INTERNATIONAL COFFEE ORGANIZATION

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Convocation for the 131st Special Session of the International Coffee Council and associated – meetings: 9 and 10 February 2022
Virtual Session

Advance information for participants[1]

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[1] The present document contains information concerning the 131st Special 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 special Session of the International Coffee Council (ICC) has been scheduled to take place virtually on 9th and 10th February 2022.

2. During its 130th Session in September 2021, the International Coffee Council approved the decision to hold a special session on the election of the new Executive Director in February 2022. In order to accommodate all the items on the agenda, the Secretariat and the Chair of the International Coffee Council for coffee year 2021/2022 commonly agreed to extend the duration of the session originally expected to take place only on 9 February 2022, as per the Council decision ICC-130-16.

II. VIRTUAL MEETING SOFTWARE

3. The 131st Special 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 Members***[2] ***representing respectively at least two-thirds of the votes for each category***."

[2] *Active Members with voting rights.*

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).

V. INTERPRETATION

7. Using the Zoom simultaneous interpretation function, the ICO will offer interpretation in the four official languages (English, French, Portuguese and Spanish).

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: **131st ICC Credential Form**.

9. Given the new virtual requirements, Members must submit credentials through the **131st ICC Credential Form** **no later than 14 January 2022**. 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. A Member which is attending but which has not submitted credentials would not be eligible to participate in the voting process until accredited or unless it has authorized another Member to represent its interests.

12. A model authorization is enclosed in Annex II. Letters of authorization should be sent via the online form **no later than 14 January 2022**. Scanned copies may be uploaded at **131st ICC Credential Form.**

VII. SESSIONS

13. The virtual Council Session will run at a period between 11:30 to 16:00 (London Time) on Wednesday 9 and Thursday 10 February 2022, with 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 9 February 2022

11:30 – 16:00: 131st Special Session of the International Coffee Council (ICO Members)

Thursday 10 February 2022

11:30 – 16:00: 131st Special Session of the International Coffee Council (ICO Members)

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 14 January 2022.**

MODEL CREDENTIAL LETTER

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

131st ICC Credential Form

by 14 January 2022

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,

131st Special Session of the International Coffee Council
Virtual Session
(9 and 10 February 2022)

I am pleased to inform you that [country] will be represented by the following delegates at the 131st Special Session (virtual) of the International Coffee Council taking place virtually on 9 and 10 February 2022:

[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
131st ICC Credential Form
by 14 January 2022

[Date]

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

Dear Mr Sette,

131st Special Session of the International Coffee Council
Virtual Session
(9 and 10 February 2022)

I regret to inform you that my Government will not be represented at the 131st Special Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 131st Special Session of the International Coffee Council on 9 and 10 February 2022.

Yours sincerely,

[Signature]*
[Name]
[Title]
[Member country]

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

INTERNATIONAL COFFEE ORGANIZATION

ICC 131-0

8 December 2022
Original: English

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International Coffee Council
131st Special Session
Virtual Session
9 and 10 February 2022
London, United Kingdom

Draft Agenda

Item		Document
	Opening of the 131st Session of the Council	
	The Chair of the Council will deliver an opening speech.	
1.	**Draft Agenda – *to adopt***	ICC-131-0
2.	**Redistribution of votes for coffee year 2021/22 – *to consider and, if appropriate, to approve***	ICC-131-1
	The Head of Operations will report.	
3.	**Vice-Chair of the Council – *to elect***	verbal
	According to Article 10 of the 2007 Agreement, the Vice-Chair for coffee year 2021/22 should be elected from among the representatives of importing Members.	
4.	**Post of Executive Director – *to consider***	
	In accordance with the Council Decision on the appointment of the Executive Director (ICC-129-6) and the 130th Council Decisions, the Council will consider applications for the post of Executive Director.	
4.1	**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**	

4.2	**Voting procedures and procedures for the presentations to be made by the candidates – *to consider***	WP-Council 319/21 Rev. 1 WP-Council 320/21
	The Chair of the Finance and Administration Committee will report.	
4.3	**Candidates for the post of Executive Director – *to consider***	
4.3.1	**Candidate from Brazil: Mrs. Vanúsia Maria Carneiro Nogueira**	ICC-130-3
	• Statements by Member Governments • Statement by the candidate • Questions & Answers	
4.3.2	**Candidate from Vietnam: Mr. Tran Kim Long**	ICC-130-5
	• Statements by Member Governments • Statement by the candidate • Questions & Answers	
5.	**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.	
6.	**Future meetings – *to note***	verbal
	Members are invited to suggest topics for presentations during the next Session, for inclusion on the agenda, and improvements to future meeting arrangement.	
7.	**Other business – *to consider***	verbal
8.	**Closing Session**	