



**Convocation for the 127<sup>th</sup> Session of the  
International Coffee Council and associated  
meetings: 2 to 11 September 2020.  
Virtual Session**

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

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<sup>1</sup> The present document contains information concerning the 127<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 his compliments and wishes to inform ICO Members that a Session of the International Coffee Council (ICC) and associated meetings have been scheduled to take place virtually between 2 to 11 September 2020.

2. The theme for coffee year 2019/20 is *Sustainable coffee value chain and sourcing*, however, in view of the covid-19 pandemic, resilience to shocks is also included.

## II. VIRTUAL MEETING

3. The 127<sup>th</sup> Session of the ICC will be held online using the virtual conferencing software **Zoom**. The ICO chose to move the 127<sup>th</sup> ICC to the Zoom Platform in order to be able to offer Members interpretation in the official languages as well as to enable Members' representatives that wish so to join also by video when they intervene. 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 two speaking delegates (Head of Delegation and alternate) who speak on behalf of the Member and three silent observers who can attend and listen but would not be enabled to make verbal interventions due to technical constraints.

## IV. QUORUM

5. 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."***

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

6. 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

7. Using the Zoom simultaneous interpretation function the ICO will now be able to offer interpretation in the four official languages (English, French, Portuguese and Spanish) **only during the Council Session (10-11 September)**.

## VI. CREDENTIALS AND REGISTRATION

8. 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: [127<sup>th</sup> ICC Credential Form](#)

9. Given the new virtual requirements, Members must submit credentials through the [127<sup>th</sup> ICC Credential Form](#) **no later than 28 August 2020**. A model credential letter is attached in Annex I.

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

11. 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.

12. A model authorization letter is enclosed in Annex II. Letters of authorization should be sent via the online form **no later than 28 August 2020**. Scanned copies may be uploaded at [127<sup>th</sup> ICC Credential Form](#).

## VII. SESSIONS

13. The virtual Council Session and associated meetings will run from 11:30 to 16:00 (British Summer Time) from Wednesday 2 September to Friday 11 September 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.

14. Due to time constraints, the Committees will meet jointly on 8 September during this virtual Council Session.

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

**Wednesday 2 September 2020**

11:30 – 15:30: Working Group on the Future of the Agreement (ICO Members)

**Thursday 3 September 2020**

13:00 – 16:30: 2<sup>nd</sup> meeting of Coffee Public-Private Task Force (Task Force members/ICO Members/Observers)

**Monday 7 September 2020**

11:30 – 16:00: Finance & Administration Committee (ICO Members – restricted)

**Tuesday 8 September 2020**

11:30 – 13:00: Joint Meeting – Project / Statistics / Promotion & Market Development Committees (ICO Members)

13:30 – 15:30: Private Sector Consultative Board (ICO Members and PSCB members)

**Wednesday 9 September 2020**

12:30 - 15:30: 2<sup>nd</sup> CEO & Global Leaders Forum (ICO Members, closed meeting)

**Thursday 10 September 2020**

11:30 – 16:00: 127<sup>th</sup> Session of the International Coffee Council (ICO Members)

**Friday 11 September 2020**

11:30 – 16:00: 127<sup>th</sup> Session of the International Coffee Council (ICO Members)

**VIII. AGENDAS**

16. A detailed agenda for the Council is attached to this document.

17. 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 28 August 2020**.

### *CEO and Global Leaders Forum*

18. Held as part of the ICO-led structured sector-wide dialogue and, as recommended by the Council at its 125<sup>th</sup> Session in decision [ICC 125-10](#), this high-profile event brings together top executives of the coffee value chain, producers, traders, roasters, retailers and high-profile policy leaders, together with development partners and civil society. Together these stakeholders will consider the outcomes of the work of the Coffee Public-Private Task Force and seek to converge towards measurable commitments for the sustainable future of coffee growers and of the whole coffee sector in line with the UN Sustainable Development Goals.

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

19. 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 on the 2 September, the week before the 127<sup>th</sup> Session of the Council** The Chair of the Group will present to the Council an interim report on its work.

### *Preparatory meetings of the exporting and importing countries*

20. In view of the time constraints due to the virtual nature of the 127<sup>th</sup> Session of the Council, preparatory meetings of the exporting and importing countries have not been included in the schedule of the Council. However, upon request by the spokespersons of both exporting and importing countries, the ICO Secretariat is prepared to facilitate online meetings during the Council.

## MODEL CREDENTIAL LETTER

Please fill in the online form and upload your Credential Letter on headed paper at [127<sup>th</sup> ICC Credential Form](#) by 28 August 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,

**127<sup>th</sup> Session of the International Coffee Council**  
**Virtual Session**  
(10 and 11 September 2020)

I am pleased to inform you that [country] will be represented by the following delegate at the 127<sup>th</sup> Session (virtual) of the International Coffee Council taking place virtually on 10 and 11 September 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  
[127<sup>th</sup> ICC Credential Form](#)  
by 28 August 2020

[Date]

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

Dear Mr Sette,

**127<sup>th</sup> Session of the International Coffee Council**  
**Virtual Session**  
(10 and 11 September 2020)

I regret to inform you that my Government will not be represented at the 127<sup>th</sup> Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 127<sup>th</sup> Session of the International Coffee Council on 10 and 11 September 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**  
127<sup>th</sup> Session  
Virtual Session  
10 and 11 September 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-127-0 <a href="#">Schedule of Meetings</a>
<b>2. Votes – <i>to consider and, if appropriate, to approve</i></b>	
<b>2.1 Redistribution of votes for coffee year 2019/20</b>	to follow
The Head of Operations will report.	
<b>2.2 Initial distribution of votes for coffee year 2020/21</b>	<a href="#">ED-2343/20</a>
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 2020/21 will be considered by the Council.	
<b>3. Report on the work of the ICO and market situation and impact of the covid-19 pandemic – <i>to note</i></b>	verbal
The Executive Director will report on the work of the Organization, highlighting the progress, achievements, challenges and opportunities with a focus on the impact of the covid-19 pandemic on the sector and on the ICO.	

#### 4. Coffee Public-Private Task Force (CPPTF) and CEO & Global Leader Forum (CGLF)

The Executive Director will present:

- a) Recommendations of the CPPTF – ***to consider and, if appropriate, to approve the recommendations of the CPPTF*** to follow

The Council will consider a draft Resolution on the recommendations of the CPPTF.

- b) The outcome of the 2<sup>nd</sup> CEO & Global Leaders Forum held on 9 September 2020 – ***to consider the report of the 2<sup>nd</sup> CGLF*** verbal

#### 5. ICO Flagship Report: Coffee Development Report 2020 – ***to note*** to follow (Summary)

The Executive Director will introduce the second ICO Flagship Report: the Coffee Development Report 2020.

#### 6. International Coffee Agreement (ICA) 2007

- 6.1 **Extension of the International Coffee Agreement 2007 – *to consider and, if appropriate, to approve*** to follow

The Council will consider a draft Resolution extending the 2007 Agreement.

- 6.2 **Extension for the deposit of instruments – *to consider and, if appropriate, to approve*** to follow

The deadline for the deposit of instruments of ratification, acceptance, approval or accession is 30 September 2020. The Council will consider a draft Resolution extending the deadline for the deposit of instruments.

- 6.3 **Review of the International Coffee Agreement (ICA) 2007 – *to consider*** verbal

The Chair of the Working group on the Future of the Agreement will report on the meeting held on Wednesday, 2 September 2020.

**7. Report of meetings of committees and other bodies – *to consider and, if appropriate, to approve*** verbal

The Head of Operations will provide a summary of the recommendations of the ICO advisory bodies: Statistics Committee, Projects Committee, Promotion and Market Development Committee and Private Sector Consultative Board.

**8. International Coffee Day – *to note*** verbal

The Head of Operations will report on the global communications campaign in support of International Coffee Day to be held on 1 October 2020.

**9. Financial and administrative matters – *to consider and, if appropriate, to approve***

**9.1 Finance and Administration Committee** to follow

The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the financial situation.

**9.2 Report on the implementation of Resolution 466, Members in persistent arrears – *to note*** verbal

The Chair of the Finance and Administration Committee will report.

**9.3 Programme of Activities for coffee year 2020/21** to follow

The Chair of the Finance and Administration Committee will report.

**9.4 Draft Administrative Budget for the financial year 2020/21** to follow

The Chair of the Finance and Administration Committee will report.

**10. Special Fund – *to note*** verbal

Following the decision made at the 117<sup>th</sup> Session, the spokesperson of the exporting Members will report on progress made regarding the use of the Special Fund.

## **11. Office holders and committees**

### **11.1 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 2020/21:

- 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)

### **11.2 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 2020/21 should be elected from among the representatives of exporting and importing Members, respectively.

#### **11.3.1 Chair and Vice-Chair of the Consultative Forum – to elect** verbal

The Council will elect the Chair and Vice-Chair of the Consultative Forum on Coffee Sector Finance.

#### **11.3.2 Core Group advisors – to appoint** verbal

The Council will appoint four advisors to the Core Group for 2020/21.

## **12. Credentials – to consider and, if appropriate, to approve** verbal

The Chair will examine the credentials with the assistance of the Secretariat and report to Council.

**13. Future meetings**

The Council will consider dates of meetings in 2021/22 and 2022/23 – *to consider and, if appropriate, to approve* to follow

Members are invited to suggest topics for presentations during the next Session, for inclusion on the agenda, and improvements to future meeting arrangements – *to consider* verbal

**14. Other business – to consider**

verbal

**15. Closing ceremony**

verbal

**REFERENCE DOCUMENTS**

[International Coffee Agreement 2007](#)

[Five-Year Action plan for the International Coffee Organization](#)

[Rules of the International Coffee Organization](#)

[Terms of reference for Committees and advisory bodies](#)

[Office Holders for 2019/20](#)