



**INTERNATIONAL
COFFEE
ORGANIZATION**

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**Convocation for the 137th Session of
the International Coffee Council on
19 March 2024 – 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 137th Session of the International Coffee Council, to be held virtually on 19 March 2024.

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.

Enselme Gouthon
Chair
International Coffee Council

Vanúsia Nogueira
Executive Director
International Coffee Organization

ADVANCE INFORMATION FOR PARTICIPANTS

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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 136th meeting, a Session of the International Coffee Council (ICC) has been scheduled to take place **virtually on 19 March 2024**.

II. VIRTUAL MEETING SOFTWARE AND INTERPRETATION

2. The 137th 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 137th 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 Members¹ 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 8 March 2024**. 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 8 March 2024**.

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 8 March 2024**.

VII. SESSION

9. The 137th Session of the Council will run at a period between **10:30 to 17:30 GMT on Tuesday 19 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 137th Session of the Council, a briefing meeting will be held on 14 March 2024 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 137th Session of the Council. The date and time of such meetings, as well as the link to join them, will 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 8 March 2024** or request that the matter be included under “Other Business” at the beginning of the Session when the agenda is considered.

International Coffee Council

137th Session
Virtual Session
19 March 2024
London, United Kingdom

Draft Agenda

Item	Document
Opening of the 137th Session of the Council	
1. Draft Agenda – to adopt	ICC-137-0
2. Votes – to consider and, if appropriate, to approve	
2.1 Redistribution of votes for coffee year 2023/24 The Head of Operations will report.	to follow
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 2023 to March 2024) 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.	
4. Membership of the International Coffee Agreement (ICA) 2022 – to note	verbal
The Executive Director will report on membership of the 2022 Agreement and on contacts with non-member countries.	
4.1 Status of non-member countries that have signed the ICA 2022– to consider The Head of Operations will report.	WP-Council 344/24
5. Working Group for the Entry into Force of the ICA 2022 (WGEF) – to note	verbal
The Chair of the Working Group for the Entry into Force of the ICA 2022 will report on the progress made.	
6. Sustainability and Partnerships	
6.1 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
6.2 ICO Survey on the EU Deforestation-free product regulation (EUDR) – to note The Secretariat will present the report containing the results of the survey conducted by the ICO to assess Members' preparedness to comply with the EU Deforestation-free product Regulation (EUDR).	to follow
6.3 Establishment of a global coffee funding mechanism – to note The Head of operations will report.	verbal

6.4 Center for Circular Economy in Coffee – to note	verbal
The Head of Operations will report.	
6.5 Report on the implementation of Memoranda of Understanding (MoUs) and new cooperation agreements – to note	verbal
The Head of Operations will report.	
6.5.1 MoU ICO – Center for Circular Economy in Coffee– to approve	WP-Council 336/23 Rev. 1
The Council is requested to approve a specific amendment made to the text of the MoU following its approval at the 136 th Session of the Council held in Bengaluru in September 2023.	
6.5.2 MoU ICO – ITC– to approve	WP-Council 337/23 Rev. 3
The Council is requested to approve a specific amendment made to the text of the MoU following its approval at the 136 th Session of the Council held in Bengaluru in September 2023.	
6.5.3 Joint Declaration ICO-GCP-BMZ – to note	WP-Council 345/24
7. Financial and administrative matters	verbal
7.1 Finance and Administration Committee – to consider	FA-362/24
The Chair of the Finance and Administration Committee will report on its latest meeting, including the financial situation of the Organization.	
7.2 Report on collection of contributions from Members in arrears– to note	FA-363/24
The Chair of the Finance and Administration Committee will report on progress in recovering arrears, including contacts with Members with longstanding arrears.	
7.3 Draft Administrative Budget for financial year 2024/25 – to consider	FA-364/24
7.4 Administrative Accounts of the Organization for financial year 2022/23 and Auditors’ Report – to consider and, if appropriate, to approve	FA-365/24
7.5 Accounts of the Special Fund for the financial year 2022/23 and Auditors’ Report– to consider and, if appropriate, to approve	FA-366/24
The Accounts of the Special Fund and Auditors’ Report will be presented for the approval of exporting Members.	
7.6 Accounts of the Trust Fund for financial year 2022/23 and Auditors’ Report –to consider and, if appropriate, to approve	FA-367/24
7.7 Promotion fund – to note	verbal
As decided in September 2010, the Promotion Fund Accounts are not audited, but are circulated for the information of exporting Members.	
7.8 Salary scales and basis for contributions to the Provident Fund – to consider and, if appropriate, to approve	FA-368/24
7.9 Premises – to consider	verbal
The Executive Director will present up-to-date information about the future premises.	
8. World Coffee Conference – to note	to follow
A report on the 5 th World Coffee Conference held in India from 25 to 27 September 2023 and the main messages arising from it will be presented.	
9. Office holders and committees – to consider and, if appropriate, to approve	WP-Council 339/23 Rev. 1
The spokespersons of Exporting and Importing Members will submit their nominations for the vacant seats of Chair, Vice-Chair and members of the Committees.	
10. Credentials	verbal
The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	
11. 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.	
12. Other business – to consider	verbal

13. Closing session

verbal

The Secretariat/Chair of the Council will summarize the decisions made by Members during the Session.

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 the Joint Committee](#)

[Terms of reference for the Finance and Administration Committee](#)

Office Holders for coffee year 2023/24

MODEL CREDENTIAL LETTER

Please fill in your Credential Letter on headed paper and send it to credentials@ico.org by
8 March 2024

The original should be submitted as soon as possible thereafter

[Date]

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

137th Session of the International Coffee Council
Virtual Session
(19 March 2024)

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 137th Session of the International Coffee Council taking place virtually on 19 March 2024:

[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 fill in your authorization on headed paper and send it to credentials@ico.org by 8 March 2024
The original should be submitted as soon as possible thereafter**

[Date]

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

**137th Session of the International Coffee Council
Virtual Session
(19 March 2024)**

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented at the 137th Session but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 137th Session of the International Coffee Council on 19 March 2024.

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
137th Session of the International Coffee Council and associated meetings
19 March 2024

Please return this form to credentials@ico.org by 8 March 2024

Category of observer (please tick as appropriate)	
<ul style="list-style-type: none">• Non-member country <input type="checkbox"/>• International Organization <input type="checkbox"/>	<ul style="list-style-type: none">• PSCB association <input type="checkbox"/>• Other (please specify) <input type="checkbox"/> <p>-----</p>

Dr / Mr / Mrs / Ms: First name:

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Email: