



**Convocation for the 126<sup>th</sup> Session (Special) of  
the International Coffee Council and associated-  
meetings: 1 to 5 June 2020.**

**Virtual Session**

**Advance information for participants<sup>1</sup>**

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<sup>1</sup> The present document contains information concerning the 126<sup>th</sup> Session (Special) 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 his compliments, and wishes to inform ICO Members that a Special Session of the International Coffee Council (ICC) has been scheduled to take place virtually during the week of 1 to 5 June 2020. This is at the request of the following countries and in accordance with Article 11 of the International Coffee Agreement (ICA): Brazil, Colombia, Costa Rica, Ethiopia, European Union, Honduras, Indonesia, Mexico, Nicaragua, Papua New Guinea, Peru, Switzerland and Viet Nam.
2. The theme for coffee year 2019/20 is *sustainable coffee value chain and sourcing*.

## II. VIRTUAL MEETING

3. The 126<sup>th</sup> Session of the ICC will be held online only using the virtual conferencing software **GoToWebinar** (tbc). All participants will be sent further instructions regarding technical requirements to attend the virtual meeting.

## III. ATTENDANCE

4. In order to provide the best virtual experience for Members and in light of technical constraints, the delegations attending the Virtual Meeting shall be limited to one representative (Head of Delegation) who speaks on behalf of the Member. Members may wish to make their own internal arrangements to enable the participation of additional representatives using a single virtual access to the meeting.
5. In light of the technical limitations on the number of online attendees that can directly intervene during the Council, the participation of observers and non-members will not be possible. Special arrangements are being evaluated for the Seminar “Covid-19: Impact on the world coffee sector and mitigation measures”, to be held on Wednesday, 3 June 2020.

## IV. QUORUM

6. 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 Members<sup>2</sup> representing respectively at least two-thirds of the votes for each category.”***

7. Members are therefore strongly encouraged to participate in order for the Session to be quorate. **A Member that is unable to participate may authorize another Member to represent its interests and exercise its right to vote** (see paragraph 11).

## V. INTERPRETATION

8. After much research and consultations with other international organizations, a conclusion has been reached that, due to the current limitations in interpretation options through virtual conferencing software, the meeting should be held only in the English language. If interpretation is required, delegations are kindly requested to provide their own interpreters at their location, as has been the practice at recent international virtual conferences, such as recent G-20 Leaders’ meetings. The Organization is fully committed to continue monitoring technological developments in order to enable future virtual sessions of the Council to be served by simultaneous interpretation.

## VI. CREDENTIALS AND REGISTRATION

9. 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. Please fill in the online form and upload your Credential Letter at the following link: <https://www.surveymonkey.co.uk/r/Credentials126ICC>

10. Given the new virtual requirements, Members must submit credentials through the [online form](#) **no later than 22 May 2020**. A model credential letter is attached in Annex I.

11. The registration for the virtual meeting will then be sent only to those listed on the credentials submitted to the Executive Director.

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<sup>2</sup> Active Members with voting rights.

12. 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.

13. A model authorization is enclosed in Annex II. Letters of authorization should be sent via the [online form](#) **no later than 22 May 2020**. Scanned copies may be uploaded at: <https://www.surveymonkey.co.uk/r/UnableToAttend126ICC>

## VII. SESSIONS

14. The virtual Council Session and associated meetings will run from 10:45 to 15:00 (BST) from Monday 1 June to Friday 5 June with a 30-minute pause. We fully understand that the timing may cause inconveniences to Members connecting from locations in significantly different time zones. The ICO wishes to thank all Members for their understanding and cooperation.

15. Due to time and technical constraints, the Finance and Administration Committee will be the only ICO advisory body that will meet during this virtual Council Session. Meetings of the other Committees and advisory bodies are postponed to a later date.

16. The schedule for each day will be as follows:

Monday 1 June: Finance and Administration Committee

Tuesday 2 June: Finance and Administration Committee

Wednesday 3 June: Seminar: Covid-19: Impact on the world coffee sector and mitigation measures

Thursday 4 June: Council Session

Friday 5 June: Council Session

## VIII. AGENDAS

17. Detailed agendas for the Council and Finance and Administration Committee are attached to this document.

18. Members wishing to submit documents for circulation or to suggest any additional matters for consideration are requested to advise the Executive Director in writing **no later than 22 May 2020**.

### **Council Special Events**

*Seminar:* Covid-19: Impact on the world coffee sector and mitigation measures

19. This seminar will focus on the impacts of covid-19 on the global coffee industry, as well as the necessary responses and mitigation measures. The seminar will include insights from ICO research, industry leaders and regional and international development and financial organizations. A detailed programme will be circulated in due course.

### *Working Group on the Future of the International Coffee Agreement*

20. In accordance with a decision of the International Coffee Council during its 124<sup>th</sup> Session, a Working Group has been established with the objective of examining the current International Coffee Agreement, along with proposals submitted by Members and other invited parties, and to submit recommendations to the Council. **Due to time restrictions, the Working Group will meet after the 126<sup>th</sup> Special Session of the ICC.** The Chair of the Group will present to Council an interim report on its work.

## MODEL CREDENTIAL LETTER

Please fill in the online form and upload your Credential Letter on headed paper at <https://www.surveymonkey.co.uk/r/Credentials126ICC> by 22 May 2020

The original should be submitted as soon as possible thereafter

[Date]

Mr José Sette  
Executive Director  
International Coffee Organization  
222 Gray's Inn Road  
London WC1X 8HB

Dear Mr Sette,

**126<sup>th</sup> Session (Special) of the International Coffee Council**  
**Virtual Session**  
**(4 and 5 June 2020)**

I am pleased to inform you that [country] will be represented by the following delegate at the 126<sup>th</sup> Special Session (virtual) of the International Coffee Council taking place in London on 4 and 5 June 2020:

[Name] Representative (one person only please)

[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).*

## ANNEX II

### MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS AND EXERCISE ITS VOTING RIGHTS

Please fill in the online form and upload your authorization as an attachment at  
<https://www.surveymonkey.co.uk/r/UnableToAttend126ICC>  
by 22 May 2020

[Date]

Mr José Sette  
Executive Director  
International Coffee Organization  
222 Gray's Inn Road  
London WC1X 8HB

Dear Mr Sette,

**126<sup>th</sup> Session (Special) of the International Coffee Council**  
**Virtual Session**  
(4 and 5 June 2020)

I regret to inform you that my Government will not be represented at the 126<sup>th</sup> Session (Special) but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 126<sup>th</sup> Session of the International Coffee Council on 4 and 5 June 2020.

Yours sincerely,

[Signature]\*

[Name]

[Title]

[Member country]

\* To be signed by a representative of the competent authorities of the Member country.



**International Coffee Council**  
126<sup>th</sup> Session (Special)  
Virtual Session  
4 and 5 June 2020  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>Opening of the 126<sup>th</sup> Council</b>	
<b>1. Draft Agenda – <i>to adopt</i></b>	ICC-126-0 Rev. 1
<b>2. Votes and credentials – <i>to consider and, if appropriate, to approve</i></b>	
<b>2.1 Redistribution of votes for coffee year 2019/20</b>	ICC-126-1
The Head of Operations will report.	
<b>2.2 Credentials</b>	verbal
The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	
<b>3. Report on the work of the ICO and market situation – <i>to note</i></b>	
<b>3.1 Interim report</b>	verbal
The Executive Director will present a brief interim report (October 2019 to May 2020) on the work of the Organization, highlighting the progress, achievements, challenges and opportunities with a focus on the impact of the current situation on the work of the ICO and of the Coffee Public-Private Task Force and other partnerships.	

**3.2 Tariff and non-tariff barriers: Impact on the coffee sector** ICC-126-2

The Chief Economist will present a study which contains updated information on tariff and non-tariff barriers to enable the Council to assess compliance by Member countries with the provisions of Article 24.

**3.3 World Coffee Conference**

The representative of India will report on the situation concerning the 5<sup>th</sup> World Coffee Conference which was scheduled to take place in Bengaluru, India, from 7 to 9 September 2020. [ED-2335/20](#)

**3.4 Impact of coronavirus on the coffee sector** verbal

The Head of Operations will report on the seminar on “Covid-19 pandemic: impact on the world coffee sector and mitigation measures”, held on 3 June.

**4. Review of the International Coffee Agreement (ICA) 2007 – to consider** verbal

The Chair of the Working Group on the Future of the International Coffee Agreement will report.

**5. Financial and administrative matters**

**5.1 Finance and Administration Committee – to consider**

The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation of the Organization and the draft Administrative Budget for the financial year 2020/21. FA-237/20  
[FA-231/20](#)

**5.2 Report on the implementation of Resolution 466, Members in persistent arrears – to note** WP-Council 304/20

**5.3 Administrative Accounts of the Organization for the financial year 2018/19 and Report of the Auditors – to consider and, if appropriate, to approve** [FA-233/20](#)

**5.4 Accounts of the Special Fund for the financial year 2018/19 and Report of the Auditors – to consider and, if appropriate, to approve** [FA-234/20](#)

The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.

**5.5 Accounts of the Coffee Sustainability Projects Trust Fund for the financial year 2018/19 and Report of the Auditors – to consider and, if appropriate, to approve** [FA-235/20](#)

**5.6 Promotion Fund – to note** [FA-236/20](#)

As decided in September 2010, the Accounts of the Promotion Fund are not audited, but are circulated for the information of exporting Members.

**5.7 Appointment of auditors – to consider** [FA-225/20](#)

Proposals for the appointment of auditors will be presented to the Council.

**5.8 Salary scales and the basis for contributions to the Provident Fund for staff in the General Services and Professional and higher categories – to consider and, if appropriate, to approve** FA-238/20

**6. Special Fund – to note** [SF-44/20](#)

The spokesperson of exporting Members will report on developments made regarding use of the Special Fund to promote domestic consumption in exporting countries.

**7. Other business – to consider** verbal

**8. Date of the next Session – to note** verbal

The next Session of the Council was scheduled to take place in Bengaluru, India, from 10 to 12 September 2020, immediately after the World Coffee Conference, which was scheduled to be held from 7 to 9 September 2020 and the 2<sup>nd</sup> CEO and Global Leaders Forum, which was to be held on 9 September. Considering the covid-19 pandemic and the decision to postpone the World Coffee Conference and no longer hold the 127<sup>th</sup> Council Session and associated meetings in India, new dates and modalities for holding the September 2020 Council Session will be proposed and Members will be updated on any developments.

Members are invited to suggest topics for presentations during the next Session, for inclusion on the Agenda, and improvements to future meeting arrangements.

**9. Closing remarks – to note** verbal

The Chair of the Council will deliver the closing remarks.

<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 coffee year 2019/20</a>



**Finance and Administration Committee**  
38<sup>th</sup> Meeting  
1 and 2 June 2020  
London, United Kingdom

**Draft Agenda**

Item	Document
1. <b>Draft Agenda – <i>to adopt</i></b>	FA-203/20
2. <b>Report of the intersessional meeting held on 13 February 2020 – <i>to consider and, if appropriate, to approve</i></b>	<a href="#">FA-228/20</a>
3. <b>Financial situation – <i>to note</i></b>	FA-237/20
The Head of Finance and Administration will report on the current financial situation.	
4. <b>Accounts for the financial year 2018/19</b>	
4.1 <b>Administrative Accounts of the Organization and Report of the Auditors – <i>to consider and, if appropriate to recommend for approval</i></b>	<a href="#">FA-233/20</a>
Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.	
4.2 <b>Accounts of the Special Fund and Report of the Auditors – <i>to consider and, if appropriate, to recommend for approval</i></b>	<a href="#">FA-234/20</a>
The Accounts of the Special Fund and Report of the Auditors will be considered by the Committee and presented for the approval of exporting Members.	

**4.3 Accounts of the Trust Fund and Report of the Auditors – [FA-235/20](#)  
*to consider and, if appropriate, to recommend for approval***

The Accounts of the Trust Fund and Report of the Auditors will be considered by the Committee and presented for the approval of the Council.

**4.4 Promotion Fund – *to note* [FA-236/20](#)**

As decided in September 2010, the Accounts of the Promotion Fund will not be audited, but will be circulated for information.

**5. Draft Administrative Budget for financial year 2020/21 – [FA-231/20](#)  
*to consider***

The Committee will consider the draft Administrative Budget for financial year 2020/21.

**6. Auditors**

**6.1 Current Auditors: Nexia Smith & Williamson – *to note***

In accordance with the request of the Committee, the ICO Auditors for coffee year 2018/19 will be available for a session of questions and answers.

**6.2 Appointment of registered auditors – *to consider* [FA-225/20](#)**

The Head of Finance and Administration will report on the tendering process for the appointment of registered auditors.

**7. Basis for contributions to the Provident Fund for staff in the Professional and higher categories – *to consider and to recommend for approval* [FA-238/20](#)**

The Committee will consider proposals for the basis for contributions to the Provident Fund for staff in the Professional and higher categories

**8. Outstanding contributions – *to consider***

**8.1 Report on the implementation of Resolution 466 on Members in persistent arrears [WP-Council 304/20](#)**

The Committee at its intersessional meeting of 13 February 2020 requested the Executive Director to prepare a draft Resolution on Members with Persistent arrears based on Article 21 of the Agreement.

- 8.2 Scenario, excluding Members in persistent arrears, based on the redistribution of votes for coffee year 2020/21** FA-239/20

The Executive Director will report.

- 9. Relocation of premises *to consider*** verbal

The Executive Director will report.

- 10. Other business – *to consider*** verbal

- 11. Next meeting – *to note*** verbal

Members are invited to suggest matters for consideration at the next meeting.

The next meeting will take place at a date to be determined by the Committee

<b>REFERENCE DOCUMENTS</b>
<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee (Annex V)</a>
<a href="#">International Coffee Agreement 2007 (ICA 2007)</a>