>
<a href="#">Procedures for membership of the ICA 2007</a>