



**Convocation for the 129th Session of the
International Coffee Council and associated-
meetings: 6 to 16 April 2021
Virtual Session**

Advance information for participants¹

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¹ The present document contains information concerning the 129th Session of the International Coffee Council and associated meetings 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 Session of the International Coffee Council (ICC) and associated meetings have been scheduled to take place virtually between 6-16 April 2021.
2. The theme for coffee year 2020/21 is *Coffee's Next Generation - Recovering from the impact of the pandemic*.

II. VIRTUAL MEETING SOFTWARE

3. The 129th Session of the ICC will be held online using the virtual conferencing software **Zoom**. The ICO uses the Zoom Platform in order 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 sent further instructions regarding technical requirements to attend the virtual meeting.

III. ATTENDANCE

4. In order to provide the best virtual experience for Members and in light of technical constraints, the delegations attending the Virtual Meetings 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

5. 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."***
6. 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 11).

² Active Members with voting rights.

V. INTERPRETATION

7. Using the Zoom simultaneous interpretation function, the ICO will offer interpretation in the four official languages (English, French, Portuguese and Spanish). However, due to budgetary and technical constraints, interpretation will only be available in the Session of the International Coffee Council.

VI. CREDENTIALS AND REGISTRATION

8. 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: [129th ICC Credential Form](#).

9. Given the new virtual requirements, Members must submit credentials through the [129th ICC Credential Form](#) **no later than 24 March 2021**. A model credential letter is attached in Annex I.

10. All delegates listed in the Official Credential form will be automatically registered for the virtual meeting of the Council. It is important that when filling in the online credential form, to include the email addresses of all delegates on the official credential form. This will enable the Secretariat to register the delegates via Zoom.

11. 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.

12. A model authorization is enclosed in Annex II. Letters of authorization should be sent via the online form **no later than 24 March 2021**. Scanned copies may be uploaded at [129th ICC Credential Form](#).

VII. SESSIONS

13. The virtual Council Session and associated meetings will run at a period between 11:00 to 16:00 (BST) from Tuesday 6th April until Friday 16th of April 2021, 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.

14. Due to time constraints, the Committees and the Working Group on the Future of the Agreement will meet over four days on 6, 8, 13 and 14 April 2021 during this virtual Council Session.

15. The schedule for each day will be as follows:

Tuesday 6th April 2021

11:30 – 15:30: Working Group on the Future of the Agreement (ICO Members)

Thursday 8th April 2021

11:30 – 16:00: Finance & Administration Committee (ICO Members – restricted)

Tuesday 13th April 2021

11:30 – 14:30: Joint meeting of the Statistics, Projects and Promotion and Marketing Development Committees (ICO Members/Observers)

Wednesday 14th April 2021

9:30 – 10:30: Coordination meeting of importing Members (Importing Members only)

Wednesday 14th April 2021

11:00 – 12:00 Public Sector Consultative Board (PSCB) (ICO Members/PSCB members)

Wednesday 14th April 2021

12:30 – 14:30 Coordination meeting of exporting Members (Exporting Members only)

Thursday 15th April 2021

11:30 – 16:00: 129th Session of the International Coffee Council (ICO Members)

Friday 16th April 2021

11:30 – 16:00: 129th Session of the International Coffee Council (ICO Members)

VIII. AGENDAS

16. Detailed agenda for the Council is attached to this document.

17. 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 25 March 2021**.

Working Group on the Future of the International Coffee Agreement

18. In accordance with a decision of the International Coffee Council during its 124th Session, a Working Group has been established with the objective of examining the current International Coffee Agreement, along with proposals submitted by Members and other invited parties, and to submit recommendations to the Council. The Working Group will meet on the 6th April 2021, the week before the 129th Session of the ICC. The Chair of the Group will present to the Council an interim report on its work.

Coordination meetings of exporting and importing Members

19. For the 129th meeting of the Council, coordination meetings of exporting and importing Members will be held on 14 April 2021. Upon request by the spokespersons of both exporting and importing Members, the ICO Secretariat is prepared to facilitate online meetings during the Council.



International Coffee Council
129th Session
Virtual Session
15 and 16 April 2021
London, United Kingdom

Draft Agenda

Item	Document
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Opening of the 129th Session of the Council

1. Draft Agenda – <i>to adopt</i>	ICC-129-0
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2. Votes and credentials – <i>to consider and, if appropriate, to approve</i>	
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2.1 Redistribution of votes for coffee year 2020/21	to follow
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The Head of Operations will report.

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

3. Report on the work of the ICO and market situation – <i>to note</i>	verbal
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3.1 Report	
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The Executive Director will present a brief interim report (October 2020 to April 2021) on the work of the Organization, highlighting the progress, achievements, challenges, opportunities and constraints with a focus on the impact of the pandemic on the work of the ICO and the execution of the Programme of Activities with emphasis on partnerships and voluntary contributions.

3.2 World Coffee Conference

The representative of India will report on the situation concerning the 5th World Coffee Conference which was scheduled to take place in Bengaluru, India, from 7 to 9 September 2020.

3.3 Coffee Development Report and theme for the coffee year

The Head of Operations will report on the Coffee Development Report 2020 on the theme of 'The Value of Coffee: Sustainability, Inclusiveness, and Resilience of the Coffee Global Value Chain' and on the theme for coffee year 2020/21 Coffee's Next Generation - Recovering from the impact of the pandemic.

4. Review of the International Coffee Agreement (ICA) 2007 – *to consider* verbal

The Chair of the Working Group on the Future of the International Coffee Agreement will report.

5. Report of meetings of committees and other bodies – *to consider and, if appropriate, to approve* verbal

- a. The Head of Operations will provide a summary of the recommendations of the ICO advisory bodies: Statistics Committee, Projects Committee, Promotion and Market Development Committee.
- b. Private Sector Consultative Board (PSCB) – The Chair of the PSCB will report.

6. Coffee Public Private Task Force verbal

The Executive Director will report on the progress of the Coffee Public-Private Task Force and associated workstreams.

7. Financial and administrative matters

7.1 Finance and Administration Committee – *to consider*

The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation of the Organization and the draft Administrative Budget for the financial year 2021/22. to follow

**7.2 Report on collection of contributions from Members in arrears– to follow
to note**

**7.3 Administrative Accounts of the Organization for the financial year 2019/20 and Report of the Auditors – to follow
and, if appropriate, to approve**

**7.4 Accounts of the Special Fund for the financial year 2019/20 and Report of the Auditors – to follow
to consider and, if appropriate, to approve**

The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.

**7.5 Accounts of the Coffee Sustainability Projects Trust Fund for the financial year 2019/20 and Report of the Auditors – to follow
to consider and, if appropriate, to approve**

7.6 Promotion Fund – to note to follow

As decided in September 2010, the Accounts of the Promotion Fund are not audited, but are circulated for the information of exporting Members.

7.7 Procedures for the appointment of a new Executive Director – to approve to follow

7. Special Fund – to note [SF-46/20](#)

The spokesperson of exporting Members will report on developments made regarding use of the Special Fund to promote domestic consumption in exporting countries.

8. Other business – to consider

9. Date of the next Session – to note verbal

10. Closing remarks – to note verbal

The Chair of the Council will deliver the closing remarks.

MODEL CREDENTIAL LETTER

Please fill in the online form and upload your Credential Letter on headed paper at

[129th ICC Credential Form](#)

by 24 March 2021

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,

129th Session of the International Coffee Council

Virtual Session

(15 and 16 April 2021)

I am pleased to inform you that [country] will be represented by the following delegates at the 129th Session (virtual) of the International Coffee Council taking place virtually on 15 and 16 April 2021:

[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
[129th ICC Credential Form](#)
by 24 March 2021

[Date]

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

Dear Mr Sette,

129th Session of the International Coffee Council
Virtual Session
(15 and 16 April 2021)

I regret to inform you that my Government will not be represented at the 129th Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 129th Session of the International Coffee Council on 15 and 16 April 2021.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

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