



**INTERNATIONAL
COFFEE
ORGANIZATION**

ED 2502/26

4 March 2026
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**Convocation for the 141st Session of
the International Coffee Council on
25 and 26 March 2026 – 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 141st Session of the International Coffee Council, to be held virtually on 25 and 26 March 2026.

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.

A handwritten signature in black ink, appearing to read 'M. Wheeler'.

Michael Wheeler
Chair
International Coffee Council

A handwritten signature in black ink, appearing to read 'Vanúsia Nogueira'.

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 a Session of the International Coffee Council (ICC) has been scheduled to take place **virtually on 25 and 26 March 2026**.

II. VIRTUAL MEETING SOFTWARE AND INTERPRETATION

2. The 141st 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 141st 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 20 March 2026**. Scanned copies of credentials must be sent by email to the Secretariat (credentials@ico.org). 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 20 March 2026**.

¹ Active Members with voting rights.

VI. SESSION

8. The 141st Session of the Council will run at a period between **13:00 to 17:00 GMT on Wednesday 25 and between 11:00 and 15:00 GMT on Thursday 26 March 2026**, 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.

Coordination meetings of exporting and importing Members

9. Spokespersons of exporting and importing Members may request that the Secretariat organize coordination meetings in preparation for and prior to the 141st 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.

VII. AGENDA

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

11. Members wishing to submit documents for circulation or suggest any additional matters for consideration shall advise the Executive Director in writing **no later than 20 March 2026** or request that the matter be included under “Other Business” at the beginning of the Session when the agenda is considered.

International Coffee Council
141st SessionVirtual Session

25 and 26 March 2026

London, United Kingdom

Draft Agenda

| Item | Document |
|---|---|
| Opening of the 141st Session of the Council | |
| The Chair of the Council will deliver an opening speech. The Executive Director will deliver welcoming remarks. | |
| 1. Draft Agenda – to adopt | ICC-141-0 Rev. 1 |
| 2. Votes | |
| 2.1 Redistribution of votes for the 141st Session of the Council for coffee year 2025/26 – to consider and, if appropriate, to approve The Head of Operations will report. | ICC-141-1 |
| 3. International Coffee Agreement (ICA) 2022 | |
| 3.1 Membership of the ICA 2022 – to note 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. | ED-2409/22 Rev. 3 |
| 3.2 Working Group for the Entry into Force of the ICA 2022 (WGEF) – to note The Chair of the Working Group for the Entry into Force of the ICA 2022 will report on the progress made. | verbal |
| 4. Financial and administrative matters | |
| 4.1 Finance and Administration Committee – to note The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the Financial Situation. | FA-407/26 Rev. 1 FA-409/26 |
| 4.2 Administrative Accounts of the Organization for financial year 2024/25 and Auditors' Report – to consider and, if appropriate, to approve | FA-403/26 Rev. 1 |
| 4.3 Accounts of the Special Fund for the financial year 2024/25 and Auditors' Report – to consider and, if appropriate, to approve The Accounts of the Special Fund and Auditors' Report will be presented for the approval of exporting Members. | FA-404/26 Rev. 1 |
| 5. Premises – to consider | ED-2498/26 ED-2464/24 Rev. 2 |

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| 6. Post of Executive Director – Mandate 2027-2032 – <i>to consider</i> | verbal |
| 7. Report on the work of the ICO and market situation | |
| 7.1 Execution of the Programme of Activities – <i>to note</i> | verbal |
| The Executive Director will present an interim report (October 2025 to March 2026) 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 Coffee Public-Private Task Force (CPPTF). | |
| 8. Partnerships | |
| 8.1 MoU ICO-FAO – <i>to consider and, if appropriate, to approve</i> | WP-Council 355/26 |
| The Head of Operations will report. | |
| 8.2 MoU ICO-IACO – <i>to consider and, if appropriate, to approve</i> | WP-Council 356/26 |
| The Head of Operations will report. | |
| 9. Report of meetings of committees and other bodies | |
| 9.1 Joint Committee – <i>to note</i> | verbal |
| The Chair of the Joint Committee will report. | |
| 9.2 Update on the submission and evaluation of proposals for ICO initiatives and their inclusion in the Programme of Activities– <i>to note</i> | verbal |
| 10. Office holders and committees | |
| 10.1 Chair and Vice-Chair and composition of committees – <i>to consider</i> | WP-Council 354/25 Rev. 1 |
| The spokespersons of the Exporting and Importing Members will submit their nominations for Chairs, Vice-Chairs and members of Committees | |
| 10.2 Vice-Chair of the Council – <i>to elect</i> | verbal |
| According to Article 10 of the 2007 Agreement, the Vice-Chair for coffee year 2025/26 should be elected from among the representatives of importing Members | |
| 11. Credentials – <i>to consider and, if appropriate, to approve</i> | verbal |
| The Chair will examine the credentials with the assistance of the Secretariat and report to the Council. | |
| 12. Future meetings – <i>to note</i> | verbal |
| Members are invited to suggest topics for presentations during the next Session, for inclusion on the agenda, and improvements to future meeting arrangements. | |
| 13. Other business – <i>to consider</i> | verbal |
| Closing session | verbal |

REFERENCE DOCUMENTS

[International Coffee Agreement 2007](#)

[Five-Year Action plan for the International Coffee Organization](#)

[Rules of the International Coffee Organization](#)

MODEL CREDENTIAL LETTER

Please fill in your Credential Letter on headed paper and send it to credentials@ico.org by
20 March 2026

[Date]

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

141st Session of the International Coffee Council
Virtual Session
(25 and 26 March 2026)

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 141st Session of the International Coffee Council taking place virtually on 25 and 26 March 2026:

[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 20 March 2026

[Date]

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

**141st Session of the International Coffee Council
Virtual Session
(25 and 26 March 2026)**

Dear Ms Nogueira,

I regret to inform you that the Government of [insert Member country] will not be represented at the 141st Session but has authorized [insert name of another Member country] to represent its interests and to exercise its right to vote at the 141st Session of the International Coffee Council on 25 and 26 March 2026.

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).