



14 October 2026

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Call for formal offers from ICO Members for suitable premises

Background

1. The Executive Director would like to remind Members that, during its 142nd session, held in Geneva, Switzerland, from 28 to 30 September 2026, the International Coffee Council (ICC) decided to explore alternative locations and welcome formal offers from ICO Members for suitable premises by no later than 31 December 2026 (see document [ICC-142-5](#)). To date, the Government of Italy has submitted an offer to host the headquarters of the International Coffee Organization (ICO) in Rome (see document [ED-2498/26](#)) and the Government of Switzerland has provided further details on the offer it intends to submit to host the ICO in Geneva,¹ following the expression of interest circulated in document [ED-2464/24 Rev. 2](#).

2. In this context, **Annex I** to this document sets out the minimum requirements for ICO premises, as recommended by the Finance and Administration Committee at its 64th meeting ([FA-391/25 Rev. 1](#)). The Organization currently has a total of 15 posts, including that of the Executive Director, as well as two Junior Professional Officers, bringing the total workforce to 17.

Proposed timetable

3. As mentioned above, at its 142nd Session, the ICC approved a deadline of no later than 31 December 2026 for the submission of formal offers for suitable premises, as proposed in the indicative roadmap attached hereto as **Annex II** and originally contained in document [WGDP-02/26 Rev. 1](#). This call for formal offers therefore represents a concrete step in advancing with the proposed roadmap for the relocation of the ICO premises, in preparation for a potential decision by the ICC at its Spring Session to be held in April 2027.

Action

Members are kindly requested to consider this call and to submit formal offers by no later than 31 December 2026.

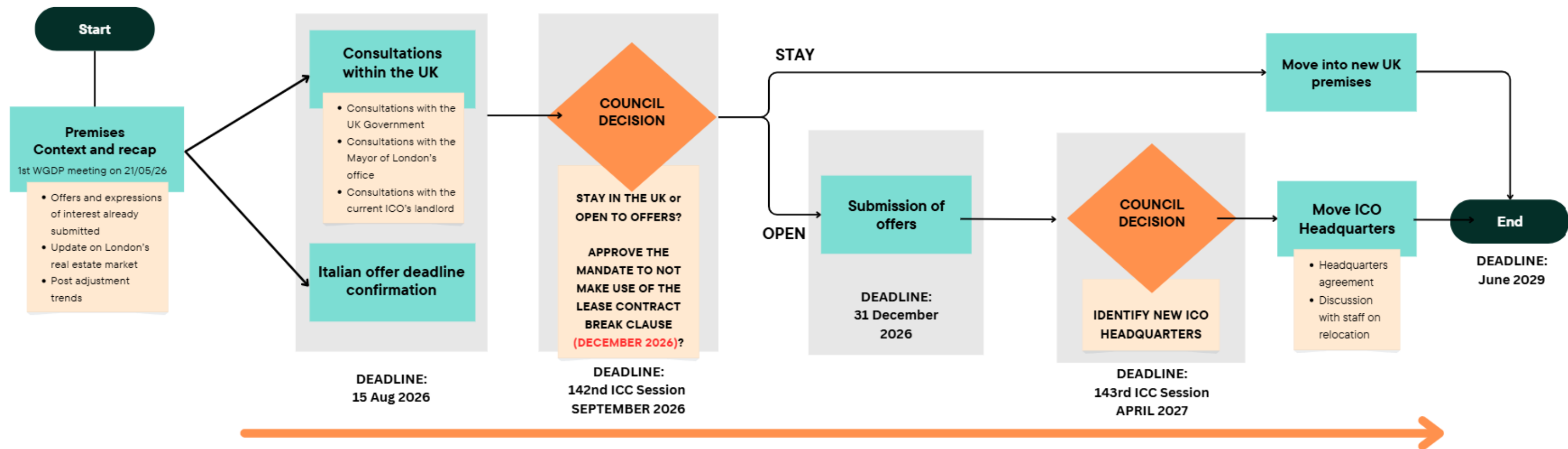
¹ See paragraphs 123 and 124 of document [ICC-142-14](#) (*Decisions and Resolutions adopted at the 142nd Session of the International Coffee Council*)

REQUIREMENTS FOR ICO PREMISES²

- **Space: about 3,440 sqf (320 sqm) without paid parking spaces**
- A room for the Executive Director (ED) with a separate space for the Personal Assistant to the Executive Director
- 2 small, closed rooms or spaces for Head of Operations and Head of Finance and Administration **(these rooms will also be available for use by other staff members while the Heads are absent)**
- **A workspace with 6 desks/chairs and bookshelves on the walls**
- A small meeting room (max 8 participants)
- **No boardroom**
- A reception area (to welcome delegates and visitors)
- **No library**
- An IT/Storage room
- A kitchen with space for meal consumption and necessary equipment for food and drink preparation
- Toilets - **to be shared with other offices**
- Communication infrastructure – internet, telephone, connection to printers/copiers

² These requirements were originally circulated in document [FA-391/25 Rev. 1](#).

ICO PREMISES - Roadmap³



³ As decided at the 142nd Session of the ICC, a special session of the Council will be held during coffee year 2026/27 to address the mandate of the Executive Director (see item 14 of document [ICC-142-14](#)). Consequently, the regular Spring Session may become the 144th Session of the ICC rather than the 143rd Session, as originally envisaged in the indicative Roadmap above.