



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**WP** Council 320/21

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International Coffee Council/  
Finance and Administration Committee  
131<sup>st</sup> Session  
9 and 10 February 2021  
London, United Kingdom

**Draft procedures for presentations  
to be made by candidates for the  
post of Executive Director**

## **Background**

Members will be aware that two candidates have been selected by the Council at its 130<sup>th</sup> Session held on 9 and 10 September 2021 to make presentations to the Council at its 131<sup>st</sup> Session. The Chair has suggested the following *modus operandi* for candidates to make their presentations in order to ensure an equitable and open procedure:

### **1) Sequence of presentations**

The sequence established in documents submitted to Members previously should be followed by candidates in making their submissions to the Council. This follows the alphabetical order of the candidates' surnames. For the avoidance of doubt, this is as follows:

- Ms Vanúsia Maria Carneiro NOGUEIRA, endorsed by the Government of Brazil
- Mr TRAN Kim Long, endorsed by the Government of Viet Nam

## **2) Statements by Member Governments**

Members have asked whether Member governments may make statements in support of the candidate they have endorsed. It is suggested that government delegates may do so, but are encouraged to restrict such statements to less than 5 minutes and that such statements should introduce and precede each candidate's presentation.

## **3) Length of presentations and question sessions**

Candidates are encouraged to restrict their presentations to no more than 30 minutes in length. Each presentation would be followed by a Question and Answer session from Members to each candidate, such a session not to exceed 30 minutes in length in total. Individual Member states are asked to restrict their questions to one per Member, although Members may pose follow-up or additional questions if other Members do not wish to pose further questions and if the overall limit of 30 minutes has not yet been reached. Candidates should not be permitted to listen to other candidates' presentations or Q&A sessions.

## **4) Further questions**

Members should feel free to approach candidates on an individual basis to discuss issues informally outside the formal Council sessions.

## **Action**

The Council is asked to review, and if considered appropriate, to approve the above draft procedures.