

5th Meeting of the Working Group on the Future of the International Coffee Agreement

[REGISTER HERE](#)

Dear Sir/Madam,

The Executive Director presents his compliments and wishes to extend a warm invitation to the **5th Meeting of the Working Group on the Future of the International Coffee Agreement** taking place on **Friday 3 April 2020 at 11:00 BST**. Ms Stefanie Küng, of Switzerland, shall Chair this meeting.

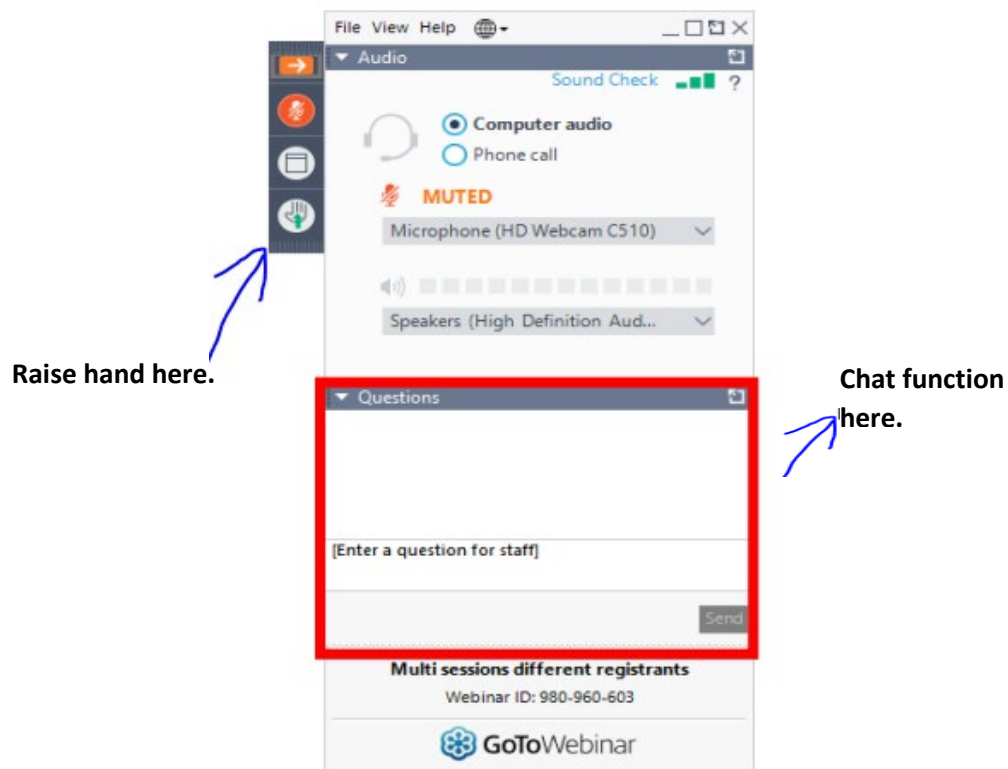
Due to the unprecedented situation surrounding the Covid-19 outbreak, the International Coffee Organization (ICO) is adapting to **online meetings** so as to be able to serve our Members and progress with core activities. For the 5th Meeting of the Working Group on the Future of the International Coffee Agreement, the meeting will take place using the online software GoToWebinar. We ask you to please register using the link provided at the top of this email.

Once you have registered, you will receive an email from GoToWebinar with some technical instructions on how to test your internet connection, your audio and your microphone. This email will include a request to download the GoToWebinar (free) software to your computer, please download the software in advance. This email will also include a link to join the online meeting on 3 April. A reminder email will be sent to you the day and hour before the meeting.

Please join the webinar 15 minutes before the start time. This will help us support you if you have any technical issues joining.

Procedure on how to make an intervention during the online meeting

1. All Members will enter the meeting on 'mute' meaning that your microphone will be automatically set to silent, this is to reduce noise interrupting the meeting.
2. If a Member would like to make an intervention, you can raise your hand 'virtually' and the Chair will unmute your microphone and give you the floor. Instructions for interventions will be explained again at the opening of the meeting.
3. If you prefer, questions can also be sent by text to the organizer in the GoToWebinar 'Chat' function. Please see the image below where the 'Chat' function is highlighted in red.



Draft Agenda

1. Draft Agenda – to adopt WGFA-30/20
2. Report of the 4th meeting of the Working Group held on 27 February 2020 – to note WGFA-29/20
3. Consolidated proposals – to consider
Consolidated proposals under Pillars (c) and (d):
Proposals from Member countries: Pillar (c) Structural and administrative matters [Chapters II, III, V, VII, VIII, XIII (not including Article 36), XIV and XV of ICA 2007]. WGFA-26/20
Proposals from Member countries: Pillar (d) Areas of work [Chapters IX, X, XI and XII and Article 36 of ICA 2007] WGFA-27/20
4. Next steps
5. Other business
6. Date of next meeting

The meeting will be held in English only and Members will be invited to share their views and proposals for change at the meeting.