



ED 2438/23 Rev. 1

22 August 2023  
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**Convocation for the 136<sup>th</sup> Session of the  
International Coffee Council and 5<sup>th</sup> World  
Coffee Conference 25-29 September 2023,  
Bengaluru, India**

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization have the honour to invite Members of the Organization the 136<sup>th</sup> Session of the International Coffee Council and the 5<sup>th</sup> World Coffee Conference, to be held in Bengaluru, India, from 25 to 29 September 2023.

The draft agenda and relevant information to participate in the events and meetings are 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

## ADVANCE INFORMATION FOR PARTICIPANTS\*

- International Coffee Council
- World Coffee Conference
- CEOs and Global Leaders Forum
- Private Sector Consultative Board

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\*The present document contains information concerning the 136<sup>th</sup> 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. VENUE

1. The 136<sup>th</sup> Session of the International Coffee Council and the 5<sup>th</sup> World Coffee Conference and related events will be held in Bengaluru, India, at the [Bengaluru Palace](#). Circular buses will be available every day, providing transportation between the hotels listed in **Annex VI** and the events' venue.

## II. OPENING CEREMONIES

2. The opening ceremony of the 5<sup>th</sup> World Coffee Conference will take place on Monday 25 September 2023, while the opening ceremony of the Council Session – open only to Members, observers and invited guests – will be held on Thursday 28 September 2023.

3. Subject to the approval of the Council, Members will be given a one off opportunity to sign the International Coffee Agreement (ICA) 2022 on the same day during the Council Session (please refer to **Annex VIII** for further information on the required steps to sign the ICA 2022).

4. For the Opening Ceremony of the Council and the whole duration of the Session, delegations will be seated in English alphabetical order. Each government's delegation will be assigned a seat for the Head of Delegation and seats for alternates and advisers in the row behind. Specifically identified seating will be available for other participants.

## III. PROVISIONAL PROGRAMME

### International Coffee Council

5. The draft agenda for the 136<sup>th</sup> Council Session (**Annex I**) and a provisional programme (**Annex V**) of the meetings and events are attached to this document.

6. Members wishing to submit documents for circulation, suggest matters for consideration, or make presentations during the meetings are requested to advise the Executive Director in writing **no later than 25 August 2023**.

### 5th World Coffee Conference

7. The provisional programme of the 5<sup>th</sup> World Coffee Conference and Exhibition can be found at [www.wccindia2023.com](http://www.wccindia2023.com).

### CEOs and Global Leaders Forum (CGLF)

8. Held as part of the ICO-led structured sector-wide dialogue, this high-profile event brings together top executives from the coffee value chain, producers, traders, roasters, retailers and policy leaders, together with development partners and civil society. Stakeholders will consider the outcomes of the work of the Coffee Public-Private Task Force and seek to converge towards measurable commitments and actions for the sustainable future of coffee growers and the whole coffee sector in line with the UN SDGs. The CGLF will be held in two closed sessions – one for private sector representatives and one for ICO Members and supporting partners – on **Tuesday 26 September 2023**.

### **Coordination meetings of exporting and importing Members**

9. For the 136<sup>th</sup> Session of the Council, coordination meetings of exporting and importing Members may be held on **Thursday 28 September 2023**.

### **Private Sector Consultative Board (PSCB)**

10. The Private Sector Consultative Board consists of 16 representatives of private sector associations from exporting and importing countries and makes recommendations to the Council. The PSCB meeting is open to PSCB member associations only and will be held on **Thursday 28 September 2023**.

### **ICO Statistical Workshop**

11. The ICO Statistics Section will hold a workshop to gather and engage with ICO Members' statistical focal points and discuss how to improve data collection, processing and dissemination. Specifically, the workshop will address the following topics: (i) digitization of coffee data collection and dissemination – Members' practical experiences; and (ii) uniformity of data delivery to the ICO Statistics

### **Exhibition**

12. An exhibition expected to attract local and international coffee stakeholders will be held alongside the 5<sup>th</sup> World Coffee Conference at the Bengaluru Palace, over a 8,000-square metre exhibition area. For further information on fees and how to exhibit, please check the dedicated page on the website (<https://www.wccindia2023.com/exhibition>) or reach out to the organizers at [exhibit@wccindia2023.com](mailto:exhibit@wccindia2023.com)

### **Workshops and Growers' Conclave**

13. In addition to the Conference and the Exhibition, the host country will be organizing capacity-building workshops, to be conducted by experts from across the world, and a Growers' Conclave to be held on **28 September 2023**. Further information on these events can be found on the official website (<https://www.wccindia2023.com/>).

### **Side events**

14. Delegates who wish to do so can take part in a series of cultural and plantation tours organized by the host country, to take place prior to the 5<sup>th</sup> World Coffee Conference and over the weekend once the meetings have ended. A full list of the available tours and costs can be found at the following links:

- Cultural tours: <https://www.wccindia2023.com/city-tour>
- Plantation tours: <https://www.wccindia2023.com/plantation-tour>

15. For further information on tours, please reach out to [culturaltours@wccindia2023.com](mailto:culturaltours@wccindia2023.com).

## IV. PARTICIPATION AND COSTS

### International Coffee Council

16. Participating governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates at the 136<sup>th</sup> Session of the International Coffee Council.

17. For the purposes of identification and security, all participants attending the meetings are required to present an identification document with a photo to be able to collect their badge on arrival at the location where the Council will take place.

### 5th World Coffee Conference

18. As a benefit of their membership, official delegations of ICO Members are entitled to preferential treatment for their participation in the 5<sup>th</sup> World Coffee Conference and Exhibition.

- Each delegation is entitled to up to two free WCC entry passes; all additional delegates wishing to take part in the Conference are eligible for a 50% discount on the 200 USD standard international fee.
- ICO delegates' registration and payment for participation in the 5<sup>th</sup> World Coffee Conference are subject to the timely submission of official credentials, which must specify the two participants receiving the free passes (please add "WCC" between parentheses after their names).
- Following the submission of credentials, delegates will receive individual links to complete their registration for the 5<sup>th</sup> WCC.
- Delegates are kindly requested to liaise with their governments as only those listed on the credentials letter will qualify for the aforementioned concessions.

## V. CREDENTIALS

19. 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. Each Member shall appoint one representative and one or more alternates. A Member may also designate one or more advisers to its delegation.

20. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing 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 the Session is taking place). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

21. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 25 August 2023**. A model letter is enclosed in **Annex II**. Scanned copies of credentials may be sent by email to the Secretariat ([credentials@ico.org](mailto:credentials@ico.org)) and the original submitted as soon as possible thereafter. Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

22. Members are also reminded that, if they are unable to attend, 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.

23. A model authorization is enclosed in **Annex III**. Letters of authorization should be sent **no later than 25 August 2023**. Scanned copies may be sent by email to the Secretariat ([credentials@ico.org](mailto:credentials@ico.org)) and the original submitted as soon as possible thereafter.

## **VI. ADMISSION OF OBSERVERS**

24. 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](mailto:credentials@ico.org) **no later than 25 August 2023**.

## **VII. LANGUAGES AND DOCUMENTATION**

25. The official languages of the Organization are English, French, Portuguese and Spanish.

26. Simultaneous interpretation will be available during the Council Session and at the World Coffee Conference session in the main hall.

27. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, delegates are strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

28. Once published, agendas and documents can be downloaded from the ICO website or the password for restricted documents will be provided to Members only.

## **VIII. SPEAKERS**

29. To facilitate the work of the interpreters and Secretariat staff, speakers are requested to submit in advance and as early as possible copies of their statements and/or presentations to the ICO Secretariat.

## **IX. REQUESTS FOR MEETINGS**

30. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Secretariat & External Relations Officer, Ms Veronica Ottelli, via email [ottelli@ico.org](mailto:ottelli@ico.org).

## **X. VISAS AND ACCOMMODATION**

### **Visas and letters of invitation**

31. Most foreign nationals will require a visa to enter India, with the exception of diplomatic/official/service passport holders from countries with which the Government of India has bilateral exemption agreements. Passports must be valid for a minimum of six months and have at least two blank pages remaining. Delegates are advised to apply well in advance of the meetings to avoid delays. Further information on visa requirements and how to apply is available in **Annex VII**.

### **Accommodation**

32. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels can be found in **Annex VI** and in this [brochure](#). A special corporate rate is available for all recommended hotels and will be automatically applied when clicking on the links to book provided in the abovementioned annex.

33. A shuttle service from/to the WCC/ICC event venue will be provided from/to hotels listed in the first table in Annex VI only.

34. Please note that most recommended hotels can be booked at a special corporate rate only for stays from 22 to 30 September.

## **XI. LIABILITY DISCLAIMER**

35. Delegates are responsible for their own safety at all times.

36. Delegates are advised not to leave briefcases and other personal items unattended.

37. The ICO does not accept responsibility and expressly excludes liability for:

- Any costs related to travel, insurance, medical bills, and hospitalization fees;
- Costs incurred prior to and while travelling (passports, visa, etc.);
- Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel and social event venues;
- Death, disability, illness or personal injury suffered in connection with attending the WCC, the ICC and/or related meetings and activities.

38. In the unlikely occurrence that the 136<sup>th</sup> Session of the International Coffee Council must be cancelled or postponed due to circumstances beyond the control of the ICO, the ICO shall not be liable for any costs incurred by the event attendee.

**International Coffee Council**  
136<sup>th</sup> Session  
28 and 29 September 2023  
Bengaluru, India

**Draft Agenda**

<b>Item</b>	<b>Document</b>
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**Opening of the 136<sup>th</sup> Session of the Council and celebration of the 60<sup>th</sup> anniversary of the Organization**

The Chair of the Council will deliver an opening speech.  
The Executive Director will deliver welcoming remarks.

<b>1.</b>	<b>Draft Agenda – to adopt</b>	ICC-136-0
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**2. Votes – to consider and, if appropriate, to approve**

<b>2.1</b>	<b>Redistribution of votes for coffee year 2022/23</b> The Head of Operations will report.	to follow
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<b>2.2</b>	<b>Initial distribution of votes for coffee year 2023/24</b> 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 2023/24 will be considered by the Council.	to follow
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<b>3.</b>	<b>International Coffee Agreement (ICA) 2022</b>	<a href="#">ED-2409/22 Rev.1</a> to follow
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<b>3.1</b>	<b>Membership of the ICA 2022 – to note</b> The Executive Director will report on progress with reference to signatures and the deposit of instruments of ratification, acceptance and approval of the ICA 2022.	to follow
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<b>3.2</b>	<b>Signature ceremony of the ICA 2022 – to consider and, if appropriate, to approve</b> The Council is requested to consider giving Contracting Parties to the ICA 2007 the opportunity to sign the ICA 2022 in Bangalore, India, in addition to observer governments invited to the 133 <sup>rd</sup> Session of the International Coffee Council.	to follow
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<b>4.</b>	<b>Extension of the International Coffee Agreement (ICA) 2007 – to consider and, if appropriate, to approve</b>	to follow
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Given that the deadline for the extension of the 2007 Agreement is 1 February 2024, the Council will consider a draft Resolution on the extension thereof.

**5. National coffee policies – to note**

Members are invited to report on progress and changes in the coffee sector and related policies in their countries.



## 6. Financial and administrative matters

- 6.1 Finance and Administration Committee – to note** to follow  
The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the Financial Situation.
- 6.2 Report on collection of contributions from Members in arrears – to note** to follow  
The Chair of the Finance and Administration Committee will report.
- 6.3 Draft Administrative Budget for coffee year 2023/24 – to consider and, if appropriate, to approve** to follow  
The Chair of the Finance and Administration Committee will report.
- 6.4 Promotion fund – to note** to follow  
As decided in September 2010, the Promotion Fund Accounts are not audited, but are circulated for the information of exporting Members.
- 6.5 Premises – to note** verbal  
The Executive Director will report.

## 7. Report on the work of the ICO and market situation – to note

verbal

The Executive Director will present a report on the work of the Organization, highlighting progress, achievements, challenges, opportunities and constraints, with a focus on the execution of the Programme of Activities, including on the regulatory framework, partnerships and voluntary contributions.

## 8. Partnerships

- 8.1 Towards the establishment of a Global Coffee Sustainability and Resilience Facility/Fund (C-SR FUND) ICO/UNIDO/ITC – to note** verbal  
The Head of Operations will present the results of the pre-feasibility study to set up the C-SR Facility/Fund. The Council is requested to provide recommendations on the way forward.
- 8.2 Coffee Public-Private Task Force (CPPTF) and CEO & Global Leader Forum (CGLF)** to follow  
The Executive Director will present:
- The outcome of the 5<sup>th</sup> CEO & Global Leader Forum held on 26 September 2023 – *to note the report of the 5<sup>th</sup> CGLF*
  - Recommendations of the CPPTF – Joint Communiqué – *to consider and, if appropriate, to approve*
- 8.3 Report on the implementation of Memoranda of Understanding (MoUs) and new cooperation agreements** verbal  
The Head of Operations will report on the implementation and signature of MoUs and new cooperation agreements.
- 8.3.1 MoU ICO – Global Coffee Platform (GCP) – to consider and, if appropriate, to approve** to follow
- 8.3.2 MoU ICO – Center for Circular Economy in Coffee – to consider and, if appropriate, to approve** to follow
- 8.3.3 Other MoUs under negotiation – to consider and, if appropriate, to approve** to follow
- 8.3.4 Cooperation Agreement: ICO – German Federal Ministry for Economic Cooperation and Development (BMZ) – Global Coffee Platform (GCP) – to note** to follow
- 8.3.5 Cooperation agreement: ICO – Coffee Training Center (CTC) of Ethiopia – to note** to follow

## 9. Coffee Sustainability

- 9.1 Coffee sector regulatory framework – to note** verbal  
The Executive Director will report on the actions identified and taken to address questions related to the latest coffee sector regulations.
- 9.2 Sustainability projects mapping – to note** verbal  
The Head of Operations will report on the ongoing project “Mapping of support initiatives for a sustainable coffee sector” (joint initiative with ITC and the EU).

<b>10. World Coffee Conference – to note</b>	verbal
The Executive Director/representative of India will report on the 5 <sup>th</sup> World Coffee Conference	
<b>11. Proposal to create a focus group on specialty coffee – to consider and, if appropriate, to approve</b>	to follow
The Council will consider the proposal by Panama to create a focus group on specialty coffee.	
<b>12. Office holders and committees</b>	
The Council will consider the proposal by the Secretariat to formalize the Joint Committee and, <a href="#">WP-Council</a> if appropriate, approve its Terms of Reference.	
	to follow
<b>12.1 Chair and Vice-Chair and composition of committees– to consider and, if appropriate, to approve</b>	<a href="#">WP-Council</a>
The spokespersons of the Exporting and Importing Members will submit their nominations for Chairs, Vice-Chairs and members of Committees <a href="#">327/22 Rev. 1</a>	
<b>12.2 Chair and Vice-Chair of the Working Group for the entry into force of the ICA 2022 – to elect</b>	verbal
<b>12.3 Chair and Vice-Chair of the Council – to elect</b>	verbal
According to Article 10 of the 2007 Agreement, the Chair and the Vice-Chair for coffee year 2023/24 should be elected from among the representatives of exporting and importing Members, respectively.	
<b>13. Credentials – to consider and, if appropriate, to approve</b>	verbal
The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	
<b>14. Future meetings – to consider</b>	verbal
Members are invited to suggest topics for presentations during the next Session, for inclusion on the agenda, and improvements to future meeting arrangements.	
<b>15. Other business – to consider</b>	verbal
<b>Closing Session</b>	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 2021/22](#)

**MODEL CREDENTIAL LETTER**

**Instructions: Please send your credential letter on headed paper as an attachment to [credentials@ico.org](mailto:credentials@ico.org) by 25 August 2023. Please add “WCC” between parentheses after the names of the two delegates that you wish to receive a free pass to attend the 5<sup>th</sup> World Coffee Conference**

[Date]

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

**136<sup>th</sup> Session of the International Coffee Council  
(Bengaluru, 28 and 29 September 2023)**

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 136<sup>th</sup> Session of the International Coffee Council taking place in Bengaluru on 28 and 29 September 2023:

[Name] Representative (one person only please) (speaking delegate)

[Title]

[Organization]

[email address]

[Name] Alternate (speaking delegate)

[Title]

[Organization]

[email address]

[Name] Adviser(s) (silent observers)

[Title]

[Organization]

[email address]

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).*

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

Please send your credential letter on headed paper as an attachment to  
[credentials@ico.org](mailto:credentials@ico.org) by 25 August 2023

[Date]

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

**136<sup>th</sup> Session of the International Coffee Council  
(Bengaluru, 28 and 29 September 2023)**

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented in Bengaluru, India, but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 136<sup>th</sup> Session of the International Coffee Council on 28 and 29 September 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**  
**136<sup>th</sup> Session of the International Coffee Council**  
**28 and 29 September 2023, Bengaluru, India**

Please return this form to [credentials@ico.org](mailto:credentials@ico.org) by 25 August 2023

<b>Category of observer</b> (please tick as appropriate)			
<ul style="list-style-type: none"> <li>• Non-member country <span style="float: right;"><input type="checkbox"/></span></li> <li>• International Organization <span style="float: right;"><input type="checkbox"/></span></li> </ul>	<ul style="list-style-type: none"> <li>• PSCB association <span style="float: right;"><input type="checkbox"/></span></li> <li>• Other (please specify) <span style="float: right;"><input type="checkbox"/></span></li> </ul> <p style="text-align: center;">-----</p>		

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

Surname: .....

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

Title or official position: .....

Organization / Company: .....

Address: .....

Country: .....

Email: .....

**PROVISIONAL PROGRAMME OF MEETINGS AND EVENTS**  
**136<sup>th</sup> Session of the International Coffee Council, 5<sup>th</sup> World Coffee Conference and related events**  
**25-29 September 2023, Bengaluru, India: as of 21 July 2023**

<b>Mon 25 September</b>		<b>Location/room</b>	<b>Open to</b>	<b>Notes</b>
08:00 – 13:00	Technical/cultural/ leisure tours	N/A		
10:30 – 12:30	CPPTF TWs meetings	Bengaluru Palace	CPPTF TWs	
13:30 – 15:00	CPPTF Sherpas only meeting	Bengaluru Palace	CPPTF Public and Private Sherpas	Closed meeting
16:00 – 19:00	WCC and Expo opening and keynotes	Bengaluru Palace – Main hall		
19:00 – 21:30	Networking reception (Coffee Barometer 2023: Highlights & Reflections)	Bengaluru Palace		
<b>Tue 26 September</b>		<b>Location/room</b>	<b>Open to</b>	<b>Notes</b>
09:00 – 10:30	CEOs and Global Leaders Forum (CGLF)	Bengaluru Palace	CGLF	Public and private sector closed sessions
11:00 – 18:00	WCC	Bengaluru Palace		
14:00 – 18:00	Technical workshops	Bengaluru Palace		
18:30 – 23:30	Cultural events and gala dinner	Bengaluru Palace		
<b>Weds 27 September</b>		<b>Location/room</b>	<b>Open to</b>	<b>Notes</b>
09:00 – 18:00	WCC	Bengaluru Palace		
09:30 – 18:00	Technical workshops	Bengaluru Palace		
18:00 – 19:00	Development partners meeting	Bengaluru Palace		Closed meeting
<b>Thu 28 September</b>		<b>Location/room</b>	<b>Open to</b>	<b>Notes</b>
08:00 – 18:00	Growers' Conclave	Bengaluru Palace		
09:00 – 11:00	ICO Members Coordination meetings – Exporting and Importing	Bengaluru Palace	ICO Members	
	Private Sector Consultative Board		PSCB Members only	
11:00 – 11:30	Coffee Break			
11:30 – 13:00	ICO Statistical Workshop	Bengaluru Palace	ICO Members and invited participants	
13:00 – 14:30	International Coffee Council	Bengaluru Palace	ICO Members and invited participants	
14:30 – 15:00	Coffee Break			
15:00 – 16:30	International Coffee Council	Bengaluru Palace	ICO Members and invited participants	

17:00 – 18:00	WCC closing ceremony	Bengaluru Palace		
<b>Fri 29 September</b>		<b>Location/room</b>	<b>Open to</b>	<b>Notes</b>
09:00 – 10:30	International Coffee Council	Bengaluru Palace		
10:30 – 11:00	Coffee Break			
11:00 – 12:30	International Coffee Council	Bengaluru Palace	International Coffee Council	Bengaluru Palace
12:30 – 14:00	Lunch Break			
14:00 – 15:30	International Coffee Council	Bengaluru Palace	International Coffee Council	Bengaluru Palace
15:30 – 16:00	Coffee Break			
16:00 – 17:30	International Coffee Council	Bengaluru Palace	International Coffee Council	Bengaluru Palace
<b>Sat 30 September and Sun 1 October</b>				
Plantation and cultural/city tours				

**LIST OF HOTELS – 136<sup>th</sup> ICC Session in Bengaluru, India**

A shuttle service from the hotel to the WCC/ICC event venue will be available for the following hotels:

<b>Name of Hotel</b>	<b>Classification</b>	<b>Distance from Venue</b>	<b>Link to book</b>
SHANGRI-LA HOTEL	★★★★★	0.5 km	<a href="#">link</a>
TAJ WEST END	★★★★★	1.8 km	<a href="#">See brochure</a>
FOUR SEASONS HOTEL AT EMBASSY ONE	★★★★★	3.2 km	<a href="#">link</a>
HOLIDAY INN	★★★★	3.1 km	<a href="#">link</a>
ITC WINDSOR	★★★★	1.4 km	<a href="#">link</a>

Corporate rates but no shuttle service from/to the WCC/ICC event are available for the following hotels:

<b>Name of Hotel</b>	<b>Classification</b>	<b>Distance from Venue</b>	<b>CODE to book</b>
THE RITZ-CARLTON	★★★★	4.8 km	<a href="#">link</a>
ITC GARDENIA	★★★★	5.2 km	<a href="#">See brochure</a>
JW MARRIOTT HOTEL	★★★★	4.5 km	<a href="#">link</a>
RENAISSANCE BENGALURU	★★★★	2.7 km	<a href="#">link</a>
THE CHANCERY PAVILION	★★★★	4.8 km	<a href="#">See brochure</a>



## LIST OF ICO MEMBER COUNTRIES REQUIRING A VISA TO ENTER INDIA

1. Most foreign nationals will require a visa to enter India, with the exception of diplomatic/official/service passport holders from countries with which the Government of India has bilateral exemption agreements (see below). Passports must be valid for a minimum of six months and have at least two blank pages remaining. Delegates are advised to apply well in advance of the meetings to avoid delays.

### Diplomatic / official passports

2. The Government of India has bilateral visa exemption agreements for holders of diplomatic/official/service passports from the ICO Member countries listed below:

Country	Category of Passport	Period of stay
Bolivia	Diplomatic and Official	90 days
Brazil	Diplomatic and Official/Service	90 days
Bulgaria	Diplomatic and Official/Service	90 days
Colombia	Diplomatic and Official	90 days
Costa Rica	Diplomatic and Official/Service	90 days
Côte d'Ivoire	Diplomatic and Official	30 days
Croatia	Diplomatic and Official/Service	30 days
Cuba	Diplomatic	90 days
Cyprus	Diplomatic and Official/Service	90 days
Czech Republic	Diplomatic	90 days
Denmark	Diplomatic and Official	
Ecuador	Diplomatic and Official	30 days
El Salvador	Diplomatic and Official	90 days
Estonia	Diplomatic	90 days
Finland	Diplomatic	90 days
France	Diplomatic	90 days
Germany	Diplomatic	90 days
Ghana	Diplomatic and Official/Service	90 days
Greece	Diplomatic	90 days
Honduras	Diplomatic and Official	90 days
Hungary	Diplomatic and Official	90 days
Indonesia	Diplomatic and Official/Service	30 days
Italy	Diplomatic	90 days
Japan	Diplomatic	90 days
Kenya	Diplomatic	90 days
Latvia	Diplomatic	90 days
Lithuania	Diplomatic	90 days
Madagascar	Diplomatic, Service and Official	90 days
Malawi	Diplomatic and Official	90 days
Malta	Diplomatic	90 days
Mexico	Diplomatic and Official	90 days
Nepal	All passports	Not specified
Nicaragua	Diplomatic, official and service	90 days
Norway	Diplomatic	90 days
Panama	Diplomatic, Official and Consular Passports	90 days
Peru	Diplomatic and Official/Service Passports	90 days
Philippines	Diplomatic and Official	30 days
Poland	Diplomatic	90 Days

Country	Category of Passport	Period of stay
Portugal	Diplomatic	90 days
Republic of Zimbabwe	Diplomatic	90 days
Romania	Diplomatic	90 days
Russia	Diplomatic and Official/Service	90 days
Rwanda	Diplomatic and Official	90 days
Slovenia	Diplomatic	90 days
Spain	Diplomatic	90 days
Sweden	Diplomatic	90 days
Switzerland	Diplomatic	90 days
Tanzania	Diplomatic and Official/Service	90 days
Thailand	Diplomatic and Official	90 days
Tunisia	Diplomatic and Official/Special	90 days
Venezuela	Diplomatic and Official/Service	90 days
Vietnam	Diplomatic and Official	90 days
Zambia	Diplomatic	90 days

3. All other delegates who intend to travel using a diplomatic/official/service passport from a country with which India does not have an exemption agreement will be issued appropriate visas **on a gratis basis**, following a confirmed letter of invitation. Delegates should request such letters in writing **as soon as possible** ([iccwccindia2023@gmail.com](mailto:iccwccindia2023@gmail.com)), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent to delegates to submit to the Indian embassy or consulate in their country along with the visa form. Applications for such diplomatic/official visas may be made online at <https://indianvisaonline.gov.in>. Please note that e-visas cannot be added to diplomatic/official passports.

### Ordinary passports

4. Delegates traveling on ordinary passports may apply to their nearest Indian mission or consulate for a regular paper visa. This visa will also be issued on a gratis basis.

### e-Visas

5. With the exception of the Central African Republic, Democratic Republic of the Congo, Ethiopia, Nigeria, Yemen and Tunisia, all ICO Member countries may apply for an e-conference visa at <https://indianvisaonline.gov.in>. e-Visas are usually granted within 72 hours after submission of the application online; however, it should be noted that fees apply (gratis visas are applicable only to delegates applying through an Indian embassy and not those applying for an e-Visa).

6. Delegates applying for e-visas will require the following documents:

- (a) A recent colour photograph (dimensions: 2x2 inches / 51 x 51 mm; maximum file size 1MB);
- (b) Copy of passport page containing personal details;
- (c) Invitation letter from the organizer – to be issued by the Coffee Board of India following receipt of the delegate's name as it appears on their passport; address; and passport number (please send requests to [iccwccindia2023@gmail.com](mailto:iccwccindia2023@gmail.com)). The invitation letter must be uploaded to the e-visa portal.
- (d) Political clearance from the Ministry of External Affairs (MEA)/Event Clearance from the Ministry of Home Affairs (MHA) – **please click [here](#) to download the letter to be used for both the “Political Clearance” and “Event Clearance” fields.**

7. The following details should be entered in the relevant fields:

- (a) Name/subject of the conference: 5<sup>th</sup> World Coffee Conference;

- (b) Duration of conference:
  - (i) Start date: 25/09/2023;
  - (ii) End date: 29/09/2023;
  
- (c) Venue of Conference :
  - (i) Address: Bengaluru Palace, Vasanth Nagar, Bengaluru;
  - (ii) State: Karnataka;
  - (iii) District: Bengaluru District;
  - (iv) Pin No. 560052;
  
- (d) Details of the organizer of the conference:
  - (i) Name of Organiser: Coffee Board of India, Bengaluru;
  - (ii) Address: No.1., Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001, Karnataka;
  - (iii) Phone No.: 9894610198 / 080-22257690;
  - (iv) E-mail id: [dirfincb@gmail.com](mailto:dirfincb@gmail.com);
  
- (e) Duration of Visa: 30 days.

8. Regarding the contact details for the reference, these will be as follows:

- (a) Reference name in India: Shri. N.N. Narendra, IOFS;
- (b) Address: Director of Finance, Coffee Board of India, Dr. B.R. Ambedkar Veedhi, Bengaluru-560001;
- (c) State: Karnataka;
- (d) District: Bengaluru District;
- (e) Phone: 9894610198 / 080-22257690;
- (f) E-mail id: [dirfincb@gmail.com](mailto:dirfincb@gmail.com).

**SIGNATURE OF THE INTERNATIONAL COFFEE AGREEMENT 2022\***

**Summary of steps for signature of the ICA 2022 for ICO Members wishing to sign the new Agreement at the 136<sup>th</sup> Session of the International Coffee Council in Bengaluru, India**

**Prepare instrument of Full Powers for the proposed signatory  
(in accordance with Annex IV of document ED 2409/22 Rev. 1)**



**Submit the instrument of Full Powers by hand, mail or scanned copy sent by email to the ICO Secretariat for advance verification**



**Inform the ICO Depository Office of intention to sign the ICA 2022 in India  
(Tel: +44 (0) 20 7612 0600, Email: [depository@ico.org](mailto:depository@ico.org))**



**Attend the 136<sup>th</sup> Session of the Council in India:**

- Present original Full Powers (if sent as a scanned copy previously)
- Sign the ICA 2022

\*Kindly note the ICA 2022 will remain open for signature until 30 April 2024 at the ICO Depository Office in London, United Kingdom. Further information on the complete procedures for membership of the International Coffee Agreement 2022 (signature, ratification, entry into force, etc.) is contained in document ED [2409/22 Rev. 1](#).