



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

ED 2003/06

7 November 2006
Original: English

E

- **Working Group on the Future of the Agreement**
 - **Executive Board**
 - **Private Sector Consultative Board**
 - **Steering Group on Promotion**
 - **Finance Committee**
- Convocation of ICO meetings**
(22 – 26 January 2007)

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the ICO meetings which will take place from 22 to 26 January 2007. 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).

Working Group on the Future of the International Coffee Agreement

2. At its 96th Session the Council established a Working Group on the Future of the Agreement with the mandate of examining the current Agreement and proposals submitted by Members, or other invited parties, and to submit recommendations to the Council in May 2007 (see document ICC-96-9). The Group is open to all Members of the Organization and will meet from 22 to 24 January 2007, with the first meeting taking place at 09.45 on Monday, 22 January. It will be followed by the 263rd meeting of the Executive Board on 24 and 26 January 2007.

Agendas and arrangements

3. A draft schedule is attached together with draft Agendas for these meetings (documents WP-WGFA No. 1/06; EB-3921/06; PSCB No. 97/06; WP-SGP No. 16/06 and WP-Finance No. 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.

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 **11 December 2006**.

Programme

Meeting	Date (time of first meeting)	Open to
Working Group on the Future of the Agreement	22 – 24 January 2007 (09.45) (see schedule for details)	Members
Executive Board	24 and 26 January (14.30)	Members
Private Sector Consultative Board (PSCB)	25 January 2007 (09.30)	PSCB representatives and observers from private sector associations
Steering Group on Promotion	25 January 2007 (14.30)	Steering Group on Promotion Members and observers
Finance Committee	25 January 2007 (16.00)	Members

Registration

5. 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. **To assist the Secretariat in preparing badges in advance, delegates are requested to complete and return the attached form indicating their attendance by 8 January 2007.**

Interpretation

6. One team of interpreters will be available on 22, 23, 24 and 26 January. Meetings on 25 January will be conducted in English only.



**ICO MEETINGS
(January 2007)**

ATTENDANCE FORM

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in January 2007:

	Yes*	No*
Working Group on the Future of the Agreement (22 – 24 January)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Executive Board (24 and 26 January)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Private Sector Consultative Board (25 January)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Steering Group on Promotion (25 January)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
Finance Committee (25 January)	<input type="checkbox"/>	<input type="checkbox"/> (Members)

* Please tick as appropriate

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

Mr./Mrs./Ms: 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

**ICO MEETINGS (22 – 26 January 2007)
PROVISIONAL PROGRAMME**

Monday 22 January		Room	Open to	
08.45 onwards	Registration	Council Lounge	ICO Members	Accreditation/registration of participants throughout the day
08.45 – 09.45	Briefing meeting	ED's office	Restricted	Chairmen and invited Members
09.45 – 13.00	Working Group	Council Chamber	ICO Members	Working Group on the future of the Agreement
13.00 – 14.30	Lunch break			
14.30 – 17.30	Working Group	Council Chamber	ICO Members	
Tuesday 23 January		Room	Open to	
08.30 – 09.15	Briefing meeting	ED's office	Restricted	Chairmen and invited Members (if required)
09.30 – 13.00	Working Group	Council Chamber	ICO Members	
13.00 – 14.30	Lunch break			
14.30 – 17.30	Working Group	Council Chamber	ICO Members	
Wednesday 24 January		Room	Open to	
08.30 – 09.15	Briefing meeting	ED's office	Restricted	Chairmen and invited Members (if required)
09.30 – 13.00	Working Group	Council Chamber	ICO Members	
13.00 – 14.30	Lunch break			
14.30 – 17.30	Executive Board	Boardroom	ICO Members	
Thursday 25 January		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	Without interpretation
				<p>Presentations:</p> <ul style="list-style-type: none"> • Possible impact of genetics and biotechnology on the coffee supply chain and industry: Dr. Vincent Pétiard, Nestlé Research and Development Centre (Plant science and technology) (20 min) • Positively Coffee Programme and Health Care Professions – Coffee Education Programme (Sylvia Robert-Sargeant, Programme Coordinator) (20 min)
13.00 – 14.30	Lunch break			
14.30 – 16.00	Steering Group on Promotion	Boardroom	SGP Members and observers	Without interpretation
16.00 – 17.00	Finance Committee	Boardroom	Members only	Without interpretation
Friday 26 January		Room	Open to	
08.30 – 09.15	Briefing meeting	ED's office	Restricted	Chairmen and invited Members (if required)
09.30 – 13.00	Working Group	Council Chamber	ICO Members and observers	
13.00 – 14.30	Lunch break			
14.30 – 17.00	Executive Board	Boardroom	ICO Members	

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 Working Group or Board meetings to start on time.
2. There will be one team of interpreters on 22 – 24 and 26 January. Meetings on 25 January will be in English only. Interpretation facilities are not available in the Committee Room.
3. Annex I lists office holders and the composition of ICO bodies for 2006/07.

LIST OF OFFICE HOLDERS FOR COFFEE YEAR 2006/07

International Coffee Council (2006/07)

Chairman: Mr. Mauro Orefice (EC - Italy) ■ 1st Vice-Chairman: Mr. Hiroshi Aimoto (Japan) ■ 2nd Vice-Chairman: Mr. G.V. Krishna Rau (India) ■ 3rd Vice-Chairman: Mr. Dewa Sastrawan (Indonesia)

Executive Board (2006/07)

Chairman: H.E. Mr. José Angel López Camposeco (Guatemala) ■ Vice-Chairman: Mr. Ivan Romero Nasser (Honduras)

Exporting Members: Angola, Brazil, Colombia, Costa Rica, India, Mexico, Rwanda, Vietnam

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

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

Chairman: Mr. Christian Rasch Topke (ANACAFE) ■ Vice-Chairman: to be confirmed

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: Asociación Mexicana de la Cadena Productiva del Café (AMCPC), *Instituto Hondureño del Café (IHCAFE)*, Asociación Nacional del Café (ANACAFÉ), *Coffee Exporters Association of India*

Brazilian and other Natural Arabicas: Conselho de Exportadores de Café do Brasil (CECAFÉ), *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), (*ECF*), ECF, (*ECF*), ECF, (*ECF*), Institute for Scientific Information on Coffee (ISIC), *ISIC*, National Coffee Association of USA (NCA), *Coffee Association of Canada*, Specialty Coffee Association of America (SCAA), Speciality Coffee Association of Europe (SCAE), *European Decaffeinators Association (EDA)*

Working Group on the Future of the Agreement:

Chairman: Mr. Saint-Cyr Djikalou (Côte d'Ivoire) ■ Vice-Chairman: Mr. Max Schnellmann (Switzerland)

Promotion Committee

Chairman: Dr. Ernesto Illy (ISIC) ■ Vice-Chairman: Mr. Mick Wheeler (Papua New Guinea)

Steering Group on Promotion (2006/07 – 2007/08)

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 (2006/07 – 2007/08)

Chairman: to be appointed ■ Vice-Chairman: to be appointed ■ **Exporting Members:** Mr. Alberto Duque Portugal (Brazil), Colombia – to be appointed ■ **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:** EC, France, Italy, United Kingdom ■ **Private Sector representatives:** ECF, ECF, ORCECA, VICOFA

Finance Committee (2006/07 – 2007/08)

Chairman: to be appointed ■ **Exporting Members:** Brazil, Colombia, Côte d'Ivoire, Papua New Guinea ■ **Importing Members:** EC - Spain, Japan, Switzerland, USA

Virtual Screening Committee

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



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

WP WGFA No. 1/06

7 November 2006
Original: English

E

**Working Group on the
Future of the Agreement**
22 – 24 January 2007 (09.45)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-WGFA No. 1/06
2. Background to the Working Group and procedures – to consider	ICC-96-9 to follow
<p>At its 96th Session, the Council established the Working Group with the mandate of examining the current Agreement and proposals submitted by Members, or other invited parties, and submitting recommendations to the Council in May 2007. The Group shall establish its own procedures. A document from the Chairman on this matter will be circulated.</p>	
3. Future of the 2001 Agreement – to consider	WP-Council 140/06 Rev. 5 PSCB No. 93/06 to follow
<p>At the 96th Session of the Council, it was suggested that proposals be organized thematically, based on the following five areas:</p>	
<ul style="list-style-type: none">I. ObjectivesII. Membership and votesIII. Efficiency of deliberations and decision makingIV. Structural and administrative mattersV. New and expanded areas of work	
4. Priorities for the next meeting – to consider	verbal
5. Other business – to consider	verbal
6. Date of next meeting – to note	verbal



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

EB 3921/06

7 November 2006
Original: English

E

Executive Board

263rd Meeting

24 and 26 January 2007

London, England

Draft Agenda

Item

Document

1. **Draft Agenda and schedule of meetings – to adopt** EB-3921/06
EB-3899/05

2. **Votes in the Council and Executive Board for coffee year 2006/07 – to approve** to follow

The Secretary will report.

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

As at 6 November 2006, there were 75 Members of the Organization, comprising 45 exporting and 30 importing countries. The Executive Director will report on the current situation of membership and on contacts with non-member countries.

4. **Annual Review 2005/06 – to note** to follow

The Executive Director will introduce the Annual Review for coffee year 2005/06.

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

The Executive Director will introduce an analysis of the market situation.

- 6. Future of the ICA 2001 – to consider** verbal
- In September 2006, the Council established a Working Group on the Future of the Agreement. The Group will submit its recommendations to the Council in May 2007. The Chairman of the Working Group will report.
- 7. Coffee development projects** to follow
- 7.1 Priorities for coffee development projects – to note** CFC/ICO No. 8/06
- The report of the CFC/ICO workshop on coffee development priorities held on 27 September 2006 has been circulated.
- 7.2 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 further revised to take account of suggestions by Members. The Head of Operations will report on this and on other suggestions made at the last meeting including enhancing the role of the Virtual Screening Committee (VSC), by revising its terms of reference, and holding a workshop to exchange views with other multilateral donor institutions.
- 7.3 Projects under consideration by the ICO**
- New project proposals for consideration by the VSC and Executive Board in May 2007 should reach the Executive Director by **19 February 2007**. The report of the VSC on new proposals to be considered by Members will be circulated before the meeting. to follow
- The development of an innovative grower-owned coffee marketing system based on coffee produced in an economically viable and environmentally sustainable manner (submitted by Papua New Guinea) – to consider, and to submit a recommendation to the Council** WP-Board No. 1012/06
- Building Capacity for Coffee Certification and Verification in Eastern Africa (submitted by EAFCA) – to consider, and to submit a recommendation to the Council** to follow
- Competitive Coffee Enterprises Program (submitted by ANACAFE) – to consider, and to submit a recommendation to the Council** to follow

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

The Executive Director will introduce a report on the CQP and will also report on consultations with LIFFE, NYBOT and private sector associations on possible harmonization of elements of the ISO standard on coffee defects (ISO 10470 – 2004) with the CQP.

9. Report by Chairman of the Private Sector Consultative Board (PSCB) – to consider verbal

The Chairman of the PSCB will report on the meeting of 25 January 2007.

10. Promotion – to consider verbal

The Chairman of the Steering Group on Promotion will report on the meeting held on 25 January 2007.

11. Sustainability – to consider ED-1981/06
PSCB No. 91/06

In September 2006, the PSCB recommended the need for an early definition of sustainability. The Board will consider the draft definition contained in document ED-1981/06, and will also take into account the draft definition prepared by the NCA (PSCB No. 91/06).

The Board may also wish to consider the nature of future cooperation between the ICO and the Common Code for the Coffee Community (4Cs).

12. Studies – to consider

Effects of tariffs on the coffee trade - an updated report will be circulated. The issue of tariffs will be discussed in more detail by the Council in May 2007. to follow

United Nations Framework Convention on Climate Change (UNFCCC): In January 2006, the Board requested the Executive Director to contact the UNFCCC and identify ways of including coffee in the Clean Development Mechanism. The Executive Director may report on contacts with a Colombian institution recognized by the UNFCCC regarding the possibility of proceeding with a project in this area. verbal

13. Phytosanitary matters – to consider

As requested in September 2006, the Secretariat will circulate a document containing a summary of food safety legislation requirements and measures in force in consuming countries, and reviewing actions by producing countries to avoid the risks. to follow

The representative of the EC will report on the review by the EC of OTA limits legislation for green coffee. verbal

The Executive Director will report on progress in sending information on pesticides used in exporting countries for an EU review of Maximum Residue Levels of pesticides (ED-1982/06) and on the request to consider an action programme on pesticides in the light of forthcoming EU legislation. to follow

14. Cooperation with other organizations – to note

verbal

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

15. Financial and administrative matters

15.1 Report of the Finance Committee – to note

to follow

The Chairman of the Finance Committee will report on the meeting of the Finance Committee on 25 January 2007, including the financial situation.

15.2 Administrative Accounts of the Organization for the financial year 2005/06 and Report of the Auditors – to recommend for approval by the Council

to follow

Rule 62 of the *Rules of the Organization* provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement. The Executive Director will report.

15.3 Payment of arrears – to consider

The Finance Committee will review progress on payment of arrears, and proposals received from the Democratic Republic of Congo, and Uganda. The Board may wish to consider the votes of these two countries in view of efforts being made to repay their arrears. to follow

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. verbal

In September 2006, the Council restored the voting rights of Panama, which had recently joined the ICO but had outstanding arrears from previous years, and further noted that the matter should be reviewed at the next meeting. The Executive Director will report. verbal

15.4 Other financial and administrative matters – *to approve* to follow

A document containing proposals for the revision of General Service staff salary scales, dependency allowances and basis for contributions by Professional staff to the Provident Fund will be circulated.

16. Other business – *to consider* verbal

17. Future meetings verbal

The next meeting of the Board will take place at the headquarters of the Organization in London during the week of 21 to 25 May 2007 – *to note*

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



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

PSCB No. 97/06

7 November 2006
English only

E

Private Sector Consultative Board

25 January 2007 (09.30)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB No. 97/06
2. Report on the meeting of 27 September 2006 – to approve	PSCB No. 96/06
3. Food safety aspects – to note	
The PSCB will consider updates on OTA legislation and the issues of acrylamide and furan. A document requested by the Council containing a summary of legislation on food safety and reviewing actions by producing countries to avoid the risks will be circulated.	to follow
The PSCB will also consider progress in sending information on pesticides used in exporting countries for an EU review of Maximum Residue Levels of pesticides (ED-1982/06). The representative of ANACAFE will report on ANACAFE's Action Plan for pesticide residues.	verbal
4. International Coffee Genome Network (ICGN) – to consider	verbal
Dr. Vincent Pétiard (Nestlé Research and Development Centre) will make a presentation on the possible impact of genetics and biotechnology on the coffee supply chain and industry, including developments for the protection of new varieties.	
5. 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).	

6. Sustainability initiatives – *to consider* to follow

In September 2006, the PSCB recommended the need for an early definition of sustainability to the Council. This will be considered by the Executive Board at its meeting on 24 and 26 January. The PSCB will review progress on sustainability initiatives including a report on the Common Code for the Coffee Community (4Cs).

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

The Executive Director will introduce a report on the CQP and will also report on consultations with terminal markets and private sector associations on harmonizing elements of the ISO standard on coffee defects (ISO 10470 – 2004) with the CQP (document WP-Board No. 1005/06).

8. Future of the International Coffee Agreement (ICA) 2001 – *to consider* to follow

The Executive Director will report on the meeting of the Working Group on the Future of the Agreement from 22 – 24 January 2007. The Group will consider the contribution of the PSCB (contained in document PSCB No. 93/06) during its meeting.

9. Recommendations to the Board and Council – *to note* verbal

The Chairman will summarise any recommendations agreed by the PSCB at this meeting to be conveyed to the Executive Board and Council for consideration or approval by Members.

10. Other business – *to consider* verbal

11. Future meetings – *to consider* verbal

PSCB Members are invited to suggest matters for consideration at the next meeting.

It is suggested that the next meeting of the PSCB should take place at the headquarters of the Organization in London at the time of ICO meetings taking place from 21 – 25 May 2007, on the morning of Wednesday 23 May 2007.



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

WP SGP No. 16/06

7 November 2006
English only

E

Steering Group on Promotion

25 January 2007 (14.30)

London, England

Draft Agenda

Item

Document

1. **Draft Agenda – to adopt**

WP-SGP No. 16/06

2. **Chairperson and Vice-Chairperson – to elect**

verbal

The terms of reference for the Steering Group on Promotion (contained in document WP-SGP No. 2/03 Rev. 1) provide that the representatives of the Group shall elect a Chairperson and a Vice-Chairperson for a two year term at the first meeting of the coffee year.

3. **Promotion activities**

3.1 **Step-by-step guide to promote coffee consumption – to note**

verbal

The Executive Director will report on any information received from Members on the use of this Guide.

3.2 **Proposal from Brazil for the promotion of coffee consumption at the ICO – to consider**

WP-Promotion No. 8/06

In September 2006, Exporting Members authorized the Executive Director to use a sum not exceeding US\$120,000 from the Promotion Fund to contract specialized firms to create an ICO network to promote coffee consumption (see document WP-Promotion No. 8/06). The Executive Director subsequently invited the consultants to submit a detailed formal proposal to be reviewed at this meeting. Mr. Carlos Brando of P&A Marketing International will report.

3.3 Domestic consumption – to consider verbal

The Executive Director will report on the preparation 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.

4. Market development in China – to consider verbal

In September 2006, the Executive Director raised the need to develop a strategy for China. The Executive Director will report on any further contacts made.

5. Coffee and health – to note verbal

The Private Sector Consultative Board (PSCB) will consider reports on the Positively Coffee and the Health Care Professions – Coffee Education Programme at its meeting on 25 January. The Chairman of the PSCB will report.

The Chairman of the Promotion Committee will report on the activities of the Institute for Scientific Information on Coffee (ISIC).

6. Other business – to consider verbal

7. Date of next meeting verbal

It is proposed that the next meeting of the Steering Group on Promotion and/or the Promotion Committee should take place during the week of the ICO meetings from 21 to 25 May 2007 – *to note*

Member are invited to suggest topics for inclusion on the Agenda of the next meeting – *to consider*



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

WP Finance No. 38/06

7 November 2006
Original: English

E

Finance Committee
25 January 2007 (16.00)
London, England

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance No. 38/06
2. Chairperson for 2006/07 – 2007/08 – to appoint In accordance with the terms of reference for the Finance Committee (contained in document WP-Finance No. 2/04), the Finance Committee will appoint a Chairperson from an importing Member country.	verbal
3. Financial situation – to note The Head of Finance and Administration will report on the financial situation.	to follow
4. Staff salary scales, dependency allowances and basis for contributions to the Provident Fund – to consider and to recommend for approval by the Executive Board A document containing proposals for the revision of salary scales for General Service staff, dependency allowances and basis for contributions to the Provident Fund for Professional staff will be circulated.	to follow
5. Conference facilities – to note The Executive Director will report on the use of conference facilities.	verbal

6. **Administrative Accounts of the Organization for the financial year 2005/06 and Report of the Auditors – to recommend for approval** to follow

Rule 62 of the *Rules of the Organization* provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement.

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

8. **Date of next meeting – to note** verbal

The Committee will consider whether its next meeting should take place in May or July 2007.



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

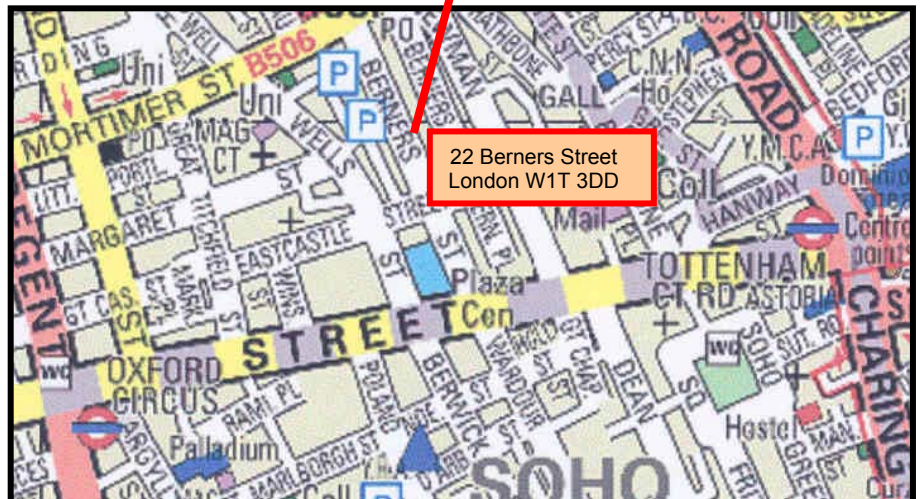
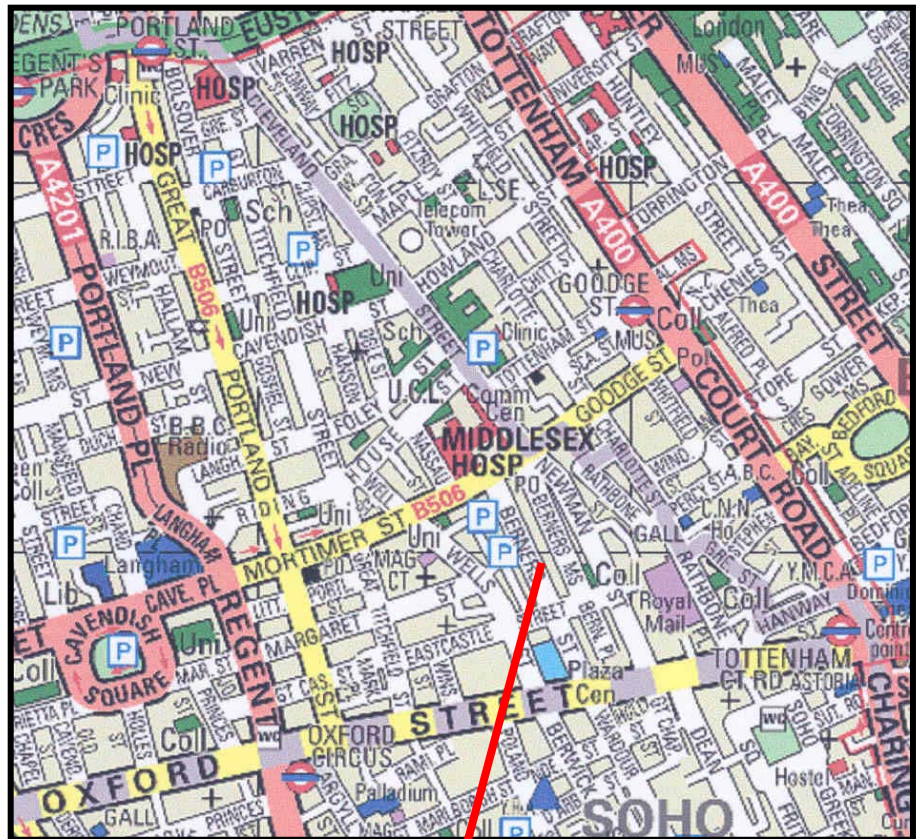
By bus

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

July 2006

Rathbone Hotel****

Rathbone Street
 London W1P 1AJ
 Telephone: +44 (0) 20 7636 2001
 Fax: +44 (0) 20 7636 3882
 Email: sales@rathbonehotel.com
www.rathbonehotel.com

Per night (excl. of VAT)

Junior double room.....	£105.00
Double/twin room.....	£118.00
Executive double/twin room.....	£136.00

(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

The Grange Fitzrovia ****

20 - 28 Bolsover Street
 London W1P 7HJ

Single/double/twin room	£135.00
Executive single/double room	£155.00

The Grange White Hall Hotel****

2 - 5 Montague Street
 London WC1B 5BU

Single/double/twin room	£135.00
Executive single/double room	£155.00

The Grange Langham Court Hotel****

31 - 35 Langham Street
 London W1N 5RE

Single room	£105.00
Double/twin room.....	£120.00
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

Copyright AIIC - May 1992