INTERNATIONAL COFFEE ORGANIZATION

60 ANNIVERSARY

ED **2431/23**

31 January 2023
Original: English

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Convocation for the 135th Session of the International Coffee Council on 30 March 2023 – virtual meeting

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization have the honour to invite the Members of the Organization to the 135th Session of the International Coffee Council, to be held virtually on 30 March 2023.

The draft agenda and relevant information to participate in the meeting is attached hereto. We will be honoured to welcome your designated representatives and to benefit from your valuable and constructive contributions to discussions for the betterment of the global coffee sector.

We take this opportunity to express the assurances of our most distinguished consideration.

Massimiliano Fabian
Chair
International Coffee Council

Vanúsia Nogueira
Executive Director
International Coffee Organization

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I. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) wishes to inform ICO Members and Observers that, as per a decision of the Council at its 134th meeting, a Session of the International Coffee Council (ICC) has been scheduled to take place **virtually on 30 March 2023.**

II. VIRTUAL MEETING SOFTWARE AND INTERPRETATION

2. The 135th Session of the ICC will be held online using the virtual platform **Zoom**; interpretation in the four official languages of the Organization (English, French, Portuguese and Spanish) will be provided. All participants will receive further instructions regarding technical requirements to attend the virtual meeting.

III. ATTENDANCE

3. In order to provide the best virtual experience for Members and in light of technical constraints, the delegations attending the 135th Session of the Council 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 will not be able to make verbal interventions. Additional silent observers may be accepted at the request of the Member and following the Secretariat's approval based on credentials received and the capacity of the Zoom platform.

IV. QUORUM

4. 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*[1] *representing respectively at least two-thirds of the votes for each category*."

V. CREDENTIALS AND REGISTRATION

5. 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 and on the headed paper of the competent authorities designated by the Member (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). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

6. Members are requested to ensure that their complete list of credentials reaches the Organization by **no later than 3 March 2023**. Scanned copies of credentials must be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter. It is important to include one email address for each delegate in the official credential letter as this will enable the Secretariat to register all the delegates on Zoom. A model letter is enclosed in Annex II.

7. 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 model authorization is enclosed in Annex III. Letters of authorization should be sent to credentials@ico.org **no later than 3 March 2023**.

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[1] *Active Members with voting rights.*

VI. ADMISSION OF OBSERVERS

8. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document ICC-122-3 wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director of the specific meetings they wish to attend. A Registration Form for observers is enclosed in Annex IV and should be sent to credentials@ico.org **no later than 3 March 2023.**

VII. SESSION

9. The 135th Session of the Council will run at a period between **10:30 to 17:00 BST on Thursday 30 March**, 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 thanks in advance all Members for their understanding and kind cooperation.

Briefing meeting of Chairs and Vice-chairs

10. For the 135th Session of the Council, a briefing meeting will be held on 28 March 2023 with Chairs and Vice-Chairs of the Council and Committees, as well as the Spokespersons of exporting and importing Members. Details and timing for this briefing meeting will be provided to the Chairs and Vice-Chairs in due course.

Coordination meetings of exporting and importing Members

11. Spokespersons of exporting and importing Members may request that the Secretariat organize coordination meetings in preparation for and prior to the 135th Session of the Council. The date and time of such meetings, as well as the link to join them, shall be shared with Members in due course and at the request of the spokespersons.

VIII. AGENDA

12. The draft agenda for the Council is attached to this document.

13. Members wishing to submit documents for circulation or suggest any additional matters for consideration shall advise the Executive Director in writing **no later than 24 February 2023** or request that the matter be included under "Other Business" at the beginning of the Session when the agenda is considered.

ANNEX I

ICC 135-0 Rev. 1

23 March 2023
Original: English

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International Coffee Council
135th Session
Virtual Session
30 March 2023
London, United Kingdom

Draft Agenda

Item		Document
	Opening of the 135th Session of the Council	
1.	**Draft Agenda – *to adopt***	ICC-135-0 Rev. 1
2.	**Votes – *to consider and, if appropriate, to approve***	
2.1	**Redistribution of votes for coffee year 2022/23** The Head of Operations will report.	ICC-135-1
3.	**Report on the work of the ICO and market situation – *to note***	verbal
	The Executive Director will report on the market situation and present an interim report (October 2022 to March 2023) on the work of the Organization, highlighting the progress, achievements, challenges, and opportunities, with a focus on the execution of the Programme of Activities and emphasis on partnerships and voluntary contributions.	
3.1	**Coffee Development Report** The Head of Operations will make a presentation on the Coffee Development Report 2021 and will report on the actions taken to address the theme for coffee year 2022/23 and the CDR 2022 "Towards a circular economy for coffee: new investment, income and job opportunities.".	CDR 2021
4.	**International Coffee Agreement (ICA) 2022**	
4.1	**Membership of the ICA 2022 – *to note*** The Executive Director will report on membership of the 2022 Agreement and on contacts with non-member countries.	verbal
4.2	**Preparations for the implementation of the ICA 2022 – *to consider and, if appropriate, to approve*** The Executive Director will report on the actions taken in preparation for the entry into force of the ICA 2022, including the proposal for the creation of a Working Group for the revision or drafting of documents required.	WP Council 329/23 WP Council 331/23
5.	**Sustainability and Partnerships**	
5.1	**Report on the implementation of Memoranda of Understanding (MoUs) and new cooperation agreements – *to note*** The Head of Operations will report.	verbal
5.2	**Coffee Public-Private Task Force – *to note*** The Executive Director will report on the progress of the Coffee Public-Private Task Force (CPPTF) and associated workstreams.	verbal
5.3	**CPPTF Proposal TW3 Sector Transformation: Importing Members – *to approve***	to follow
5.4	**Coffee sector regulations and due diligence – *to note***	CPPTF-9/23

6.	**Financial and administrative matters**	verbal
6.1	**Finance and Administration Committee – *to consider*** The Chair of the Finance and Administration Committee will report on its latest meeting, including the financial situation of the Organization, and provide updates on the preparation of the Administrative Budget and Programme of Activities for financial year 2023/24.	FA-340/23 FA-342/23
6.2	**Report on collection of contributions from Members in arrears– *to note***	FA-341/23
6.3	**Administrative Accounts of the Organization for financial year 2021/22 and Auditors' Report – *to consider and, if appropriate, to approve***	FA-343/23
6.4	**Accounts of the Special Fund for the financial year 2021/22 and Auditors' Report– *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.	FA-344/23
6.5	**Accounts of the Trust Fund for financial year 2021/22 and Auditors' Report –*to consider and, if appropriate, to approve***	FA-345/23
6.6	**Promotion fund – *to note*** As decided in September 2010, the Promotion Fund Accounts are not audited, but are circulated for the information of exporting Members.	FA-346/23
6.7	**Salary scales and basis for contributions to the Provident Fund – *to consider and to approve***	FA-347/23
7.	**World Coffee Conference – *to consider***	verbal
	In accordance with Article 30 of the ICA 2007, the Council will appoint the Chairperson of the 5th World Coffee Conference. The representative of India will then report on the situation concerning the organization of the event.	
8.	**Office holders and committees – *to consider and, if appropriate, to approve***	verbal
	The Council will consider the proposal by the Secretariat to formalize the Joint Committees and, if appropriate, approve its Terms of Reference.	WP Council 330/23
8.1	**Chair and Vice-Chair and composition of committees – *to consider and, if appropriate, to approve*** The spokespersons of Exporting and Importing Members will submit their nominations for Chairs, Vice-Chairs and members of Committees.	WP Council 327/22 Rev. 1
9.	**Credentials**	Verbal
	The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	
10.	**Future meetings – *to note***	Verbal
	Members are invited to suggest topics for presentations during the next Session, for inclusion in the Agenda, and improvements to future meeting arrangements.	
11.	**Other business – *to consider***	verbal
12.	**Closing session**	Verbal
	The Chair of the Council will deliver the closing remarks.	

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 2021/22

ANNEX II

MODEL CREDENTIAL LETTER

Please fill in your Credential Letter on headed paper and send it to credentials@ico.org by 3 March 2023
The original should be submitted as soon as possible thereafter

[Date]

Ms Vanúsia Nogueira
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

135th Session of the International Coffee Council
Virtual Session
(30 March 2023)

Dear Ms Nogueira,

I am pleased to inform you that [*country*] will be represented by the following delegates at the 135th Session of the International Coffee Council taking place virtually on 30 March 2023:

[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 III

MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS AND EXERCISE ITS VOTING RIGHTS

Please fill in your authorization on headed paper and send it to credentials@ico.org by 3 March 2023
The original should be submitted as soon as possible thereafter

[Date]

Ms Vanúsia Nogueira
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

135th Session of the International Coffee Council
Virtual Session
(30 March 2023)

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented at the 135th Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 135th Session of the International Coffee Council on 30 March 2023.

Yours sincerely,

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

* *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).*

REGISTRATION FORM FOR OBSERVERS
135th Session of the International Coffee Council and associated meetings
30 March 2023

Please return this form to credentials@ico.org by 3 March 2023

Category of observer (please tick as appropriate)	
• Non-member country □ • International Organization □	• PSCB association □ • Other (please specify) □ ----------

Dr / Mr / Mrs / Ms: ..... First name: .....

Surname: .....

Name to be entered on registration badge: .....

Title or official position: .....

Organization / Company: .....

Address: .....

Country: ..... Telephone: .....

Email: .....