



**Convocation for the 126th Session of the
International Coffee Council and associated
meetings: 27 April to 1 May 2020
London, United Kingdom**

Advance information for participants¹

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¹ The present document contains information concerning the 126th 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 126th Session of the International Coffee Council and associated meetings will be held in London, United Kingdom from 27 April to 1 May 2020. The theme for coffee year 2019/20 is *Sustainable coffee value chain and sourcing*.

II. VENUE

2. The 126th Session of the International Coffee Council and associated meetings will be held at the headquarters of the International Maritime Organization (IMO), 4 Albert Embankment, London SE1 7SR.

III. OPENING SESSION AND SEATING ARRANGEMENTS

3. The Opening Session will be held on Monday 27 April 2020 at 11:00 in the Main Hall of the IMO. Delegates are kindly requested to be in their seats by the latest at 10:45.

4. 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.

6. Delegates are requested to note that no drink or food can be consumed in the Main Hall.

IV. PROVISIONAL PROGRAMME

7. A provisional programme for the week is set out in Annex I. Detailed agendas for Committees and other bodies will follow.

8. Members wishing to submit documents for circulation, to suggest any additional matters for consideration, or to make presentations during the meetings are requested to advise the Executive Director in writing **no later than 14 February 2020**.

Council Special Events

Coffee Public-Private Task Force (CPPTF)

9. As part of the implementation of Resolution 465 on coffee price levels, and based on the London Declaration signed by leading private sector stakeholders during the 1st CEO and Global Leaders Forum (CGLF²) of the coffee sector on 23 September 2019, and in response to International Coffee Council (ICC) Decision 125-10 of 27 September 2019, a Task Force composed of ICO Members and representatives of the private sector and supporting organizations has been established to draw up a roadmap and recommend further actions on price levels and volatility as well as on long-term sustainability. The Task Force will meet on Wednesday 29 April 2020, as part of the preparations for the 2nd CEO and Global Leaders Forum and the 127th Session of the International Coffee Council, to be held in Bengaluru, India, together with the 5th World Coffee Conference from 7 to 12 September 2020. During these events, ICO Members and other interested parties will consider the outcomes of the work of the Task Force and pursue efforts to implement concrete solutions to the coffee crisis and the price volatility issue.

Working Group on Market Transparency: Workshop on methodologies for the benchmarking of coffee sector production costs and living incomes

10. As part of the Coffee Public-Private Task Force (CPPTF) a working group on market transparency has been established. Task Force members established as a priority to review existing methodologies for the benchmarking of coffee production costs and of the living income of coffee farmers. The meeting of the Working Group on Market Transparency will consist of a *Workshop on methodologies for the benchmarking of coffee sector production costs and living incomes*, which will be held on Monday 27 April 2020 and is open to the public. Details of the registration will follow soon.

Working Group on the Future of the International Coffee Agreement

11. In accordance with a decision of the International Coffee Council during its 124th 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. The Working Group will meet on Wednesday 29 April 2020.

² The CGLF was held as a special session of the Private Sector Consultative Board (PSCB).

Side events

13. Social and other networking opportunities are planned. More details to follow.

V. PARTICIPATION AND COSTS

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

VI. CREDENTIALS

15. 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.

16. 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.

17. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 26 March 2020**. A model letter is enclosed in Annex II. Scanned copies of credentials may be sent by email to the Secretariat (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.

18. 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.

19. A model authorization is enclosed in Annex III. Letters of authorization should be sent **no later than 26 March 2020**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter.

VII. ADMISSION OF OBSERVERS

20. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-125-7](#) 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 IV and should be sent to credentials@ico.org **no later than 26 March 2020**.

21. Subject to the provisions of Article 16 of the ICA 2007, non-governmental organizations not included on the list in Annex II of document [ICC-125-7](#) should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director **at least 45 days prior to the April Session (i.e by 12 March 2020)**, in accordance with Rule 5 of the Rules of the Organization.

22. Members of the **Coffee Public-Private Task Force (CPPTF)** are invited to attend the work of the Task Force and will only be granted admittance to public events.

VIII. REGISTRATION AND LIST OF PARTICIPANTS

22. 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.

23. **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 IMO Reception.** This is an IMO requirement. The Registration Desk will open from 14:00-17:00 on Sunday 26 April and from 08:00-18:00 on Monday 27 April 2020 until the end of the Session.

Registration of Heads of State, Heads of Government and Ministers

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

List of participants

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

26. 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

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

28. Simultaneous interpretation will be available.

29. In line with international best practice adopted by the majority of international organizations in order to reduce expenditure and minimize environmental impact through the digitization of meeting materials, **only updates of the agenda and programme and ad-hoc/special documentation (such as financial-related documents or documents submitted late by the Secretariat and Members) will be provided in hard copy for each delegation.** Delegates are therefore strongly encouraged to bring their tablets or notebooks to the meetings or, if indispensable, hard copies of documents.

30. The IMO has free wi-fi facilities and adequate electrical outlets will be available for delegates to use and recharge devices. Once published, agendas and documents can be downloaded from the ICO website at: http://www.ico.org/documents_e.asp or at an ICO Council dedicated website. The password for restricted documents will be provided to Members only.

31. An updated programme will be issued daily.

X. SPEAKERS

32. To facilitate the work of the interpreters and ICO 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

33. 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 & Communications Officer, Ms Rena Gashumba, via email gashumba@ico.org.

XII. INFORMATION AND THE MEDIA

34. Representatives of the media – print media, photo, radio, television and film, news agencies and online media – can apply for accreditation by contacting press@ico.org

35. Highlights of the Session will be posted on social media during the week.

XIII. VISAS, ACCOMMODATION AND TRAVEL

Visas and letters of invitation

36. Delegates from certain countries will need a visa to enter the United Kingdom. The United Kingdom visas website ([UK Visas and Immigration](#)) contains an [online enquiry form](#) which can be used to determine whether you need to apply for a visa before travelling to the United Kingdom. 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** (credentials@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 British Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

Accommodation

37. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels, along with indicative corporate rates, are attached in Annex V. To take advantage of these corporate rates, delegates are advised to make reference to the fact they are attending a meeting at the IMO.

38. The list of hotels is not exhaustive, as alternative hotels and other accommodation options in London are available to suit a range of budgets.

XIV. LIABILITY DISCLAIMER

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

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

41. 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.

42. In the unlikely occurrence that the 126th 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.

126th Session of the International Coffee Council and associated meetings
SCHEDULE OF MEETINGS
26 April - 1 May 2020

| Date | Time | Item | Room | Open to | Agenda Item/Notes |
|------------------------|---------------|---|------------------------|--|---|
| SUNDAY 26 April | 10:00-17:00 | Available to Members' groups | tbd | Invited participants | No interpretation |
| | 14:00-17:00 | Registration opens | IMO reception | ICO Members, observers, registered participants | ID with photo required |
| | 17:00-18:30 | Available to Members' groups | tbd | Invited participants | No interpretation |
| MONDAY 27 April | 08:30-09:30 | Executive Director's briefing for Chairs / spokespersons | tbd | Restricted Office holders, invited Members | No interpretation |
| | 09:30-11:00 | Coordination meeting of exporting countries | tbd | Restricted Members | |
| | 09:30-11:00 | Coordination meeting of importing countries | tbd | Restricted Members | No interpretation |
| | 11:00-12:30 | Opening Session | tbd | ICO Members, observers, registered participants | 1. Opening of Council 2. Draft Agenda 3. Admission of Observers 4. Votes |
| | 12:30-14:00 | Lunch | Restaurant (4th Floor) | All | |
| | 14:00 - 15:30 | WG on Market Transparency: Workshop on methodologies for benchmarking coffee sector production costs and living income | tbd | ICO Members, observers, registered participants | |
| | 15:30 - 16:00 | Coffee Break | Delegates Lounge | All | |
| | 16:00 - 17:00 | WG on Market Transparency: Workshop on methodologies for benchmarking coffee sector production costs and living income | tbd | ICO Members, observers, registered participants | |
| | 17:00 - 18:00 | Private Sector Consultative Board (PSCB) | tbd | ICO and PSCB Members | No interpretation |

126th Session of the International Coffee Council and associated meetings
SCHEDULE OF MEETINGS
26 April - 1 May 2020

| | Time | Item | Room | Open to | Agenda Item/Notes |
|-------------------------|---------------|---|------------------------|---------------------------------------|-------------------|
| TUESDAY 28 April | 08:00-09:30 | Available to Members' groups | tbd | Invited participants | No interpretation |
| | 09:30-10:30 | Statistics Committee | tbd | ICO Members, observers | |
| | 10:30-11:30 | Promotion and Market Development Committee | tbd | ICO Members, observers | |
| | 11:30-12:30 | Project Committee | tbd | ICO Members, observers | |
| | 12:30 - 14:00 | Lunch | Restaurant (4th Floor) | All | |
| | 14:00 - 16:00 | Finance & Administration Committee | tbd | Restricted ICO Members only | |
| | 16:00 - 16:30 | Coffee Break | Delegates Lounge | All | |
| | 16:30 - 18:00 | Finance & Administration Committee | tbd | Restricted ICO Members only | |

| | Time | Item | Room | Open to | Agenda Item/Notes |
|---------------------------|---------------|---|------------------------|---|---------------------------------------|
| WEDNESDAY 29 April | 08:00-09:30 | Available to Members' groups | tbd | Invited participants | No interpretation |
| | 09:30-11:30 | Working Group on the Future of the International Coffee Agreement | tbd | ICO and PSCB Members | |
| | 11:30-13:00 | Coffee Public-Private Task Force | tbd | Restricted Task Force Members and Task Force Observers only | lunch for Task force members (Closed) |
| | 13:00-14:30 | Lunch | Restaurant (4th Floor) | All | |
| | 14:30 - 17:00 | Coffee Public-Private Task Force | tbd | Restricted Task Force Members and Task Force Observers only | coffee break for Task force members |

**126th Session of the International Coffee Council and associated meetings
SCHEDULE OF MEETINGS
26 April - 1 May 2020**

| | Time | Item | Room | Open to | Agenda Item/Notes |
|--------------------------|---------------|------------------------------|------------------------|------------------------|---|
| THURSDAY 30 April | 08:00-09:30 | Available to Members' groups | tbd | Invited participants | No interpretation |
| | 09:30-11:00 | Council | tbd | ICO Members, observers | 5. Report on work of ICO and thematic focus 2019/20 6. Coffee market situation |
| | 11:00-11:30 | Coffee Break | Delegates Lounge | All | |
| | 11:30-13:00 | Council | tbd | ICO Members, observers | 7. Implementation Programme of Activities 9. National Coffee Policies |
| | 13:00-14:30 | Lunch | Restaurant (4th Floor) | All | |
| | 14:30 - 15:30 | Council | tbd | ICO Members, observers | 10. Reports from the Chairs of the ICO Bodies, Task forces and working groups |
| | 15:30 - 16:00 | Coffee Break | Delegates Lounge | All | |
| | 16:00 - 17:30 | Council | tbd | ICO Members, observers | 8. International Coffee Agreement (ICA) 2007 |

126th Session of the International Coffee Council and associated meetings
SCHEDULE OF MEETINGS
26 April - 1 May 2020

| | Time | Item | Room | Open to | Agenda Item/Notes |
|---------------------|---------------|------------------------------|------------------------|------------------------|---|
| FRIDAY 1 May | 08:00-09:30 | Available to Members' groups | tbd | Invited participants | No interpretation |
| | 09:30-11:00 | Council | tbd | ICO Members, observers | 11. Financial and Administrative Matters 12. Special Fund |
| | 11:00-11:30 | Coffee Break | Delegates Lounge | All | |
| | 11:30-13:00 | Council | tbd | ICO Members, observers | 13. Office holders and committees 4.2 Credentials 15. Date of next Session |
| | 13:00-14:30 | Lunch | Restaurant (4th Floor) | All | |
| | 14:30 - 16:00 | Council | tbd | ICO Members, observers | 14. Other business 16. Closing Remarks |

MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 26 March 2020

The original can 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,

126th Session of the International Coffee Council and associated meetings
(London, 27 April to 1 May 2020)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 126th Session of the International Coffee Council and associated meetings taking place in London from 27 April to 1 May 2020:

[Name] Representative (one person only please)

[Title]

[Organization]

[Name] Alternate(s)

[Title]

[Organization]

[Name] Adviser(s)

[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 III

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

Please send your authorization as an attachment to
credentials@ico.org by 26 March 2020

[Date]

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

Dear Mr Sette,

126th Session of the International Coffee Council and associated meetings
(London, 27 April to 1 May 2020)

I regret to inform you that my Government will not be represented at the 126th Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 126th Session of the International Coffee Council from 27 April to 1 May 2020.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

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

REGISTRATION FORM FOR OBSERVERS

**126th Session of the International Coffee Council and associated meetings
27 April – 1 May 2020, London**

Please return this form to credentials@ico.org by 26 March 2020

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

| | |
|--|--|
| Attendance: I will attend the following meetings/events to be held in London, in April/May 2020 (please tick as appropriate): | |
| 126 th Session of the International Coffee Council | |
| Public Private Coffee Task Force (invited Task Force members/observers ONLY) | |
| Working Group on Market Transparency: Workshop on methodologies for benchmarking coffee sector production costs and living income | |
| 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:

ANNEX V

IMO CORPORATE RATES FOR LONDON HOTELS

January 2020

The following hotels are situated within a 10-minute walking distance from the IMO

| | | | |
|--|----------------------------|-----------|-----------------------------------|
| <p>At the time of booking, please quote: 'company ID SC227093192' Tel: +44 (0) 20 7793 0202 Rates valid until 31 December 2020 Reservations: www.accorhotels.com Bespoke webpage: www.accorhotels.com/business-imo-gb Email: H1785@accor.com</p> | | | |
| NOVOTEL London Waterloo 4* 113 Lambeth Road London SE1 7LS | Superior single/sofa supp. | £163/£173 | Inclusive of VAT and breakfast |
| | Premium single/double | £173/£183 | |
| | Executive single/double | £193/£203 | |

| | | | |
|---|----------------------------------|------------|--|
| <p>Unique booking link Crowne Plaza Booking Link or email reservations@cplondonalber.co.uk Tel: + 44 (0) 203 1460 379 Rates valid until 31 December 2020 Blackout dates: 20-23 July and 31 December 2020</p> | | | |
| CROWNE PLAZA 10 Albert Embankment London SE1 7SP | Standard single/double | £198/£198 | Inclusive of WIFI & VAT Buffet breakfast supplement: £18 + VAT |
| | River View room single/double | £228/£228 | |
| | Club Room single/double | £248/£248 | |
| | Junior Suites/1 bed Suites | On request | |

| | | | |
|--|---|---------------------|----------------------------------|
| <p>Reservations: +44 (0) 20 7769 2415 Corporate ID 22351 Rates valid until 31 December 2020 Blackout dates: 20-23 July and 31 December 2020 Email: rppres@pphe.com</p> | | | |
| Park Plaza Riverbank London 4* 18 Albert Embankment London SE1 7TJ | Superior single/double | £165/£178 (+VAT) | Free Wi-Fi Breakfast included |
| | Executive single/double | £190/£203 (+VAT) | |
| | Deluxe River View Single/double | £196/£209 (+VAT) | |
| | 1 Bed Suite Restricted View Single/double | £261/£274 (+VAT) | |
| | 1 Bed Suite – River View Single/Double | £331/£344 (+VAT) | |

| | | | |
|--|--|-------------------------|--|
| <p>Reservations: +44 (0) 20 7798 6890 Rates valid until 31 December 2020 www.dolphinsquare.co.uk/house Email: dh@dolphinsquare.co.uk</p> | | | |
| Dolphin House Dolphin Square London SW1V 3LX Dolphin house is situated within a 20 to 25-minute distance from the IMO using public transport | 1 Bedroom Apartment Room only | £160 (Including VAT) | Free Wi-Fi Complimentary use of Sports & Fitness Club |
| | 1 Bedroom Apartment Bed and breakfast | £170 (Including VAT) | |

| | | |
|---|---|--|
| <p>Reservations: https://www.ihg.com/staybridge/hotels/gb/en/reservation Rates valid until 31 December 2020 Name: United Nations HQ Corporate ID: 100319583</p> | | |
| <p>STAYBRIDGE SUITES VAUXHALL 100 Vauxhall Walk London, SE11 5AL</p> | <p>Standard studio T1 (1-6 nights) Standard studio T2 (7-14 nights) Standard studio T3 (15-28 nights) Standard studio T4(29+ nights)</p> <p>All rates include WIFI and breakfast. Access to gym and laundry room Each suite contains a fully equipped kitchen. Social evenings x3 a week with complimentary drinks & snacks.</p> | <p>£165.00 per night £160.83 per night £156.66 per night £152.50 per night</p> <p>+ VAT @ 20% for the 1st 28 nights and thereafter at 4%</p> |