



Dear Members,

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization (ICO) present their compliments and wish to inform you of the proposed alternative arrangements regarding the 126th Session of the International Coffee Council (ICC).

As a result of the deeply concerning situation surrounding the covid-19 pandemic, the ICO has focused its attention on assessing the impact of this unprecedented challenge on the coffee sector and on the identification of mitigation measures and resources in consultation with coffee stakeholders, Members and development partners. In parallel, actions have been promptly taken to ensure the fulfilment of the 2019/20 Programme of Activities, while safeguarding the health and safety of ICO staff and Members by promoting home-based working arrangements and cancelling the in-person meeting of the 126th Session of the ICC, which was originally scheduled to be held from 27 April to 1 May 2020, at the International Maritime Organization (IMO) in London.

After consultation with several international organizations and extensive research, as well as bearing in mind the need to hold the meeting to take care of pressing matters, we have concluded that a shorter, virtual meeting of the 126th ICC is the best solution under these difficult circumstances. In our view, Article 11 of the Agreement allows for such a virtual meeting to take place.

The meeting is planned to be held virtually from **1 to 5 June 2020 as a Special Session of the Council**, which, in accordance with the same Article 11, requires that requests for the meeting be submitted by **at least ten Members**. Therefore, we kindly ask you to review the suggested framework, schedule and agenda for this Special Session of the Council that are presented below and then **submit your request that the meeting be held as proposed** and any further comments you may have by **Friday 24 April**.

We are fully committed to maintaining a productive dialogue with all stakeholders and are confident that ICO Members will be able to engage effectively on pressing issues impacting the global coffee sector through these alternative virtual arrangements.

Please accept the assurances of our highest consideration,

Iman Pambagyo
Chair
International Coffee Council

José Sette
Executive Director
International Coffee Organization

Draft Framework for the Virtual Meeting of the 126th Session of The International Coffee Council

I. NEW DATES

Monday 1 June to Friday 5 June, 2020

II. VIRTUAL MEETING SOFTWARE

The 126th Session of the ICC will be held using the software **GoToWebinar** (tbc). All participants will be sent further instructions regarding technical requirements to attend the virtual meeting.

III. ATTENDANCE

In order to provide the best virtual experience for Members and in light of technical constraints, the delegations attending the Virtual Meeting shall be limited to **one representative** who speaks on behalf of the Member.

In light of the technical limitations on the number of online attendees, the participation of observers and non-members will not be possible. Special arrangements are being evaluated for the Seminar “Addressing the impact of coronavirus on the world coffee sector”, to be held on Wednesday 3 June.

IV. INTERPRETATION

After much research and consultations with other international organizations, we have come to the conclusion that, due to the current limitations in virtual interpretation options, the meeting should be held only in the English language. If interpretation is required, we kindly ask delegations to provide their own interpreters at their location, as has been the practice at recent international virtual conferences, such as the recent G-20 Leaders’ meeting.

V. CREDENTIALS AND REGISTRATION

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 email the credentials to credentials@ico.org.

Given the new virtual requirements, Members must submit credentials **by 22 May 2020**.

The registration for the virtual meeting will then be sent only to those listed on the credentials submitted to the Executive Director.

VI. SESSIONS

The virtual ICC meetings will run from **10:45 to 15:00 (BST)** from Monday 1 June to Friday 5 June with a 30-minute pause.

Due to time and technical constraints, the Finance and Administration Committee will be the only ICO advisory body that will meet during this virtual Council Session. Meeting of the other Committees and advisory bodies are postponed to a later date.

The focus for each day shall be as follows:

Monday 1 June:	Finance and Administration Committee
Tuesday 2 June:	Finance and Administration Committee
Wednesday 3 June:	Seminar: Addressing the impact of coronavirus on the world coffee sector
Thursday 4 June:	Council Session
Friday 5 June:	Council Session



International Coffee Council - Draft Agenda
126th Session

Monday 1 June – Friday 5 June (TBC)

Item	Document
Opening of the 126th Council	
1. Draft Agenda – <i>to adopt</i>	ICC-126-0
2. Votes and credentials – <i>to consider and, if appropriate, to approve</i>	
2.1 Redistribution of votes for coffee year 2019/20	to follow
The Head of Operations will report.	
2.2 Credentials	verbal
The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	
3. Report on work of ICO and market situation – <i>to note</i>	
3.1 Interim report	
The Executive Director will present a brief interim report (October 2019 to April 2020) on the work of the Organization, highlighting the progress, achievements, challenges and opportunities with focus on the impact of the current situation on the work of the ICO and of the Coffee Public-Private Task Force and other partnerships.	
3.2 World Coffee Conference	
The representative of India will report on the situation concerning the 5 th World Coffee Conference which was scheduled to take place in Bengaluru, India, from 7 to 9 September 2020.	
	to follow



3.3 Impact of coronavirus on the coffee sector

The Head of Operations will report on the seminar on “Addressing the impact of coronavirus on the world coffee sector”, held on June 3.

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

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

5. Financial and administrative matters

5.1 Report on the implementation of Resolution 466, Members in persistent arrears – to note to follow

The Executive Director will report.

5.2 Finance and Administration Committee – to consider to follow

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 2020/21.

5.3 Administrative Accounts of the Organization for the financial year 2018/19 and Report of the Auditors – to consider and, if appropriate, to approve to follow

5.4 Accounts of the Special Fund for the financial year 2018/19 and Report of the Auditors – to consider and, if appropriate, to approve to follow

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

5.5 Accounts of the Trust Fund for the financial year 2018/19 and Report of the Auditors – to consider and, if appropriate, to approve



5.6 Promotion Fund – *to note* to follow

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

5.7 Appointment of auditors – *to consider* to follow

Proposals for the appointment of auditors will be presented to the Council.

5.8 Salary scales and the basis for contributions to the Provident Fund for staff in the General Services and Professional and higher categories – *to consider and, if appropriate, to approve* to follow

6. Special Fund – *to note* to follow

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

7. Other business – *to consider* verbal

8. Date of the next Session – *to note* verbal

The next Session of the Council was scheduled to take place in Bengaluru, India, from 10 to 12 September 2020, immediately after the World Coffee Conference, which was scheduled to be held from 7 to 9 September 2020 and the 2nd CEO and Global Leaders Forum, which was to be held on 9 September. Considering the covid-19 pandemic, these dates may need to be changed. Members will be updated on any developments.

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

9. Closing remarks – *to note* verbal

The Chair of the Council will deliver the closing remarks.



**INTERNATIONAL
COFFEE
ORGANIZATION**

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 coffee year 2019/20