



**Convocation for the 128th Session (Special) of
the International Coffee Council:
28 October 2020
Virtual Session**

Advance information for participants¹

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¹ The present document contains information concerning the 128th Session (Special) of the International Coffee Council that was available at the time of drafting. While every effort has been made to check the information provided, the ICO Secretariat cannot accept responsibility for inaccuracies.

I. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents his compliments and wishes to inform ICO Members that a Special Session of the International Coffee Council (ICC) has been scheduled to take place virtually on 28 October 2020. The ICC, at its 127th Session on 10 and 11 September 2020 decided to hold a Special Session to review and approve the Administrative Budget of the ICO for coffee year 2020/21.

II. VIRTUAL MEETING

2. The 128th Session (Special) of the ICC will be held online using the virtual conferencing software **Zoom** in order to be able to offer Members interpretation in the official languages as well as to enable Members' representatives that wish so to join also by video when they intervene. All participants will be receiving further instructions regarding technical requirements to attend the virtual meeting.

III. ATTENDANCE

3. In order to provide the best virtual experience for Members and in light of technical constraints, the delegations attending the Virtual Session (Special) shall be limited to two speaking delegates (Head of Delegation and alternate) who speak on behalf of the Member and three silent observers who can attend and listen but would not be enabled to make verbal interventions due to technical constraints.

IV. QUORUM

4. Paragraph (4) of Article 11 of the International Coffee Agreement 2007 states that ***"The quorum required for a Council session to take decisions shall be the presence of more than half of the number of exporting and importing Members² representing respectively at least two-thirds of the votes for each category."***

5. Members are therefore strongly encouraged to participate in order for the Session to be quorate. **A Member that is unable to participate may authorize another Member to represent its interests and exercise its right to vote** (see paragraph 10).

² Active Members with voting rights.

V. INTERPRETATION

6. Using the Zoom simultaneous interpretation function the ICO is now able to offer interpretation in the four official languages (English, French, Portuguese and Spanish).

VI. CREDENTIALS AND REGISTRATION

7. In accordance with Rule 3 of the Rules of the Organization, the credentials of Member delegations shall be issued in writing to the Executive Director. Please fill in the online form and upload your Credential Letter at the following link: [128th ICC Credential Form](#)

8. Given the new virtual requirements, Members must submit credentials through the [128th ICC Credential Form](#) **no later than 19 October 2020**. A model credential letter is attached in Annex I.

9. The registration for the virtual Session (Special) of the Council will then be sent only to those listed on the credentials submitted to the Executive Director.

10. Members are also reminded that, if they are unable to participate, paragraph (2) of Article 13 of the 2007 Agreement provides that any exporting Member may authorize in writing any other exporting Member, and any importing Member may authorize in writing any other importing Member, to represent its interests and to exercise its right to vote at any meeting or meetings of the Council.

11. A model authorization letter is enclosed in Annex II. Letters of authorization should be sent via the online form **no later than 19 October 2020**. Scanned copies may be uploaded at [128th ICC Credential Form](#).

VII. SESSIONS

12. The virtual Council Session (Special) will run from 11:30 to 16:00 (British Summer Time) on 28 October 2020 with a 30-minute pause. We fully understand that the timing may cause inconveniences to Members connecting from locations in significantly different time zones. The ICO wishes to thank all Members for their understanding and cooperation.

VIII. AGENDA

13. A detailed agenda for the Council is attached to this document.
14. Members wishing to submit documents for circulation or to suggest any additional matters for consideration are requested to advise the Executive Director in writing **no later than 19 October 2020**.

MODEL CREDENTIAL LETTER

Please fill in the online form and upload your Credential Letter on headed paper at [128th ICC Credential Form](#) by 19 October 2020

The original should be submitted as soon as possible thereafter

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

Dear Mr Sette,

128th Session (Special) of the International Coffee Council
Virtual Session
(28 October 2020)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 128th Session (Special) of the International Coffee Council taking place virtually on 28 October 2020:

[Name] Representative (one person only please) (speaking delegate)

[Title]

[Organization]

[Name] Alternate (speaking delegate)

[Title]

[Organization]

[Name] Adviser(s) (silent observers)

[Title]

[Organization]

Yours sincerely,

[Signature]*

[Name]

[Title]

** To be signed by a representative of the competent authorities of the Member country (i.e. the relevant Ministry or government agency of the Member 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).*

ANNEX II

MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS AND EXERCISE ITS VOTING RIGHTS

Please fill in the online form and upload your authorization as an attachment at [128th ICC Credential Form](#) by 19 October 2020

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

Dear Mr Sette,

128th Session (Special) of the International Coffee Council
Virtual Session
(28 October 2020)

I regret to inform you that my Government will not be represented at the 128th Session (Special) but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 128th Session of the International Coffee Council on 28 October 2020

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

* To be signed by a representative of the competent authorities of the Member country.

International Coffee Council
128th Session (Special)
Virtual Session
28 October 2020
London, United Kingdom

Draft Agenda

Item

Document

Opening of the 128th Session of the Council

The Executive Director will be delivering an opening speech and invite Members to elect the Chair and the Vice-Chair of the Council.

1. Draft Agenda – to adopt ICC-128-0

2. Votes for coffee year 2020/21 – to consider and, if appropriate, to approve ICC-128-1

The Head of Operations will report.

3. Credentials – to consider and, if appropriate, to approve verbal

The Chair will examine the credentials with the assistance of the Secretariat and report to Council.

4. Draft Administrative Budget for financial year 2020/21 – to consider and, if appropriate, to approve FA-231/20 Rev. 5

The Chair of the Small High-Level Working Group on the Budget will report.

5. Report on the Programme of Activities – to note verbal

The Head of Operations will report on the Programme of Activities for coffee year 2020/21.

- 6. Coffee Public-Private Task Force (CPPTF) and CEO & Global Leader Forum (CGLF) – Communiqué – *to consider and, if appropriate, to approve*** WP-Council 310/20 Rev. 1

The Executive Director will report on the revised joint public-private communiqué prepared by the CPPTF incorporating inputs by ICO exporting and importing Members and by the CEO and Global Leaders Forum

- 7. ICO Flagship Report: Coffee Development Report 2020 – *to note*** verbal

The Executive Director will report on the main outcomes of the second ICO Flagship Report: the Coffee Development Report 2020.

8. Office holders and committees

- 8.1 Chair and Vice-Chair and composition of committees – *to consider and, if appropriate, to approve*** [WP-Council 309/20](#)

The Council will consider and approve the composition of the following committees for 2020/21:

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

- 8.2 Chair and Vice-Chair of the Consultative Forum – *to elect*** verbal

The Council will elect the Chair and Vice-Chair of the Consultative Forum on Coffee Sector Finance.

9. Future meetings verbal

- 9.1** The next session will take place from Monday 12 to Friday 16 April 2021 – *to note*

- 9.2** 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* verbal

10. Other business – *to consider* verbal

11. Closing Session verbal