



**Convocation for the 130th Session of the
International Coffee Council and associated-
meetings: 1 to 10 September 2021
Virtual Session**

Advance information for participants¹

CONTENTS

Page

I.	Introduction	2
II.	Virtual meeting software	2
III.	Attendance	2
IV.	Quorum	2
V.	Interpretation	3
VI.	Credentials and registration	3
VII.	Sessions	3
VIII.	Agendas	5
Annex I	Model credential letter	
Annex II	Model example of authorization to represent a Member’s interests and exercise its voting rights	

¹ The present document contains information concerning the 130th 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 has been scheduled to take place virtually between 1-10 September 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 130th 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 at the 3rd CEO and Global Leaders Forum³ and 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: [130th ICC Credential Form](#).

9. Given the new virtual requirements, Members must submit credentials through the [130th ICC Credential Form](#) **no later than 18 August 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 18 August 2021**. Scanned copies may be uploaded at [130th ICC Credential Form](#).

VII. SESSIONS

13. The virtual Council Session and associated meetings will run at a period between 11:30 to 16:00 (BST) from Wednesday 1 September until Friday 10 September 2021, with

³ Interpretation for the CGLF funded by the trust fund with contributions by the private sector members of the Coffee Public-Private Task Force.

a 30-minute pause. The ICO understands that the timing may be inconvenient to Members connecting from locations in significantly different time zones and wishes to thank all Members for their understanding and cooperation.

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

Wednesday 1 September 2021

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

Thursday 2 September 2021

11:30 – 12:30 Coordination meeting of exporting Members (Exporting Members)

Thursday 2 September 2021

13:30 – 14:30 Coordination meeting of importing Members (Importing Members)

Friday 3 September 2021

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

Monday 6 September 2021

11:30 – 16:00: Working Group on the Future of the Agreement (ICO Members)

Tuesday 7 September 2021

11:30 – 13:30: Joint meeting of the Statistics, Projects and Promotion and Marketing Development Committees (ICO Members/Observers)

Tuesday 7 September 2021

14:00 – 16:00: Private Sector Consultative Board (PSCB) (ICO Members/CPPTF members/Observers)

Wednesday 8 September 2021

14:00 – 16:00: 3rd CEO and Global Leaders Forum (ICO Members/CPPTF members/Observers)

Thursday 9 September 2021

11:30 – 16:00: 130th Session of the International Coffee Council (ICO Members/Observers)

Friday 10 September 2021

11:30 – 16:00: 130th Session of the International Coffee Council (ICO Members/Observers)

VIII. AGENDAS

15. Detailed agenda for the Council is attached to this document.
16. 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 18 August 2021**.

CEO and Global Leaders Forum

17. Held as part of the ICO-led structured sector-wide dialogue and, as recommended by the Council at its 125th Session in decision [ICC 125-10](#), this high-profile event brings together top executives of the coffee value chain, producers, traders, roasters, retailers and high-profile policy leaders, together with development partners and civil society. Together these stakeholders will consider the outcomes of the work of the Coffee Public-Private Task Force and seek to converge towards measurable commitments for the sustainable future of coffee growers and of the whole coffee sector in line with the UN Sustainable Development Goals.

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 Monday 6 September 2021. The Chair of the Working Group will present to the Council an interim report on its work.

Coordination meetings of exporting and importing Members

19. For the 130th meeting of the Council, coordination meetings of exporting and importing Members will be held on 2 September 2021.

Briefing meeting of Chairs and Vice-chairs and invited Members

20. For the 130th meeting of the Council, a briefing meeting will be held on 8 September with Chairs and Vice-Chairs of of the Council and related Meetings.

MODEL CREDENTIAL LETTER

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

[130th ICC Credential Form](#)

by 18 August 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,

130th Session of the International Coffee Council
Virtual Session
(9 and 10 September 2021)

I am pleased to inform you that [country] will be represented by the following delegates at the 130th Session (virtual) of the International Coffee Council taking place virtually on 9 and 10 September 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
[130th ICC Credential Form](#)
by 18 August 2021

[Date]

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

Dear Mr Sette,

130th Session of the International Coffee Council
Virtual Session
(9 and 10 September 2021)

I regret to inform you that my Government will not be represented at the 130th Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 130th Session of the International Coffee Council on 9 and 10 September 2021.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

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

International Coffee Council

130th Session

Virtual Session

9 and 10 September 2021

London, United Kingdom

Draft Agenda

Item

Document

Opening of the 127th Session of the Council

The Chair of the Council will deliver an opening speech.

1. Draft Agenda – *to adopt* ICC-130-0
Schedule of Meetings

2. Votes – *to consider and, if appropriate, to approve*

2.1 Redistribution of votes for coffee year 2020/21 to follow

The Head of Operations will report.

2.2 Initial distribution of votes for coffee year 2021/22 to follow

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 2021/22 will be considered by the Council.

3. Report on the work of the ICO and market situation and impact of the covid-19 pandemic – *to note* verbal

The Executive Director will present a report 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.

3.1 Proposal for the ICO theme for coffee year 2021/22 – to note

4. Coffee Public-Private Task Force (CPPTF) and CEO & Global Leader Forum (CGLF) verbal

The Executive Director will present:

- (a) Recommendations of the CPPTF ***to consider and, if appropriate, to approve***
- (b) The outcome of the 3rd CEO & Global Leaders Forum held on 8 September 2021 – ***to note the report of the 3rd CGLF***
- (c) Nomination of Sherpas representing the exporting and importing Members of the ICO in the Task Force from 2021-2023 – ***to consider and, if appropriate, to approve***

5. International Coffee Agreement (ICA) 2007

5.1 Review of the International Coffee Agreement (ICA) 2007 – to consider verbal

The Chair of the Working group on the Future of the Agreement (WGFA) will report on the meeting held on Monday, 6 September 2021.

5.2 Extension of the International Coffee Agreement 2007 – to consider and, if appropriate, to approve to follow

The deadline for the extension of the 2007 Agreement is 1 February 2022. The Council will consider a draft Resolution extending the 2007 Agreement to allow the endorsement and ratification of a new Agreement.

5.3 Extension for the deposit of instruments for the ICA 2007 – to consider and, if appropriate, to approve to follow

The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 1 February 2022. The Council will consider a draft Resolution extending the deadline for the deposit of instruments.

6. Post of Executive Director

6.1 Report of the Chair of the Finance and Administration Committee on the review of candidates for the post of Executive Director – to consider and, if appropriate, to approve

6.2 Candidates for the post of Executive Director – *to consider*

In accordance with the Council Decision on the appointment of the Executive Director ([ICC-129-6](#)) the Council will consider, at a Special Session, applications for the post of Executive Director from the following candidates received so far¹:

- Mrs Vanúsia Maria Carneiro Nogueira (submitted by Brazil) [ICC-130-3](#)
- Mr Joseph Antoine Kasonga Mukuta (submitted by the Democratic Republic of the Congo) [ICC-130-4](#)
- Mr Tran Kim Long (submitted by Vietnam) [ICC-130-5](#)

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

The Head of Operations will provide a summary of discussions and recommendations of the ICO advisory bodies: Statistics Committee, Projects Committee and Promotion and Market Development Committee.

7.1 List of exporting countries and their country codes, ICO Certifying Agents and registered ports of exports to follow

7.2 Terms of Reference for a study on: Building a resilient coffee value chain to mitigate climatic disasters and covid-19 pandemic in Honduras and Nicaragua to follow

7.3 The Chair of the Private Sector Consultative Board will provide a summary of discussions and recommendations to follow

8. Promotion of coffee consumption – *to note* verbal

8.1 International Coffee Day

The Head of Operations will report on the global communications campaign in support of International Coffee Day to be held on 1 October 2021.

¹ The deadline for submission of candidatures is 31 July 2021.

9. World Coffee Conference – to note

The representative of India will report on the situation concerning the 5th World Coffee Conference and associated meetings of the Council, which is scheduled to take place in Bengaluru, India, during the first two weeks of September 2022.

10. Special Fund – to note

Following the decision made at the 117th Session, the Chief Economist will report on progress made regarding the use of the Special Fund.

11. 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.

12. Financial and administrative matters

12.1 Finance and Administration Committee

to follow

The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation.

12.2 Report on collection of contributions from Members in arrears– to note

to follow

The Chair of the Finance and Administration Committee will report.

12.3 Programme of Activities for coffee year 2021/22 – to consider and, if appropriate, to approve

to follow

The Chair of the Finance and Administration Committee will report.

12.4 Draft Administrative Budget for the financial year 2021/22 – to consider and, if appropriate, to approve

to follow

The Chair of the Finance and Administration Committee will report.

13. Office holders and committees

13.1 Chair and Vice-Chair and composition of committees – to consider and, if appropriate, to approve to follow

The Council will consider and approve the composition of the following committees for 2021/22:

- Core Group for the Consultative Forum (6 exporting, 4 importing Members)
- Finance and Administration Committee (6 exporting, 5 importing Members)
- Private Sector Consultative Board (8 producing and 8 consuming associations) for 2021/22 and 2022/23 [ED-2366/21](#) to follow
- Projects Committee (8 exporting, 3 importing Members)
- Promotion and Market Development Committee (8 exporting, 3 importing Members)
- Statistics Committee (8 exporting, 3 importing Members)

13.2 Chair and Vice-Chair of the Council – to elect verbal

According to Article 10 of the 2007 Agreement, the Chair and the Vice-Chair for coffee year 2021/22 should be elected from among the representatives of exporting and importing Members, respectively.

13.3 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.

13.4 Vice-Chair of the Working Group on the Future of the ICA verbal

The Council will elect the Vice-Chair of the WGFA.

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

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

15. Future meetings – *to consider*

Members are requested to propose a date for the Special Session of the Council to assess the applications for the post of Executive Director of the ICO. verbal

Members are invited to suggest topics for presentations during the next Session, for inclusion on the agenda, and improvements to future meeting arrangement.

16. Other business – *to consider*

verbal

17. Closing Session

verbal

REFERENCE DOCUMENTS

[International Coffee Agreement 2007](#)

[Five-Year Action plan for the International Coffee Organization](#)

[Rules of the International Coffee Organization](#)

[Terms of reference for Committees and advisory bodies](#)

[Office Holders for 2019/20](#)