



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**ED** 2414/22

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**E**

**Convocation for the 134<sup>th</sup> Session of  
the International Coffee Council  
and associated meetings: 3 to 7  
October 2022 – Bogotá, Colombia**

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization have the honour to invite all Members of the Organization to the 134<sup>th</sup> session of the International Coffee Council and associated meetings to be held in Bogotá, Colombia, from 3 to 7 October 2022.

The draft agenda and relevant documentation of such an important global meeting can be found attached. The attendance of delegations from all ICO Members in this historic meeting where the new International Coffee Agreement of 2022 will be opened for signature will be key.

We will be honoured to receive the representatives of your Government in Bogotá and to welcome your valuable and constructive contributions to discussions for the benefit of the global coffee sector.

We take this opportunity to express the assurances of our most distinguished consideration.

Ambassador Iván Romero-Martínez  
Chair  
International Coffee Council

Executive Director  
International Coffee Organization

## ADVANCE INFORMATION FOR PARTICIPANTS\*

- **International Coffee Council**
- **4<sup>th</sup> CEO and Global Leaders Forum**
- **Finance and Administration Committee**
- **Statistics Committee**
- **Projects Committee**
- **Promotion and Market Development Committee**

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\*The present document contains information concerning the 134<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. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents her compliments and wishes to inform ICO Members and observers that the 134<sup>th</sup> Session of the International Coffee Council and associated meetings will be held in Bogotá – Colombia from 3 to 7 October 2022.

## II. VENUE

2. The 134<sup>th</sup> Session of the International Coffee Council and associated meetings will be held in Bogotá – Colombia at Corferias (Carrera 37 # 24 – 67, Bogotá, Colombia).

## III. OPENING CEREMONY

3. The opening ceremony, open only to Members, observers and invited guests, will be held on Thursday 6 October 2022.

4. For the Opening Ceremony, Council session and Committee meetings, delegations will be seated in English alphabetical order. Each Government 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.

5. Delegates are reminded that mobile telephones should be either switched off or switched to silent mode during all proceedings.

## IV. PROVISIONAL PROGRAMME

6. The draft agenda for the 134<sup>th</sup> Council Session is attached to this document. A provisional programme as well as detailed agendas for Committees and other bodies will follow.

7. Members wishing to submit documents for circulation, to suggest matters for consideration, or to make presentations during the meetings are requested to advise the Executive Director in writing **no later than 3 September 2022**.

### Side events

8. “Cafés de Colombia – Expo 2022” (<https://cafesdecolombiaexpo.com/>) will take place at Corferias from 5 to 8 October. Social and other networking opportunities are planned. More details to follow.

## V. PARTICIPATION AND COSTS

9. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

## VI. CREDENTIALS

10. 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.

11. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing 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.

12. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 3 September 2020**. A model letter is enclosed in Annex I. 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.

13. 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.

14. A model authorization is enclosed in Annex II. Letters of authorization should be sent **no later than 3 September 2022**. 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.

## VII. ADMISSION OF OBSERVERS

15. 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 III and should be sent to [credentials@ico.org](mailto:credentials@ico.org) **no later than 3 September 2022**.

## VIII. REGISTRATION AND LIST OF PARTICIPANTS

16. As stated in Rule 3 of the Rules of the Organization, each Member shall be represented by one representative, who may be assisted by alternates and advisers. Each delegation shall have a Head of delegation. Any alternate or adviser may act as a representative upon instruction of the Head of the delegation.

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

### **Registration of Heads of State, Heads of Government, Ministers and Ambassadors**

18. Delegations are strongly recommended to submit the names of attending Heads of State, Heads of Government, Ministers or Ambassadors to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

### **List of participants**

19. A provisional list of delegates will be available on the first day of the Session, to be revised at a later date.

20. Delegations are requested to notify, in writing, the staff at the Registration Desk or the ICO staff at the venue of any subsequent changes in the information in the provisional list of delegates, so that records for the final list of delegates may be kept up to date and accurate.

## **IX. LANGUAGES AND DOCUMENTATION**

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

22. Simultaneous interpretation will be available.

23. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, **only one set of documents on agenda items that require a decision will be printed for each delegation**. Delegates are therefore strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

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

## **X. SPEAKERS**

25. 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.

## **XI. REQUESTS FOR MEETINGS**

26. 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).

## **XII. VISAS AND ACCOMMODATION**

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

27. Delegates from certain countries will need a visa to enter Colombia (further information can be found at [https://www.cancilleria.gov.co/tramites\\_servicios/visa/requisitos](https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos)). Passports must have six months' validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas to attend the meetings should request this in writing **as soon as possible** ([ottelli@ico.org](mailto:ottelli@ico.org)), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the Colombian Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

### **Accommodation**

28. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels, along with indicative corporate rates, are attached to this document in English only.

## **XIII. LIABILITY DISCLAIMER**

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

30. Delegates are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the IMO Reception.

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

- Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel and social event venues.
- Death or personal injury suffered at the meeting.

32. In the unlikely occurrence that the 134<sup>th</sup> Session of the International Coffee Council and associated meetings 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**  
134<sup>th</sup> Session  
6 and 7 October 2022  
Bogotá, Colombia

**Draft Agenda**

**Item**

**Document**

**Opening of the 134th Session of the Council**

The Chair of the Council will deliver an opening speech.

**1. Draft Agenda – to adopt** ICC-134-0

**2. Votes – to consider and, if appropriate, to approve**

**2.1 Redistribution of votes for coffee year 2021/22** to follow  
The Head of Operations will report.

**2.2 Initial distribution of votes for coffee year 2022/23** to follow  
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 2022/23 will be considered by the Council.

**3. International Coffee Agreement (ICA) 2022** [ED-2409/22](#)  
[ICA 2022](#)

The Chair of the Council will formally open the International Coffee Agreement 2022 for signature to Contracting Parties to the International Coffee Agreement 2007 and Governments invited to the 133<sup>rd</sup> International Coffee Council session held in June 2022.

**4. 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 the progress, achievements, challenges, opportunities and constraints, with a focus on the execution of the programme of activities, including on partnerships and voluntary contributions.

**4.1 Proposal for the ICO theme for coffee year 2022/23 – to note** verbal

## 5. Financial and administrative matters

### 5.1 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.

### 5.2 Report on collection of contributions from Members in arrears– *to note* to follow

The Chair of the Finance and Administration Committee will report.

### 5.3 Programme of Activities for coffee year 2022/23 – *to consider and, if appropriate, to approve* to follow

The Chair of the Finance and Administration Committee will report.

### 5.4 Draft Administrative Budget for the financial year 2022/23 – *to consider and, if appropriate, to approve* to follow

The Chair of the Finance and Administration Committee will report.

## 6. World Coffee Conference – *to note* verbal

The representative of India will report on the situation concerning the 5<sup>th</sup> World Coffee Conference scheduled to take place in 2023.

## 7. Office holders and committees

### 7.1 Chair and Vice-Chair and composition of committees – *to consider and, if appropriate, to approve* to follow

The Council will consider and approve the composition of the following committees for 2022/23:

- Core Group for the Consultative Forum  
(6 exporting, 4 importing Members)
- Finance and Administration Committee  
(6 exporting, 5 importing Members)
- Projects Committee  
(8 exporting, 3 importing Members)
- Promotion and Market Development Committee  
(8 exporting, 3 importing Members)
- Statistics Committee  
(8 exporting, 3 importing Members)

### 7.2 Chair and Vice-Chair of the Council – *to elect* verbal

According to Article 10 of the 2007 Agreement, the Chair and the Vice-Chair for coffee year 2022/23 should be elected from among the representatives of importing and exporting Members, respectively.



<b>8.</b>	<b>Coffee sector regulations and due diligence – <i>to note</i></b>	verbal
8.1	<b>Report of the Private Sector Consultative Board (PSCB) on coffee sector regulations</b>	
8.2	<b>Report of the Coffee Public-Private Task Force (CPPTF) on coffee sector regulations</b>	
8.3	<b>Report of the 4th CEO &amp; Global Leaders Forum (CGLF) on coffee sector regulations</b>	
<b>9.</b>	<b>Sustainability and Partnerships</b>	
9.1	<b>Coffee Public-Private Task Force (CPPTF) and CEO &amp; Global Leader Forum (CGLF)</b> The Executive Director will present: <ul style="list-style-type: none"> <li>• The outcome of the 4<sup>th</sup> CEO &amp; Global Leaders Forum held on 5 October 2022 – <i>to note the report of the 4<sup>th</sup> CGLF</i></li> <li>• Recommendations of the CPPTF - <i>to consider and, if appropriate, to approve</i></li> </ul>	to follow
9.2	<b>Report on the implementation of Memorandums of Understanding (MoUs) and new cooperation agreements – <i>to consider and, if appropriate, to approve</i></b>	verbal
<b>10.</b>	<b>Report of meetings of committees and other bodies – <i>to consider and, if appropriate, to approve</i></b>	
10.1	<b>Report on compliance with Statistical rules – Statistics Committee: <i>to note</i></b> The Statistical Coordinator will present the findings.	to follow
10.2	<b>Certificates of Origin – Statistics Committee: <i>to consider and, if appropriate, to recommend for approval</i></b> The Statistical Coordinator will present the findings.	to follow
10.3	<b>Statistics Roundtable – Statistics Committee: <i>to note</i></b> The Statistical Coordinator will report on the meeting of the Statistics Roundtable.	verbal
10.4	<b>Procedure for Addressing Significant Discrepancies in Exports/Imports Monthly Report – Statistics Committee: <i>to consider and, if appropriate, to recommend for approval</i></b> The Statistical Coordinator will report on the need for a Standard Operating Procedure for dealing with significant discrepancies in the Exports/Imports Monthly Reports	to follow
10.5	<b>Special Fund – Promotion and Market Development Committee: <i>to note</i></b>	verbal

10.6	<b>ICO Market Development Toolkit – Promotion and Market Development Committee: <i>to note</i></b>	verbal
10.7	<b>International Coffee Day (ICD) – Promotion and Market Development Committee: <i>to note</i></b> The Head of Operations will report on the global communications campaign in support of International Coffee Day held on 1 October 2022 and for the coffee year 2022/23.	verbal
10.8	<b>New projects and funding opportunities – Projects Committee: <i>to note</i></b>	verbal
10.9	<b>The Chair of the Private Sector Consultative Board will provide a summary of discussions and recommendations – <i>to note</i></b>	verbal
11.	<b>Credentials – <i>to consider and, if appropriate, to approve</i></b>	verbal
	The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	
12.	<b>Future meetings – <i>to consider</i></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.	verbal
13.	<b>Other business – <i>to consider</i></b>	verbal
<b>Closing Session</b>		verbal

<b>REFERENCE DOCUMENTS</b>	
<a href="#">International Coffee Agreement 2007</a>	
<a href="#">Five-Year Action plan for the International Coffee Organization</a>	
<a href="#">Rules of the International Coffee Organization</a>	
<a href="#">Terms of reference for Committees and advisory bodies</a>	
<a href="#">Office Holders for 2021/22</a>	

## Summarized agenda of the 134<sup>th</sup> Session of the International Coffee Council

### Thursday 6 October 2022

Time	Item	Duration (mins)	Document	Requires council approval?
09:30	<b>Opening of the 1<sup>st</sup> day of the 134<sup>th</sup> Session of the Council</b>	20	-	-
09:50	<b>1. Draft Agenda</b>	5	ICC-134-0	X
09:55	<b>2. Votes</b>	-	To follow	X
	2.1 Redistribution of votes for coffee year 2021/22	5		
	2.2 Initial distribution of votes for coffee year 2022/23			
10:00	<b>3. International Coffee Agreement 2022</b>	60	<a href="#">ICA 2022 ED2409/22</a>	-
11:00	<i>Coffee Break</i>	30	-	-
11:30	<b>3. International Coffee Agreement 2022 (cont.)</b>	90	-	-
13:00	<i>Lunch Break</i>	90	-	-
14:30	<b>4. Report on the work of the ICO and market situation</b>	20	-	-
14:50	4.1 Proposal for the ICO theme for coffee year 2022/23	10	-	-
15:00	<b>5. Finance and administrative matters</b>	-	To follow	X
	5.1 Finance and Administration Committee	10	To follow	X
15:10	5.2 Report on collection of contributions from Members in arrears	5	To follow	X
15:15	5.3 Programme of Activities for coffee year 2022/23	20	To follow	X
15:35	5.4 Draft Administrative Budget for the financial year 2022/23	45	To follow	X
16:20	<i>Coffee Break</i>	25	-	-
16:45	<b>6. World Coffee Conference</b>	15	-	-
17:00	<b>7. Office holders and Committees</b>	30	-	X
17:30	<b>Closing of the 1<sup>st</sup> day of the 134<sup>th</sup> Session of the Council</b>	5	-	-

### Friday 7 October 2022

Time	Item	Duration (mins)	Document	Requires council approval?
09:30	<b>Opening of the 2nd day of the 134<sup>th</sup> Council Session</b>	10	-	-
09:40	<b>8. Coffee sector regulations and due diligence</b>	5	-	-
09:45	8.1 Report of the PSCB on coffee sector regulations	10	-	-
09:55	8.2 Report of the CPPTF on coffee sector regulations	10	-	-
10:05	8.3 Report of the 4 <sup>th</sup> CGLF on coffee sector regulations	10	-	-
10:15	Discussion on coffee sector regulations	60	-	-
11:15	<i>Coffee Break</i>	30	-	-
11:45	Discussion on coffee sector regulations	30	-	-
12:15	<b>9. Sustainability and Partnerships</b>	-	-	-
	9.1 Coffee Public-Private Task Force (CPPTF) and CGLF	45	To follow	X
13:00	9.2 Report on the implementation of MoUs and cooperation agreements	30	-	-

13:30	<b>Lunch Break</b>	90	-	-
15:00	<b>10. Report of meetings of committees and other bodies</b>	-	-	-
	10.1 Report on compliance with Statistical rules	15	To follow-	-
11:30	10.2 Certificates of Origin	20	To follow	<b>X</b>
13:10	10.3 Statistics Roundtable	5	-	-
15:40	10.4 Procedure for Addressing Significant Discrepancies	30	To follow	<b>X</b>
16:10	10.5 Special Fund	15	-	-
16:25	10.6 ICO Market Development Toolkit	20	-	-
16:45	10.7 ICD	15	-	-
17:00	10.8 New projects and funding opportunities	15	-	-
17:15	10.9 Report of the Chair of the PSCB	10	-	-
17:25	<b>11. Credentials</b>	5	-	-
17:30	<b>12. Future meetings</b>	10	-	-
17:40	<b>13. Other business</b>	15	-	-
17:55	<b>Closing session</b>	15	-	-

## MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to [credentials@ico.org](mailto:credentials@ico.org) by 3 September 2022

The original should be submitted as soon as possible thereafter

[Date]

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

### 134<sup>th</sup> Session of the International Coffee Council (Bogotá, 3 to 7 October 2022)

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 134<sup>th</sup> Session of the International Coffee Council taking place in Bogotá from 3 to 7 October 2022:

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

[Title]

[Organization]

[Name] Alternate (speaking delegate)

[Title]

[Organization]

[Name] Adviser(s) (silent observers)

[Title]

[Organization]

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 3 September 2022**

**The original should be submitted as soon as possible thereafter**

[Date]

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

**134<sup>th</sup> Session of the International Coffee Council  
(Bogotá, 3 to 7 October 2022)**

Dear Ms Nogueira,

I regret to inform you that the Government of [*insert Member country*] will not be represented in Bogotá, Colombia, but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 134<sup>th</sup> Session of the International Coffee Council from 3 to 7 October 2022.

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**  
**134<sup>th</sup> Session of the International Coffee Council and associated meetings**  
**3 to 7 October 2022, Colombia**

Please return this form to [credentials@ico.org](mailto:credentials@ico.org) by 3 September 2022

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

<b>Attendance: I will attend the following meetings/events to be held in Bogotá, in October 2022</b> (please tick as appropriate):	
134 <sup>th</sup> Session of the International Coffee Council	
CEO and Global Leaders Forum	
Statistics Committee	
Projects Committee	
Promotion and Market Development Committee	

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

Surname: .....

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

Title or official position: .....

Organization / Company: .....

Address: .....

Country: ..... Telephone: .....

Email: .....

**LIST OF HOTELS – 134<sup>th</sup> ICC Session in Bogotá, Colombia**  
**All prices reflect corporate rates for ICO delegates**

Name of Hotel	Classification	Room Type	Rate	Meeting Room(s)	Distance from Venue
<a href="#"><u>Hilton Corferias</u></a> (This hotel is within the Corferias exhibition centre)	★★★★★	Deluxe Room	US\$218	2 Conference Rooms	Walking distance: 1 min (0.1 km)
		Executive Room	US\$256		
		Deluxe suite room	US\$374		
		Superior Suite	US\$419		
		Presidential Suite	US\$521		
<a href="#"><u>Grand Hyatt</u></a>	★★★★★	Grand Club   King bed	US\$259	4 Conference Rooms	Walking distance: 45 min (2.3 km)
		Grand Suite	US\$291		
		Corner Suite	US\$307		
		Grand Executive Suite	US\$384		
		Suite   Diplomatic Suite   Presidential	US\$469 US\$681		
<a href="#"><u>NH urban calle 26</u></a>	★★★★★	Standard	US\$58.90	5 Conference Rooms	Walking distance: 12 min (0.9 km)
		Superior	US\$62.42		
		Junior Suite	US\$65.37		
<a href="#"><u>Regency Boutique La Feria</u></a>	★★★★★	Standard Double Room	US\$42.97	2 Conference Rooms	Walking distance: 12 min (0.9 km)
		Junior Suite Room	US\$45.74		
		Junior Suite Room	US\$49.43		