



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**ED 2478/25**

9 January 2025  
Original: English

**E**

**Communication from the  
Government of Switzerland**

1. The Executive Director attaches a communication from the Government of Switzerland proposing the establishment of a timeline for dialogue on the future location of the headquarters of the ICO.



Our reference: 853-01-06-00 / SIGSE  
Contact person: Seraina Sigrón  
Phone: 020 7616 6014  
[seraina.sigrón@eda.admin.ch](mailto:seraina.sigrón@eda.admin.ch)  
London, 20 December 2024

## Communication of the Swiss Confederation: future ICO headquarter location

Dear Executive Director,

Just over a year ago, the Secretariat initiated a strategically important dialogue on the future location of the headquarters of the International Coffee Organization (ICO). Subsequently, the 136<sup>th</sup> International Coffee Council convened in Bangalore and resolved that all interested member countries would have the opportunity to submit proposals to host the ICO. Following this decision, Switzerland formally expressed its interest in hosting the organization in June 2024, after thorough internal deliberations. Prior to this, Italy had also declared its intention to host the ICO, while the United Kingdom confirmed its desire to keep the organization within its borders.

Our extensive experience in hosting international organisations has provided us with a profound understanding of the complexities involved in such undertakings. While relocations of international institutions are certainly feasible, they necessitate meticulous and transparent planning processes to ensure success.

Therefore, and in light of the concerns expressed by other member countries during and in the margins of meetings of the Council and the Financial and Administrative Committee (FAC) in 2024, Switzerland encourages the Secretariat to focus on an open, transparent and objective process that leaves the full decision-making power to the ICO member countries.

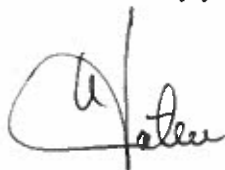
Switzerland firmly believes in the paramount importance of transparency. Ensuring that all ICO members are fully informed of the next steps, including the timeline and decision points, is essential and in the interest of all members. Such clarity guarantees the meaningful participation of all member states wishing to contribute to this strategically vital decision-making process. Furthermore, it provides greater planning certainty for potential host countries, thereby mitigating risks of disruption to the organization's core operations.

Against this backdrop, Switzerland proposes the establishment of a clear timeline, as provided in the annex of this letter, which outlines key milestones and decision dates. We recommend that this timeline be discussed by the FAC at its next meeting, enabling the Council in March to discuss and adopt it subsequently.

Ms Vanusia Nogueira  
Executive Director  
International Coffee Organization  
London

We trust that these recommendations will facilitate a transparent and effective decision-making process ensuring the best possible outcome for the ICO and its members.

Please accept, Executive Director, the assurance of my highest consideration as well as my warmest wishes for a joyous holiday season and a prosperous New Year.

A handwritten signature in black ink, appearing to read 'Markus Leitner', with a stylized initial 'M' and 'L'.

Markus Leitner

Ambassador of Switzerland to the United Kingdom

When	What
30.04.2025	<p>Deadline: Submission of expressions of intent to host the ICO</p> <p>Deadline: The Secretariat shares its needs with regard to the new headquarters (e.g. size of premises, number and size of offices/work places, meeting rooms needed) with all member countries</p>
31.10.2025	<p>Deadline: All member countries intending to host the ICO submit a concrete offer containing all the relevant details (e.g. location, details on premises, financial and logistical support foreseen, legal status of staff etc.)</p>
XX.03.2026 (tbd) March FAC	<p>Discussion: (First) discussion within the FAC. If needed, a second discussion could take place during the autumn FAC.</p>
XX.09.2026 (tbd) 142 <sup>nd</sup> ICC	<p>Consideration &amp; decision/vote:</p> <ul style="list-style-type: none"> <li>• The Council considers and decides on the future HQ of the ICO and;</li> <li>• (if applicable) the Council mandates the Secretariat to start negotiations for a host country agreement with the future host country;</li> <li>• the Council also mandates the Secretariat to take all additional necessary steps to prepare the relocation (e.g., with regard to HR regulation and logistical aspects)</li> </ul>