



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

WP Council 141/06 Rev. 1

23 March 2007  
Original: English

E

International Coffee Council  
Ninety-seventh Session  
22 and 25 May 2007  
London, England

## Draft procedures for the admission of observers

### Background

1. As requested by the Council at its 95<sup>th</sup> Session in May 2006, the Executive Director has prepared draft procedures to enable Members to consider the admission of non-governmental organizations (NGOs) as observers to Council Sessions.
2. Non-governmental organizations are not currently represented at Council Sessions. However, the ICO has long-standing relations with a number of NGOs and appreciates the valuable contribution of non-governmental organizations to its work.
3. The admission of observers at sessions of the Council is addressed in Article 12 (3) of the Agreement (Sessions of the Council) and Rule 6 (Observers) of the *Rules of the Organization* as follows:
4. Article 12 (3) “The Council may invite any non-member country or any of the organizations referred to in Article 16 to attend any of its sessions as an observer. In case such invitation is accepted, the country or organization concerned shall send a communication to that effect in writing to the Chairman. If it so wishes it may in that communication request permission to make statements to the Council”.
5. Rule 6: “The Council may invite the United Nations, its specialized agencies, any appropriate intergovernmental organization, any Government of a State which is a member of the United Nations or of any of its specialized agencies, or any organization concerned with coffee to send observers to Council sessions. Observers shall have no voice in the proceedings of the Council except by invitation of the Council. They may upon invitation from the Chairperson of the Executive Board or the Chairperson of a working group of the Council attend particular meetings of the Executive Board or working group”.
6. In addition, Article 37 of the Agreement (Consultation and cooperation with non-governmental organizations) provides that “without prejudice to the provisions of Articles 16, 21 and 22, the Organization shall maintain links with appropriate non-governmental organizations concerned with international commerce in coffee and with experts in coffee matters”.

### Action

The Council is invited to consider the draft procedures for the admission of observers and, if appropriate, to approve them.

## **DRAFT PROCEDURES FOR THE ADMISSION OF OBSERVERS**

The following procedures are proposed:

1. The Council may invite observers to attend its Sessions provided that they are non-member countries which are members of the United Nations or any of its specialized agencies, organizations which are part of the United Nations system, appropriate intergovernmental organizations and non-governmental organizations concerned with coffee, ICO officeholders (Chairpersons and Vice-Chairpersons of ICO bodies) or Members of the Private Sector Consultative Board (PSCB).
2. All observers listed in Annex I as previously admitted to sessions of the Council shall be approved for admission to future Sessions unless an objection is raised to any particular observer. This list will be updated to incorporate observers accorded permanent observer status by the Council at future Sessions.
3. In the case of additional observers from non-member countries, organizations which are part of the United Nations system and intergovernmental organizations, it is proposed that the Executive Director be authorized to invite them to attend future meetings.
4. In the case of other observers, including experts in coffee matters and other organizations concerned with coffee including non-governmental organizations (national or international), these should submit a formal request for observer status in writing or by email to the Executive Director.
5. The Secretariat will submit a list of requests received to the Council for approval at its next Session. Requests will be considered on a case by case basis and the Council may consider the following options:
  - Permanent observer status for all future Council Sessions;
  - Admission to the full Council Session on a particular occasion;
  - Admission to an individual meeting of the Council (e.g. open Sessions or special presentations);
  - Admission restricted to a specific item of the Council Agenda.
6. The Executive Director will notify approved observer organizations of the date and venue of Council sessions. Observers shall provide the Executive Director with the details of the person who will act as the designated point of contact (including email).

7. Observers may send a maximum of **two** delegates (one representative and one alternate) to the Council and should confirm their attendance in writing to the Executive Director at least two weeks in advance. Approved observers who have confirmed their attendance at the Council will be included in the List of Delegations.

8. Observers wishing to make a statement at the Council or circulate a document to Members should submit a request to the Chairperson of the Council and the Executive Director.

9. In the case of statements or submissions from PSCB associations to the Council, it is proposed that these should be channelled through the Chairperson of the PSCB or through Member Governments.

10. All ICO documents (except restricted documents) will be available to observers on the ICO website ([www.ico.org](http://www.ico.org)) and observers will be given sets of documents for the Council (excluding restricted documents) when they register.

11. Notwithstanding the above, the Executive Director may agree to the admission to one or more plenary meetings of observers from organizations of the type indicated in paragraph (1) above or for the purpose of presentations. The admission to future meetings of such observers shall be subject to approval by the Council.

#### **Attendance by observers at other ICO meetings**

12. Meetings of the PSCB are open to representatives of private sector associations. The PSCB will consider procedures for observers following similar considerations to those approved by the Council.

13. Meetings of the Steering Group on Promotion, Promotion Committee and Statistics Committee are open to all Members, the PSCB and observers approved by the Council.

14. The admission of observers to meetings of Working Groups shall be determined by the Group when establishing its procedures, unless otherwise indicated by the Council.

15. Meetings of the Finance Committee are only open to ICO Members.

**List of countries and organizations which currently have permanent observer status:****Non-member countries**

Algeria	Equatorial Guinea	Mauritius	Singapore
Argentina	Fiji	Morocco	South Africa
Armenia	Iceland	Mozambique	Sri Lanka
Australia	Iran	Myanmar	Sudan
Belarus	Israel	Nepal	Syria
Belize	Jordan	New Zealand	Timor-Leste
Botswana	Korea	Oman	Trinidad & Tobago
Bulgaria	Kuwait	Pakistan	Tunisia
Cambodia	Lao, PDR	Peru	Turkey
Canada	Lebanon	Romania	Ukraine
Chile	Liberia	Russian Federation	United Arab Emirates
China	Libya	Saudi Arabia	Uruguay
Croatia	Macedonia	Serbia, Republic of	Yemen
Egypt	Malaysia	Sierra Leone	

**Intergovernmental organizations (United Nations system)**

Food and Agriculture Organization of the United Nations (FAO)  
 United Nations Industrial Development Organization - International Centre for Science and High Technology (UNIDO - ICS)  
 International Trade Centre (ITC)  
 United Nations Conference on Trade and Development (UNCTAD)  
 United Nations Environment Programme (UNEP)  
 World Bank Group  
 World Trade Organization (WTO)

**Other intergovernmental organizations**

African, Caribbean and Pacific Group of States	International Institute for Sustainable Development
African Development Bank Group	International Lead and Zinc Study Group
CABI	International Oil Pollution Compensation Fund
Common Fund for Commodities	International Olive Oil Council
Commonwealth Secretariat	International Rubber Study Group
InterAfrican Coffee Organization	International Sugar Organization
InterAmerican Development Bank	International Tropical Timber Organization
International Cocoa Organization	League of Arab States
International Copper Study Group	North East Atlantic Fisheries Commission
International Cotton Advisory Committee	Organisation africaine et malgache du café (OAMCAF)
International Grains Council	

**Other organizations concerned with coffee**

Centre for International Cooperation in Agronomic Research for Development (CIRAD)  
Inter-American Institute for Cooperation on Agriculture (IICA) - Regional Program for the  
Development and Modernization of the Coffee Industry in Central America, the Dominican  
Republic and Jamaica (PROMECAFE)

**ICO Office-holders**

Chairpersons and Vice Chairperson of ICO bodies (eg. Private Sector Consultative Board  
(PSCB), Statistics Committee, World Coffee Conference), Members of the PSCB